

Wells Operatic Society Limited
Minutes of the meeting on
Monday 18th August 2014 at 7.30pm

COMMITTEE

Ken Edmonds (chair), Pauline Perrin, Sharon Edmonds, Alisa Creaser, Richard Wright, Gerald Evers, Kate Lynch, Lyn Jones, Norman Cowell, Graham Brown, Sarah Neale and The Mayor of Wells

- 1. Apologies** – Grahame Brown, Richard Wright, Lyn Jones
- 2. Minutes of the last meeting** - agreed
- 3. Matters Arising**
 - Insurance. **PP** is investigating the terms and cover of our policies. Ongoing
 - Thanks to all those who helped with the props and costumes sort. The car park has been cleared as well.
- 4. Correspondence**
 - RW received request from Collyer Reading Architects of Glastonbury asking for 4 car park spaces. This was turned down.
 - Wells Dive Group are wanting to hold recruitment events. Thursday 9th Oct. (no problem), and Saturday 27th Sept. This is fine, but there will be a panto rehearsal 2.30-4.30, and the evening production of Accrington Pals. **GE** to inform Rob Amber
- 5. Treasurer's Report**
 - We are now registered with Data Protection, an annual DD is set up. CS (CleverIT) is very aware of the issues relating to personal information access. He regularly monitors and reviews our website. It was agreed that people who have not renewed their membership for 3 years should be removed from the system. CS is looking at ways to let users choose their own password.
 - PP continues to ask Louise Baker for the Into the Woods costume invoices.
 - PP circulated a document showing potential spending this year, it is quite high and probably more than we can afford at the moment. Discussions in 8 below are tempered by this.
- 6. Membership**
 - Civic Night **Monday 18th May 2015**.
 - Dinner Dance – date for next year? Possible dates are June 6th, 13th and 20th. **AC**
 - Patrons -
 - New Members – none -
- 7. Publicity**
 - All in hand for Accrington Pals. KE
- 8. Theatre Renovations**
 - See maintenance minutes at end of these minutes plus –
 - **Pit and Orchestra update** – **RW** (wrote)- *At our most recent meeting we decided to go ahead and look in detail at the possibility of extending the orchestra pit by bringing it into the auditorium, and get figures and estimates for that. The initial thought was that we might lose two rows of seats, but we are trying to work towards only losing one set of seats if that is possible. At the moment a builder's estimate for creating the extended pit and the second double door entrances is £21,000. VAT does not apply in this instance because the builder is not VAT registered. This figure does not include removable barriers around the pit area and does not include any electrical installations. It includes fitting removable joists for the temporary floor, but not the floor boards themselves. Our*

next meeting is on 8 September, so that there will be a more defined idea of possibilities for the committee meeting on September 15. **ongoing**

- **Ladders GB** has removed old wooden ladders and suggests we purchase 2 off in the first instance:- Zarges 40228 Skymaster Trade Ladder 3 x 8 Rung Sections - £306.00 plus VAT. It was agreed to purchase one ladder and then decide if the second is necessary. **GB** to place the order.
- **Lighting board GB** Repair of the existing is really not an option as the cost will possibly exceed £1000. **GB** Suggests - Zero 88 ORB XF board - £3,973.32 plus the good old VAT – We will also need a couple of computer type monitors at about £100.00 each. (I have spoken to Chris Spray and he says this is a reasonable price) *This board is easily used and is very similar to our existing one. We will be able to get manufacturers training on it if we purchase. Both boards are very similar but on the whole I feel the Orb XF will be easier to use with our multiplicity of users.* It was agreed purchase the new board. **GB** to place the order.
- **Lighting GB.** *Our existing four Strand 264 'Banana' Lanterns which are used front of house are now no longer usable there are no suitable bulbs available. The manufacturer stopped making them approximately 10 years ago and we have been running on 'Faith and Hope' and the odd recovered spare for the past few shows. Sometime ago we replaced six of these lanterns with a newer type. These were ex-hire stock which I was able to get at a very advantageous price. Unfortunately no more are available. I have been discussing obtaining some newer replacements and at present the best price I can get for four, which is what we really need, is £190.00 each plus VAT. Again these will be fully tested and certified ex-hire stock.* It was agreed to leave decision to the next meeting.

9. Productions/Trifold/Hire

- **Feedback from the reading group.** A list of potential shows, directors and MD's has been put together. It was decided to ask - Tina Evers to direct Little Lights Up 3 in Sept 2015, RW to direct Twelfth Night in March 2016 and Lois Harbinson to direct Return to the Forbidden Planet in May 2016. AC will also ask John Little, Mark Wall and Doreen Grant to come up with 2 x one act plays for March 2015. We are still looking for a Panto director for Dec. 2015. **Thanks to AC. Ongoing**
- **September 24th - 27th – The Accrington Pals**, Directed by **Lois Harbinson**, **AD - ?**, Producer – **DG**, **SM** – **David Papworth**, Set design – **Catherine Tucker**, Costumes - **Louise Baker**, Lighting - **GB**, Sound – **Pete Ross**, Props – **Lesley Ricketts**, Prompt – **Freda Brown**, Programme and posters – **Katy Biggs**, Budget – agreed, Ticket Price – **£10 & £8**, rehearsal schedule – **done**
- **December 13th - 20th – Snow White and the Seven Dwarves** written by Vicky Orman, Directed by - **Ken Edmonds**, MD – **Sheila Ross**, AD – **Norman Cowell**, Producer – **Vicky Orman**, **SM** – **Charlie Watkins**, Adult Choreography - **Kim Fisher**, Children Choreography - **SN**, Costumes – **Louise Baker**, Lighting - **GB** , Sound - **Adrian Mitchell**, Props - **Lesley Ricketts**, Budget – **agreed**, Ticket Price – **£10 & £8**, Rehearsal schedule – **done**
- **March 18th -21st 2015 – 2 x One act Plays** **John Little, Mark Wall Doreen Grant tbc**
- **May 18th – 23rd 2015 - Spend Spend Spend**, Director – **Brian Epps**, **AD - ?**, Producer - **RW**, MD - **Sheila Ross**, **SM** – **David Papworth**, Set Design - **Catherine Tucker**, Choreography – **Carol Applegate**, Costumes - **?**, Lighting- **GB**, Sound - **GB**, Props -**?**, Budget – **agreed**, Ticket Price – **£12 & £10**, Rehearsal schedule – **done**
- **September 23rd – 26th 2015 – Little Lights Up 3** Director -**Tina Evers**, Producer - **GE**, MD - **Nick Barlow**
- **December 12th – 19th 2015 – Pantomime Show** **reading committee to discuss.**
- **March 2016 – Twelfth Night**, Director **RW tbc**
- **Spring Show 2016 – Return to the Forbidden Planet**, Director **Lois Harbinson**, MD **Sheila Ross**, **tbc**
- **September 2016**
- **December 2016**

10. Training

- Lighting and sound box training with simplified instructions – delayed until new board arrives– **GB**

11. Show Reviews

Rock of Ages at Bristol Hippodrome, fun and enjoyable 1980's Music, a nostalgic wander. AC
Singing in the Rain, Bristol Hippodrome, great. AC

Avenue Q, Bridgwater, fun and very enjoyable entertainment. SN and KL

Powderham Castle Children's Theatre performance by the Pocket Watch Theatre company at the Bishops Palace, fun and talented, Robin Hood meets Johnny Depp - for kids KE, SE plus a few other kids

12. Any Other Business

The AGM 2015 is now set for 27th March

13. Date of next meeting –

Mon September 15th (RW to chair) then Tuesday 14th October (SE to Chair)

19th June 2014.

Committee decisions on July 8th, updates at Aug 2014

Maintenance meeting GE and MW

1 Front gutter and part way around the side to above the back door.

Full length of front of building needs removing and cleaning, the interlocking nature of these old style gutters means it cannot be done a bit at a time, each section needs re-bedding, sealing, bolting together and the under membrane replaced. Long job time consuming job but really needs doing, almost every joint is leaking and starting to affect the outside of the building.

GE to get 3 quotes for the work

Decision - 2 Quotes returned. Croscombe Roofing asked to carry out the work as soon as possible. (£972+VAT)

Aug – work started Aug 18th

2 The flat roof above the dock doors.

Leaking and getting worse - 2 choices – a quick patch, will last again for another couple of years or a full roof replacement. If the roof was to be completely replaced then it would be sensible to look at raising the height – only 600mm or so would make a big difference to the inside. The cost of the extra height would be minimal and the roof would be the same cost if it went back on at the same level – or higher. Longer lasting solution. Probably no planning permission needed. GRP solution.

GE to get 3 quotes for the work

Decision – 2 quotes received (£300 ish). Committee decided to ask Croscombe Roofing to quote for the complete replacement of the flat roof plus a cost if we decided to raise the height (to provide a greater height in the SR wings). Committee to decide which option to proceed with at the August meeting.

Aug – waiting for Quote

3 Outside paintwork.

The paintwork on the outside of the building is getting tatty, about 10 years old. Would be worth looking at in the next couple of years.

Decision – monitor the situation and look again next year. **GE** to add to diary to remind committee in 12 months time.

4 Rear Emergency Exit / passage.

The emergency exit needs attention. Path and wall – this could be an in house clean up. Look at emergency lighting in this area.

Decision – A working party will be arranged to clear the passage of weeds etc. GE to ask Mark Wall to spray with weed killer, and quote for resurfacing (tarmac or concrete). GB to look into installing lighting.

Aug – Some cleaning and spray has been achieved. More to follow.

5 Bar lighting. All the lighting needs reviewing. Possible in conjunction with a set of performance lights (Rob Rogers has access to a second hand set).

Decision – GB to work with the Bar Committee to come up with a solution to the lighting.

Aug - It now looks like this should go ahead at the earliest opportunity. We wait for the bar Committee to come back with proposals.

6 Boiler exhaust hole cover.

The cover needs replacing.

Decision – Angelo to source and fit a grill. **Done**

7 Auditorium seating

The seats have woodworm, are old and often uncomfortable. Suggest looking at new style of seats, and possibly layout. We could use some professional help.

Decision – KE to investigate options.

Aug – some investigations, initial cost are approx £220 per seat, we might need to look into second hand options. Ongoing

8 Heating in dressing rooms – needs looking at.

Decision – the gas heaters are now serviced and working properly. Look at again next year. **GE** to add to diary to remind committee in 12 months time.

9 (from Bar meeting) Bar Furniture

They would like to replace 16 chairs and 3 tables. Mike Scammell is willing to see what might be available through the Auction rooms rather than buying in new. Ask the Committee for a maximum of £500 to cover this cost.

Decision – agreed. £500 to be spent on the bar furniture.

Aug – Done, 28 seats are in the bar. Thanks to Mike.

10 (from Bar meeting) Costume Floor

Peter Beechey raised a concern that the floor in the Costume Store was originally not anticipated to carry the weight that he now thinks it covers. In his view it may require a support. GE has asked MW to look into this.

Mark replied:-

The total loading has not to my knowledge, been actually assessed. The stress loading is a relatively straight forward calculation, & it must be possible to reasonably check/get the weight of one typical rack. on the one hand the load is static not dynamic, but because it is static it is constant in a bad way, but generally each side should comfortably accommodate the dynamic load of 25 typical persons of average weight say 70kg x dynamic factor x 25, static loading is generally less but only a minor percentage, roughly 20% so without having checked the joist depth, a uniformly distributed static load of 1600kg per side should be acceptable (the original drawings may have the structural calcs on them) so do you think we have 3200kg or 3.2Tonnes of costumes on the floor? (Don't count the raised sections). After assessing, & before considering structural support, a; reduce the costumes stored, & or b; re-organise the racks to be arranged along each outside support wall, & the central steel support 'line' leaving the mid span sections clear, are two possible solutions.

Decision – GE to ask the wardrobe team to estimate the weight of costumes stored. Committee to then consider options.

Aug – ongoing