

Wells Operatic Society Limited
Minutes of the meeting on
7th January 2019 at 7.30pm

COMMITTEE

Richard Wright (Vice Chair), Pauline Perrin, Ken Edmonds, Graham Brown, Mike Scammell, Niamh McGrogan, Gerald Eyers, Adam Lanfranchi, Sharon Edmonds, Lyn Jones,

Apologies –

- 1. Minutes of the last meeting - agreed**

- 2. Matters Arising**
 - a. Theatre Handbook - Thank you to Rob Trayhurn for all his work on this. Everyone felt that it was a really good document, much needed and made a lot of common sense. There were some points of discussion and **RW** will bring these together into an amended version for the next meeting. It was agreed to gradually adopt the details outlined in the document. Specific points discussed were - the need to have a theatre safety officer (possibly the same role as the Theatre manager); signing in and out; new member's safety pack; recording concerns, safety issues and procedures; risk assessment; annual inspections (i.e. gas safety) and an annual review of the handbook document.

- 3. Correspondence**
 - a. An invitation to get involved with *Wake Up Wells* on 26th January 2019. **NM** is not available, **LJ** will try to put something together.
 - b. The High Street Banner – **RW** – At the moment it is not possible to hang a banner in the high street. **RW** has contacted the City Council and is waiting for a reply. Other possible hanging sites to be considered. **KE** to investigate.

- 4. Treasurer's Report and Box Office**
 - a. General Data Protection Regulation (GDPR), that came into effect on May 25, 2018. Nick Barlow says there is little for us to change, but will make sure everything is correct on the website **PP** to remind. - Ongoing
 - b. Aladdin –expenditure £3513.00 income £14544.00 (slightly up on target) £11,030 profit. Amazing! And well done team. A very tight production.
 - c. Accountants have the finances in preparation for the AGM
 - d. New membership form – **PP** – updated. Change child payment will change from annual to £5 per show, so a new form will be needed for each show.
 - e. Wind in the Willows budget. Committee recognise that this show will require a different budget to the usual 'Panto', with a different financial target.

- 5. Membership**
 - a. New members – to follow after Fiddler casting
 - b. Patrons leaflet. **LJ - ongoing**
 - c. Theatre News / What's On sheet and Wells Community Facebook page - **SE** - ongoing
 - d. **AGM – Friday 22nd March.** **GE** to prepare letters and paperwork ready for the next meeting.
 - e. **Civic Night – Monday 13th May** the Blue School catering students are not available this year. **LJ** to organise the catering and make arrangements and ask for help closer to the day. **RW** will mention this at the meeting of the 'Friends of the Little Theatre'. **30th Jan. 7.30**
 - f. **Dinner Dance – Saturday 8th June** at Wells Golf Club - **NM**
 - g. New bar stock supervisor – **KE** and **NM** to take over. Many thanks.
 - h. New Year's Eve Party – **NM** – good fun, very nice evening really chilled.
 - i. Subs Evening – Jan 18th – **PP** – **NM** will run the bar
 - j. **Open Day – 15th June** – to be arranged next meeting.

6. Publicity

The importance of getting posters out is really important now that the High Street banner is not available. Please help and encourage where you can.

7. Theatre Renovations

- a. PAT testing **MS ongoing**
- b. New signs and billboards at the front of the theatre and on Chamberlain Street. Db+Paul architects have advised contractors. **RW** to start the process of costings.
- c. Auditorium heating system. Review of use during Panto. – Seemed to work quite well until it got cold and then it shut down again. **RW** to contact Pulse. GE will set timer and 'extra' heater for Comedy Night.
- d. Tree – yellow line edge. **GB** to order paint and sign.
- e. Chamberlain Street doors. **AL and GB** - ongoing
- f. Rear doors and break in. **RW** – Quote and repairs ongoing
- g. Moths in the wardrobe. **SE** has had a quote of £125 + VAT plus £50 per room. Is waiting for other quotes to come in. ongoing.
- h. The new wardrobe mistress is Louise Sansam. Tina will pass the key on. Many thanks to Tina for all her hard work and many hours spent organising, hiring and cleaning costumes over the last 5 years.
- i. Nick Barlow has raised some concerns over general security of the building, he suggested installing CCTV and security lights. **PP** to ask NB to produce a quote. **AL** to also talk to NB. GB reminded all that no mains electrical work should be carried out without the advice and understanding of Bishops electrical. Ongoing.

8. Productions/Hire.

Hires in January and February 2019. See Bar Calendar for details. The person responsible is in bold.

Small Steps x 2 - **GE**

Cosmo group – **GE**

U3A walking group – **GE**

One Act Play rehearsals – **Doreen Grant**

The Opposite Sex rehearsals – **KE**

Fiddler rehearsals – **GB**

Comedy – **ST**

WSPA – **NM**

Small Steps performance – **PP**

- **December 15th-22nd 2018** – Panto **Aladdin**. Review – excellent. Best for a long time, really fab. Fun and loved by the audience. Lots of really good comments from a wide range of audience. It is great to see – yet again – new faces doing so well on our stage.
- **March 6th-9th 2019** – **The Opposite Sex** by David Tristram. Director – **KE**. Stage manager – **MS**, Lighting – **GB**, Costume - **KE**, Prompt - **?**, Properties - **?**, Ticket Price – **£8**, Rehearsal schedule – **agreed**. FoH manager – **Sally Trayhurn**. **Tickets go live on?**
- **May 13th-18th 2019** – **Fiddler on the Roof**. Rights received. Director – **Lois Harbinson**, Assistant Director – **Adam Lanfranchi**, Producer - **Graham Brown**, MD – **Sheila Ross**, Choreography - **Eden Simpson**, SM – **Emma Russell**, Set Designer – **Emma Russell**, Lighting – **GB**, Sound – **Adrian Mitchell**, Costumes - **Louise Sansam**, Prompt – **Freda Brown**, Props – **Lesley Ricketts**, Make up – **Helen and Julie Makin**, Budget – **tba**, Publicity - **KE**, Ticket Price – **tba**, Rehearsal schedule – **agreed**, FoH manager – **Sally Trayhurn**. **Tickets go live on?**
- **Sept 18-21st 2019** – **Anne of Green Gables** by Lucy Montgomery, Director - **Bobby Bass**, Producer – **NM**, Stage manager – **Charlie Watkins**, Lighting - **GB**, Prompt – **FB**, Budget - **tba**, Ticket Price – **tba**, Rehearsal schedule – **agreed**, FoH manager – **Sally Trayhurn**. **Tickets go live on?**
- **Dec 14th-21st 2019** - **Wind in the Willows** by Fellowes, Drew and Styles, Director - **Kate Lynch**, Assistant Director – **?**, Producer – **Alisa Creaser**, MD – **Sheila Ross**, Choreography - **Tina Eyers**, SM – **Chris Spray**, Set Designer – **Mark Wall**, Lighting – **?**, Sound – **Adrian Mitchell**, Costumes - **?**, Prompt – **?**, Props – **Penny Bonetti and Catriona Eagle**, Make up – **?**, Budget – **tba (agreed to set for a**

'Spring Show'), Publicity - KE, Photos and programme – **AL and Emma Russell**, Children's chaperone – **Doreen Grant**, Ticket Price – **tba**, Rehearsal schedule – **agreed**, FoH manager – **Sally Trayhurn**.

Tickets go live on?

- **March 2020** – any ideas?
- **May 4th-9th 2020** – **Big Fish** John August/Andrew Lippa, Director – **Niamh McGrogan**, Assistant Director – **?**, Producer – **Doreen Grant**, MD – **Sheila Ross**, Choreography – **Eden Simpson**, SM – **?**, Set Designer – **?**, Lighting – **?**, Sound – **?**, Costumes – **Louise Sansam**, Prompt – **Freda Brown**, Props – **Jo Scammell and Vicky Orman**, Make up – **?**, Budget – **tba**, Publicity - **?**, Ticket Price – **tba**, Rehearsal schedule – **tba**, FoH manager – **Sally Trayhurn**. **Tickets go live on?**
- **September 2020** – **The Tempest**. Director - **Jon Sansam**
- **Dec 2020** – **KE to direct a Pantomime** - Vicky to write it.
- **March 2021** - any ideas?
- **May 4th-9th 2021** – **9 to 5** Music and Lyrics by Dolly Parton. Director – **Niamh McGrogan**, Assistant Director – **?**, Producer – **Doreen Grant**, MD – **Sheila Ross**, Choreography – **Eden Simpson**, SM – **?**, Set Designer – **?**, Lighting – **?**, Sound – **?**, Costumes – **Louise Sansam**, Prompt – **Freda Brown**, Props – **Jo Scammell and Vicky Orman**, Make up – **?**, Budget – **tba**, Publicity - **?**, Ticket Price – **tba**, Rehearsal schedule – **tba**, FoH manager – **Sally Trayhurn**. **Tickets go live on?**
- **September 2021** - **And Then There Were None** Director - **AL**

9. Training

Bar and FoH training to continue as needed.

10. Show Reviews

Steel Magnolias – Street Theatre – NM, SE, PP – a good play, the cast did really well, emotional and strong performances. The play may have suited a smaller stage well – to get that intimate feel. Some long screen changes, but overall good.

Company at the Gielgud Theatre, London. Very good – LJ - Rosalie Craig starred with Patti LuPone in Marianne Elliott's revival of Stephen Sondheim's classic.

11. Any Other Business

RW – *Friends of the Little Theatre* meeting with RW, ST and LJ to get a group of volunteers together. 30th Jan. 7.30.

KE – wardrobe key needed for the play. Tina will pass on to Louise.

GB – request to remove C1 and C2 when the disabled seat is sold. GB to talk to Norman.

RW - The 'loan' wheelchair seems to have disappeared? RW to look at getting another.

12. Date of next meeting Feb 11th then AGM on 22nd March 2019