

Wells Operatic Society Limited
Virtual committee meeting minutes
08th February 2021 at 7.30pm

COMMITTEE

Richard Wright (chair), Pauline Perrin, Ken Edmonds, Mike Scammell, Niamh McGrogan, Adam Lanfranchi, Jo Scammell, Liz Carey, Sharon Edmonds, Emma Russell, Graham Brown

Apologies – Liz Carey

Minutes of the last meeting Agreed

Matters arising

Item	Raised by	Actions/outcomes	Person responsible
COVID-19 - update on implications for theatre and issues relating to pandemic	--		
Next AGM	--	Virtual AGM on Friday 26th March. Agreed to use Google Meet. Invite to be produced and to include GMeet usage guidance.	NM Done
		Mayor to be invited so town hall have the date done and send further guidance and details following next committee meeting.	NM
		Secretary to be available online from 7pm on AGM	NM
		Bookmark links to be removed from AGM instructions	NM
		Amend agenda: minutes from previous AGM emailed to members as a link in AGM email Need two committee members Need volunteers for open roles	NM
		Add to instructions that all members to sign in & if on shared camera add all names	NM
		Produce a video modelling the joining instructions	RW
		Share video and AGM instructions on website	AL/Nick B
		Offer a technical test run the week before the AGM for any members unsure of process	NM
		AGM Member's reports - Proposed shows for 2022 Proposed socials	SE NM

		Send reminder one and two weeks in advance	NM
		AGM 2020 & committee minutes to be added to website	AL
Radio plays at Glastonbury FM. Good Gods recorded and being edited for air play. Expected release in 2021.	--	AL to send JS publicity documents for archiving.	AL
		Finished, yay! To be listened to a final time, posters finalised and GFM contacted to arrange broadcast	AL
Outside Autumn clear up needs to be organised. Agreed to wait until tree is bare and lockdown ends. Restrictions are ongoing and it's not too bad for now.	LC	Agree to review this when restrictions lift - ongoing.	All
Sally has said that she couldn't cope with taking on the Patrons Secretary job.	RW	RW to approach Zoe Heath - she declined	RW Done
		AL to share Zoe's contact details with RW.	AL Done
Norman Cowell has now said that he cannot continue with the box office. His health has deteriorated, and he feels that he has no choice. Both Moira and Mary have also said that now is the time for them to stop.	RW	New volunteer group to be approached to ask for a Patrons secretary and establish a new box office team. If no box office team is identified that can maintain current opening hours, tickets will have to go online only until the week of the show and ask the front of house team to help with show week box office sales. Sue Gillinson said she would help but would need guidance rather than be able to lead it. Arrange for someone to guide her through this and hopefully she will be able to take the reins at some point in the future.	RW Done RW
		RW to write to Norman and team thanking them for their service.	RW Done
		AGM agenda to include call for volunteers.	NM
Increasing number of roles needing filled by volunteers. Recruitment could be aided with clear responsibilities for each role set out.	NM	RW and PP to produce job descriptions for all open roles (box office, theatre manager, patrons sec etc) to support recruitment.	RW PP Done
		Agreed to raise open roles as issue at AGM then share out job descriptions	NM
First half of production list on wall beside door to corridor isn't there. If doesn't reappear will need replaced.	KE	NM to replace if original doesn't reappear. Agreed to wait until renovations complete and are looking to reopen.	NM
Will panto and Good Gods remain on the website?	NM	Both links to the recordings will be available permanently in 'previous shows' section	AL/Nick B

Matters arising from 2020 - on hold due to CV-19 and to be reviewed once normal business resumes - are at the end of this agenda

Correspondence

Item	Actions/outcomes	Person responsible

Treasurer's Report & Box Office

Item	Actions/outcomes	Person responsible
Agreed to have a donation button on the website permanently.	Ask Nick to arrange	AL Done
Accounts	Meeting accountants on 09th Feb	PP

Membership

Item	Actions/outcomes	Person responsible
Patron's leaflet		
Theatre newsletter	Ongoing	SE

Publicity

Item	Actions/outcomes	Person responsible

Theatre renovations

Item	Actions/outcomes	Person responsible
Rehearsal room lighting complete.	Some ceiling areas & tiles need TLC	RW
	Before renovation there was a double panel with lights. However the LEDs only needed one panel which is why there are now gaps.	MS

	We can currently source the panels but not the metal strips. May be able to sources	
Floors, skirting and curtains still to be done.	Floor to be fitted asap. Agreed not to do entrance hall floor. KE has been in touch - committee agreed to go ahead and arrange for this to happen.	SE
	Skirting will be done when floor down.	MS
	Curtains to be bought in January sales.	NM
Auditorium repainting has begun	Ceiling completed and currently filling walls in preparation for painting. Have agreed end March for completion.	-- Ongoing.
Leak in ceiling through the chimneys	Mark quoted and has been asked to remove all chimneys and repair vent	RW Ongoing
Window frame in wardrobe rotting and will need to be looked at.	Investigate further and arrange repair.	ER Ongoing
Toilet floors flooding. Possibly water from urinals rather than a leak. There are not any high water bills or any other indicators of water leak.	Investigate further and liaise with Angelo Water turned off locally to determine if is an in house leak. Will have to wait and see. Repairs will depend on what the issue turns out to be.	MS Ongoing
Updating sound and video. AL has met with Nick and Adrian to explore options such as sound system in rehearsal room to send music to stage etc.	Meet again with Nick and Adrian.	AL Ongoing
Update on dimmers	Lighting box not updated and entrance door installation incomplete. To be followed up.	GB
	Send lighting contact to Graham for follow up	RW
PAT testing	Need to source training	GB Ongoing
New sign for billboards.	Share details to date with MS for further investigation	RW Ongoing
Tree – yellow line edge. Sign received and has gone up. Rocks/boulders to be used instead of lines. AL quote agreed - five concrete posts and necessary equipment to install.	Angelo helping. We may need to use bigger equipment which may affect cost but will know when get started as will have to wait for weather to settle.	AL Ongoing
Heating system. No issues during <i>Willows</i> but will need to monitor	Ongoing monitoring	All Ongoing
Backstage video replay & monitors etc all need updated.	Charlie and Angelo looking into this	MS Ongoing

Hire

Item	Actions/outcomes	Person responsible
Small Steps x 2		SE
Cosmo group	On hold (CV-19)	SE
Sustainable Wells	On hold (CV-19)	Sarah Briton

Productions

Quartet by Ronald Harwood		September 15th-19th 2021	
<i>Director</i>	Jackie Watts	<i>Producer</i>	Ken Edmonds
<i>MD</i>	--	<i>Choreography</i>	--
<i>SM</i>	Charlie Watkins	<i>Lighting</i>	Graham Brown
<i>Sound</i>	Rick Fitzsimmons	<i>Projection</i>	--
<i>Costumes</i>	--	<i>Props</i>	Pat Watkins
<i>Prompt</i>	Frieda Brown	<i>Makeup</i>	--
<i>Budget</i>	Agreed	<i>Publicity</i>	Ken Edmonds
<i>Photos</i>	Ken Edmonds	<i>Programme</i>	Ken Edmonds
<i>Ticket prices</i>	£12 £10	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	Sally Trayhurn	<i>Tickets go live</i>	

Cinderella by Vicky Orman		Dec 12th - 19th 2021	
<i>Director</i>	Ken Edmonds	<i>Producer</i>	Vicky Orman
<i>MD</i>		<i>Choreography</i>	
<i>SM</i>	Charlie Watkins	<i>Lighting</i>	Graham Brown
<i>Sound</i>		<i>Projection</i>	
<i>Costumes</i>		<i>Props</i>	
<i>Prompt</i>	Frieda Brown	<i>Makeup</i>	
<i>Budget</i>		<i>Publicity</i>	
<i>Photos</i>		<i>Programme</i>	
<i>Ticket prices</i>		<i>Rehearsal schedule</i>	
<i>FoH</i>		<i>Tickets go live</i>	

Blood on the Canvas by Richard James		March 2022	
<i>Director</i>	Sharon Edmonds	<i>Producer</i>	
<i>MD</i>	--	<i>Choreography</i>	--
<i>SM</i>		<i>Lighting</i>	
<i>Sound</i>		<i>Projection</i>	
<i>Costumes</i>		<i>Props</i>	
<i>Prompt</i>		<i>Makeup</i>	
<i>Budget</i>		<i>Publicity</i>	
<i>Photos</i>		<i>Programme</i>	
<i>Ticket prices</i>		<i>Rehearsal schedule</i>	
<i>FoH</i>		<i>Tickets go live</i>	

Big Fish by John August & Andrew Lippa		May 02nd-07th 2022	
<i>Director</i>	Niamh McGrogan	<i>Producer</i>	Doreen Grant
<i>MD</i>	Sheila Ross	<i>Choreography</i>	Julie & Elisha Webster
<i>SM</i>	Mike Scammell & Sarah Galton	<i>Lighting</i>	Graham Brown
<i>Sound</i>	Rick Fitzsimmons	<i>Projection</i>	Ben Lynch
<i>Costumes</i>	Bobby Bass	<i>Props</i>	Jo Scammel with Vicky Orman
<i>Prompt</i>	Frieda Brown	<i>Makeup</i>	Helen Makin
<i>Budget</i>	Agreed	<i>Publicity</i>	Ken Edmonds
<i>Photos</i>		<i>Programme</i>	Niamh McGrogan
<i>Ticket prices</i>	£11 £13	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	Sally Trayhurn	<i>Tickets go live</i>	

And Then There Were None by Agatha Christie		September 2022	
<i>Director</i>	Adam Lanfrachi	<i>Producer</i>	Graham Brown
<i>MD</i>	--	<i>Voice coach</i>	Lois Harbinson
<i>SM</i>	Emma Russell	<i>Lighting</i>	Graham Brown
<i>Sound</i>	Adrian Mitchell	<i>Projection</i>	--

<i>Costumes</i>	Louise Sansam	<i>Props</i>	Lesley & Jo Scammell
<i>Prompt</i>	Doreen Grant	<i>Makeup</i>	Helen Makin
<i>Budget</i>	Agreed	<i>Publicity</i>	Ken Edmonds
<i>Photos</i>	Greg Tresize	<i>Programme</i>	Adam Lanfranchi
<i>Ticket prices</i>	£12 £10	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	Sally Trayhurn	<i>Tickets go live</i>	

Proposed productions

Production and Proposer	Proposed dates
The Tempest by William Shakespeare Jonathan Sansam	September 2021
Avenue Q by Jeff Whitty Nick Barlow	September 2022

Training

Item	Actions/outcomes	Person responsible

Show reviews

Show	Review	Reviewed by

Any other business

Item	Actions/outcomes	Person responsible

Date of next meeting

AGM Friday 26th March

Committee meeting Monday 19th April

Matters arising from 2020 - on hold due to CV-19 and to be reviewed once normal business resumes

Item	Raised by	Actions/outcomes	Person responsible
Committee headshots	--	To be taken after AGM	AL
Theatre handbook RW needs to be given some items to fully update	RW	Send out of date forms out for updating	RW
		Update application for membership proforma	PP
		Update membership procedure	PP
		Update costume leaflet	LC
		Update diagram of passageway electric box	GB
		Theatre plans	RW with Nick Barlow
		Updated list of committee members to go on the noticeboard in bar	NM
		Agreed to update handbook annually	ER
High Street Banner	KE	Ongoing until City Council makes a decision.	
Theatre maintenance	--	Arrange maintenance walk through with Mark Wall including check of workshop insulation and support for pit beam.	KE
		There are covers where the old roof lights were down through the building. The covers are no longer fit for purpose and need replaced. Request quote from Mark Wall.	KE
		The asphalt needs resilvering but not urgent yet.	
		Corridor is looking worn and tired.	
		Main roof will need retiling at some point, but running repairs will still do for now.	
		Flat roof section over louvre doors needs investigating to check if any repairs imminent. Request quote from Mark Wall.	KE
		Mark to send quote for insulation over workshop.	KE
		Should take pictures of wall between theatre and St Cuthbert's for NM to record as evidence of any future issues.	AL
Waste management	PP	Agreed to buy two bins for box office and repurpose existing two for corridor and mark	ER

		up 2 bins in workshop for recycling & non-recycling. New signage still applicable to change.	
Angelo Awards	NM	Greg (Somerset Man photographer) happy to photograph ceremony in return for ticket.	NM
		<p>Inform members in January of awards evening and ask for suggested award categories and look into badge medals and certificates. Categories to be lighthearted and fun:</p> <ul style="list-style-type: none"> ● Best backstage homemade cake ● Best wardrobe malfunction ● Chris Briton ad lib award for the most consistent ad libber ● Royal Destroyer of props and/or costumes <p>All other suggestions to Niamh. Suggestions sent through and agreed that suggestions time frame would stay open until April committee meeting.</p>	NM
		Agreed that shows to include would be those in calendar year 2019. Full list of categories and nominations to be included for next committee meeting.	NM
		Finish ceremony with Roy Bevan. Tickets to be £12 per head.	NM
New TV needed in upstairs dressing room		To be discussed with Angelo	GB
RW retiring next year so stepping down as chairperson.	RW	New licensee (NM) to source and arrange training	NM
Offstage lighting may need replacing and needs investigated.	GB	Investigate replacing all bulbs with LEDs	GB
Need a theatre manager/administrator for a range of duties some of which RW does and which Gerald used to do, and need someone to volunteer to oversee these e.g. dealing with electrician, fire safety, heating programming, liaising with cleaners & Angelo, reading gas & electricity meters, general care of theatre, fire safety reviews etc.		Committee to try and think of someone who could be approached to volunteer.	All
		Compile description of duties/tasks that can be shared out to membership after AGM to support finding volunteer Theatre Manager.	PP & RW
AGM organisation	RW	Final list of members to NM before AGM	PP

		Organise nibbles	PP
		Show report	SE
		Social report	NM
		Treasurer's report	PP
		NODA awards - GB (AL) & Emma James (NM)	NM
		Patron's report	
Doreen Grant would like to resign as child protection officer effective 20/03/20 (AGM). We need a replacement to organise chaperones etc.		Need to put call out for CP officer.	RW
		Agreed to ask Doreen for suggestions as to who would be a good replacement.	RW