

**Wells Operatic Society Limited**  
**Committee meeting minutes**  
**25th November 2019 at 7.30pm**

**COMMITTEE**

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

**Apologies** – Jo, Mike to leave at 8:10pm; Niamh to leave at 9:30pm

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

**2. Matters Arising**

- a. **AL** to set up Mail Chimp groups based on interests of new & existing members' interests. All call outs for volunteers to go to groups. **AL** to also look into an annual audit of members to ensure all details as up to date as possible. Ongoing.

After investigating, **AL & NB** determined current structure is sufficient and it may be more costly to have smaller groups. It would also be a challenge to manage. Currently we have two 'audiences' but should only have one on current plan. Also have limited numbers of members and Adam has been removing as needed. Currently membership list has old and current members; this could be refined but there is space left so no rush on this until we are running out of space.

**PP, MS, KE, LJ, JS, ER** to send head shots to Adam for website.

- a. Theatre Handbook – **RW**

Ongoing. **RW** requested to take the handbook for an extended period of time to develop it. Agreed.

- b. The High Street Banner

Ongoing until there is any news from Wells City Council about the new wires. Review in 2020.

- c. **KE** to contact Mark and arrange a maintenance walk round, including workshop insulation and check of support for pit beam.

Done:

Leak in rehearsal room has been repaired;

Rehearsal room floor needs replacing relatively urgently. **KE** to ask Mark for quote;

Rehearsal room kitchen to be ripped out. **KE** to ask Mark for quote;

Rehearsal room kitchen needs clearout in advance of above work. **LC** to complete at suitable time;

There are covers where the old roof lights were down through the building;

The covers are no longer fit for purpose and need replaced. **KE** asked for a quote from Mark Wall;

The asphalt needs resilvering but not urgent yet;

Corridor is looking worn and tired;

Should take pictures of wall between theatre and St Cuthbert's as evidence of any future issues. **AL** to take pictures and share copy with **NM**;

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. Mark will investigate at some point.

Mark to send quote for insulation over workshop.

- d. **PP** play readings: Lois waiting for suitable time to set up then will email round and set first date. Ongoing.

- e. **MS & JHS** to look into getting cream chair covers dyed.

Bar getting furniture heavy; need to redistribute 6 into corridor and fix to wall along with old theatre seats. Bin some and leave rest in bar. **MS**

One chair needs repair and can't find anyone to recolour. To be repurposed around theatre for use backstage and broken one binned.

### 3. Correspondence

Letter from patrons about notifications for those without email addresses. **LJ** to send box office notifications to patrons for future productions. Timing is more of an issue for March play due to smaller timescale. Producers to notify **LJ** when final ticket sale date agreed with Norman. **RW** to reply to patron letter.

BOVTS 03rd June *Far from the Maddening Crowd*. Done. **RW** to put out publicity materials to go into next programmes.

### 4. Treasurer's Report and Box Office

Not fixed date for next AGM. March 20th agreed.

Sid Mitchelmore has sent donation of £1,000 from Glastonbury festival collection.

Box Office has been closed until show date. Wheelchair seats have been released. Usher seats weren't saved; need to remember this for next time.

### 5. Membership

a. New members

None.

b. Patrons leaflet. **LJ**

Ongoing

Maureen Brandon has passed away. To remain in programme as patron until end of year out of respect to her and her family.

c. Theatre News / What's On sheet and Wells Community Facebook page **SE**

d. Angelo Awards **NM** Ongoing

Greg (Somerset Man photographer) happy to photograph ceremony in return for ticket.

**GB** & **ER** to look into costing of 3D printing of awards. Too expensive.

**NM** to cost buffet meal at Wells Golf Club. Done. Buffet 2 agreed.

**NM** to 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. Finish ceremony with Roy Bevan. Tickets to be £12 per head.

### 6. Publicity

All in hand. Tickets are almost all gone so any extra publicity not needed.

### 7. Theatre Renovations

a. PAT testing **GB**

New training CD to arrive in next fortnight. Ongoing

b. New sign for billboards. Simon Hegarty of Encore Electrics in Somerton. Is continuing with design and asked for permission before spending money on materials

Quote received. Agreed that is prohibitively expensive. **RW** to ask Neil Bishop to quote for electricity supply from workshop to wall sign as point of comparison.

Agreed to start with wall sign and then review porch sign.

c. Tree – yellow line edge. Sign received and has gone up. Rocks/boulders to be used instead of lines; **AL** to look into sourcing boulders/posts. **AL** quote agreed - five concrete posts and necessary equipment to install.

Ongoing.

d. The Buck Basket

BHF taking on 27th Nov. Wahey!

e. Heating System

Ongoing.

f. Painting the outside of the building.

Ongoing. Looking well and is getting the work done though hampered by the rain.

Roof strut & perspex needs replacing so has quoted £195 to do this. Agreed. Will also repair workshop door and replace broken glass windows. Will need small scaffold to get into some places so will be unexpected charge.

All done and paid. Scaffolding invoice to come.

- g. Charlie Watkins has asked if it might be possible to have some form of insulation above the ceiling in the workshop as it gets very cold in winter. There is space and currently no insulation as discovered by **AL**, **ER** and Nick Barlow when laying cables for the CCTV. **KE** to ask Mark Wall if he would be willing to do this and for a quote.

Ongoing.

- h. Backstage video replay & monitors etc all need updated. **GB** to speak with Charlie. Ongoing.

## 8. Productions/Hire

- a. **Hires in Nov & Dec 2019.** See Bar Calendar for details. The person responsible is in bold
- Small Steps x 2 – **SE**
  - Cosmo group – **SE**
  - Floral Arts - **GB**
  - Sustainable Wells - **SB**
  - Cosmology group - **SE**
- b. Wardrobe Mistress assistant suggested. **LC** volunteered; to contact Lou. **PP** to get wardrobe key copied. Done.
- **Dec 14<sup>th</sup>–21<sup>st</sup> 2019 - Wind in the Willows** by Fellowes, Drew and Styles  
Director - **Kate Lynch**, Assistant Director – **N/A**, Producer – **Alisa Creaser**, MD – **Sheila Ross**, Choreography - **Tina Evers**, SM – **Chris Spray**, Set Designer – **Mark Wall**, Lighting – **arranged by Kate Lynch**, Sound – **arranged by Kate Lynch**, Costumes - **NM** , Prompt – **Frieda Brown**, Props – **Penny Bonetti and Catriona Eagle**, Make up – **?**, Budget – **agreed** (agreed to set for a ‘Spring Show’), Publicity - **KE**, Photos and programme – **AL and Emma Russell**, Children’s chaperone – **Doreen Grant**, Ticket Price – **£10 & £12**, Rehearsal schedule –**agreed**, FoH manager – **Sally Trayhurn**.
  - **March 11<sup>th</sup>-14<sup>th</sup> 2020 – Quartet** by Ronald Harwood  
Director - **Jackie Watts**, Assistant Director – **?**, Producer – **Ken Edmonds**, SM – **Charlie Watkins**, Set Designer – **?**, Lighting – **Graham Brown**, Sound – **Rick Fitzsimmons**, Costumes - **?**, Prompt – **Frieda Brown**, Props – **?**, Make up – **?**, Budget – **agreed**, Publicity - **?**, Photos and programme – **?**, Ticket Price – **tba**, Rehearsal schedule –**?**, FoH manager – **?**. **Tickets go live on?**
  - **May 4<sup>th</sup>-9<sup>th</sup> 2020 – Big Fish** by John August/Andrew Lippa  
Director – **Niamh McGrogan**, Producer – **Doreen Grant**, MD – **Sheila Ross**, Choreography – **Julie & Elisha Webster**, SM – **Mike Scammel & Sarah Galton**, Set Designer – **Niamh McGrogan**, Lighting – **Graham Brown**, Sound – **?**, Costumes – **Louise Sansam & Tess Banham**, Prompt – **Freda Brown**, Props – **Doreen Grant with help sourcing from Jo Scammell and Vicky Orman**, Make up – **?**, Budget – **agreed**, Publicity - **KE**; **NM liaising with Marie Curie**, Ticket Price – **£13 & £10**, Rehearsal schedule – **tba**, FoH manager – **Sally Trayhurn**. **Tickets go live on?**
  - **Sept 15<sup>th</sup> - 19<sup>th</sup> 2020 – And Then There Were None** by Agatha Christie  
Director - **AL**, Dialect coach - **Lois Harbison**, Producer - **GB**, SM – **ER**, Set Designer – **AL, ER**, Lighting - **GB** and **?**, Sound - **Adrian Mitchell**, Costumes - **Louise Sansam**, Prompt - **Doreen Grant**, Props - **Lesley & Jo**, Make up - **Helen Makin**, Budget - **agreed**, Publicity - **KE**, Photos - **Greg Trezise**, Programme - **AL**, Ticket price - **£12 & £10**, Rehearsal schedule - **agreed**, FoH manager - **Sally Trayhurn**, **Tickets go live on?** **AL** offered 5<sup>th</sup> performance - committee agreed.
  - **Dec 2020 – Cinderella** by Vicky Orman  
Director - **KE**, Producer - **Vicky Orman**, SM – **Charlie Watkins** Set Designer – **??**, Lighting - **Graham Brown**, Sound - **??**, Costumes - **??**, Prompt - **Frieda Brown**, Props - **??**, Make up - **??**, Budget - **tba**, Publicity - **??**, Photos - **??**, Programme - **??**, Ticket price - **??**, Rehearsal schedule - **??**, FoH manager - **??**, **Tickets go live on?**
  - **March 2021 – SE** has found ‘Blood on the Canvas’ a one act play (title to follow) with two female characters and can either look for another or find another director to share duties with?

- **May 4<sup>th</sup>-9<sup>th</sup> 2021 – 9 to 5 Music and Lyrics by Dolly Parton**  
Director – **Niamh McGrogan**, Producer – **Doreen Grant**, MD – **Sheila Ross**, Choreography – **Eden Simpson**, SM – **Sarah Galton**, Set Designer – **?**, Lighting – **?**, Sound – **?**, Costumes – **Louise Sansam**, Prompt – **Freda Brown**, Props – **?**, Make up – **?**, Budget – **tba**, Publicity - **?**, Ticket Price – **tba**, Rehearsal schedule – **tba**, FoH manager – **Sally Trayhurn**. **Tickets go live on?**
- **September 2021 - The Tempest by William Shakespeare**  
Director - **Jon Sansam**, Producer - **??**, SM – **??**, Set Designer – **??**, Lighting - **??**, Sound - **??**, Costumes - **??**, Prompt - **??**, Props - **??**, Make up - **??**, Budget - **tba**, Publicity - **??**, Photos - **??**, Programme - **??**, Ticket price - **??**, Rehearsal schedule - **??**, FoH manager - **??**, **Tickets go live on?**
- **May 2022** - AL would like to put on **Sweeney Todd**. Would like to reserve until Christmas 2020. Will need to confirm closer to the time but will give plenty of notice if not able to do it. Agreed.
- **September 2022** - Nick Barlow would like to direct **Avenue Q**. Tentatively accepted.

## 9. Training

Ongoing

## 10. Show Reviews

Chickens very funny second time round. Mark given NODA badge and cups presented to theatre. **LC** saw Lion King in Bristol. Girls absolutely loved it. Was quite a spectacle, costumes were amazing. **AL & ER** Rocky Horror in Theatre Royal Plymouth. Brilliant, pretty much spot on throughout. Was like panto with audience. Discussed dressing up and didn't, but everyone else was in the most ridiculous costumes. Brilliant. Frank-N-Furter was excellent. Eddie was a bit flat. Wonderful. Mayfly at Strode Theatre slightly different but really good. Meaningful exploration of different ways to deal with grief. Grabbed audience from start and well done. **PP** Hansard on screen great and well done. Midsummer Night's Dream on screen. MND so rude with acrobats from ceiling using silks. Very good.

## 11. Any Other Business

Producers' Handbook needs updating **RW**

Following up request from Sandra Marshall re Iris helping backstage for Willows **PP**

Backstage deemed not appropriate; Iris currently helping with props & costume. May be able to help Doreen with other children and/or Niamh with costume during show week - TBC with Doreen **PP**

Radio plays at Glastonbury FM. **KE & AL** update

Thank you to Chris Spray for donating a TV backstage; it looks brilliant. **RW** to email.

**GB** to talk to Angelo about new TV for upstairs dressing room.

**RW** Rex Steer presiding officer for elections asked to use two car parking spaces during election day. Agreed.

**RW** retiring next year so stepping down as chairperson. Committee should be identifying replacement. Connected to this is that **RW** is the only licensee. Recommended we should have another. Agreed to identify two people to become licensees - **NM** in the first instance. **RW** to find out information and send to Niamh.

**KE** stock for bar - does this include stock for rehearsal room etc for Willows? No - **KE** to stock bar, **RW** to organise & buy tea/coffee, crisps and soft drinks in rehearsal room. Sweets are on foyer & **RW** has ordered these.

**NM** updated on ongoing investigation into providing youth theatre group.

**RW** has offered to donate lighting and sound/PA system related kit to theatre. Committee gratefully accepted with thanks.

**NM** requested NYE party. Agreed.

**12. Date of next meeting**

Tuesday January 07th

Monday February 03rd