

Wells Operatic Society Limited
Minutes of the meeting on
23rd April 2019 at 7.30pm

COMMITTEE

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

Apologies – None

1. New committee members

Emma Russell, Liz Carey, Jo Scammel - agreed

2. Minutes of the last meeting -

Agreed

3. Matters Arising

a. **CCTV NB**

Opportunity to do more than CCTV e.g. computer systems, public Wifi, general wifi system, 100v system and computers in box office need to be updated/upgraded.

CCTV: Ubiquity system (brand of CCTV) suggested. Goes to one central location, easy to manage, no subscriptions and cameras can be added & removed as needed. Minimum of 13 POE (power over ethernet) cameras (£107.58ea +VAT) estimated (mainly outside, some inside), some taking over existing 'system', to cover all areas. Internally, includes one covering bar, one covering box office and replacing those already in place. NVR (Network Video Recorder - Cloud Key Gen2+) also needed. Cost for all plus necessary accessories inc. CAT6 cables: £2696 +VAT. Agreed.

LED flood lights suggested for car park.

Theatre system upgrade/update: recommending is not consumer grade WAP (wireless access point). Another Ubiquity system suggested. Will allow offering of a guest Wifi system, limiting and controlling access; service provider costed unlimited plan is approx.£15 less per month. Has been upgraded as cheaper. Upgraded speed and unlimited cap now available. Allows networks to be separated which allows for shows to have priority over guest access for example. Might be useful to run cables from SM side or around stage, a couple from lighting box and also rehearsal room to facilitate wired connection in all areas of theatre. Significant overlap with CCTV but as separate project would be £2045 inc VAT. To do with CCTV would be £4083 inc. VAT.

Computer upgrade: computers running Windows 7, comes out of security 2020. Will become liability at this time. Done on cheap (switching to Linux would be free but potentially confusing as not Windows). Brand new computers x2 including monitors: £823.99 inc. VAT. Cheaper than laptops and easier to repair desktops.

Total for everything: £4907.27 inc. VAT (minus fixtures & fittings).

Prompt decision recommended as prices can rise. Price based on 4 access points; once installing may only need 2 but won't know until installation begins.

Adding fire alarms to system can be possible but can be done at a later date.

100v loop and relay for backstage: Amp changed over and tested. Adrian: all known backstage speaker tested and all function. However are dirty and cut out. Good quality components so recommend cleaning rather than replacing. Poor SM mike is result of poor quality mic (unbalanced dynamic mic). Mic is being subjected to phantom power; when switched off power being shorted. May be reduced effects of other mics. Replacement mic has fixed the issue. Auditorium mic temporarily replaced and improved performance. Worth trying to switch capsule mics to C1000 and move closer to stage, but too far forward would pick up from pit so care needed.

Summary: 100v system works perfectly. Overhead mics need changing and would improve quality considerably across whole theatre. Have C1000 already; would suggest getting another. Approx. £95 ea. Cleaning fluid and C1000 should fix system. Agreed.

Front of House monitor system not working properly, so will also need replaced.

Suggested addition while changing systems would be high def camera system and LCD monitors.

- b. Theatre Handbook – updated by RW, any further comments to **RW** and then it will continue as an ongoing process. Ongoing.
- c. The High Street Banner – **KE** is looking into other options in the meantime.
Had banner over bridge by Blue School and was difficult to see. Not worth it. Could put one on relief road but tend to disappear. Banner not ordered for Fiddler as yet. Could laminate A4 poster and tie to lampposts on high street. Need to ensure removal after show. Can look at magazine/newspaper inserts for Anne of GG.
- d. Amount of work required to cover hirings. Need to consider a wider team of people to cover it. Ongoing.
- e. Pit developments **AL**
Nick & Kelly happy with pit. Improving seat on steps would be of value. Sheila & Dave reiterated previous comments. Nick has suggested producing list of other MDs that could work in the pit within current arrangements. Mark Wall seems to think we could go back a metre and do it in house. He also thought could do original plan to go down, back and put in a tunnel in house. Thinks supporting walls could be replaced with RSJs.
Other option is the band in the rehearsal room and mic through to auditorium. Adrian said is feasible but there is a cost. Did it before but wasn't popular.
Sheila suggested completing project in smaller steps over longer term.
Heating issue raised (discussed at previous committee meeting) and H&S concern over pit evacuation in event of fire. Kelly's back issue not result of MD-ing in pit (pre-existing condition).
To explore with John Bevridge to get indication if extending back a metre is feasible **RW**

4. Correspondence

None

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. 'Opposite Sex' hit target £1800 profit
- c. Box Office is not being used when open; using volunteers for no value. Change over to online allowed for transition period; perhaps just do morning of online opening and one morning a week before the show. Explore ideas and nail down specifics at next committee meeting **PP**
- d. Approx. 55% Fiddler tickets sold to date.

5. Membership

- a. New members –
Sarah Cairncross, Emma Russell: agreed.
Martin Cooke: historical member. In the past, ejected from theatre and membership revoked (details not available for this meeting). If has been revoked, then this will be grounds for refusal of current membership application. Details of why membership revoked previously to be investigated **PP**
- b. Patrons leaflet. **LJ** Ongoing
- c. Theatre News / What's On sheet and Wells Community Facebook page. Ongoing
- d. **AGM – Friday 22nd March.** review/matters arising
None.
- e. **Dinner Dance – Saturday 8th June** at Wells Golf Club **NM**
- f. **Civic night - LJ** all in hand.
- g. **Open Day – 15th June 2019** – arrangements discussed. Update. **RW**
Call put out for volunteers. Local choir rehearsing all morning and a lot of stalwart members will be busy with that. Date changed to **Saturday 20th July 2019**. Vicky will do tours of theatre, possibly with Nick Barlow - **RW** to confirm.

6. Publicity

All in hand.

More A5 flyers requested for Fiddler. Ad for Fiddler in Wells Journal poor quality - AL emailed info and publicity poster, but result was poor. KE has sent information to Wells Voice, AL has emailed various publicity sources.

BOVTS' The Canterbury Tales flyers need distributed; KE to send information to Wells Voice to promote further.

7. Theatre Renovations

- a. PAT testing **MS. GB** is investigating training so that we can do this ourselves. Training DVD ordered for £80 and hasn't arrived. Having to revalidate the DVD; supposed to be released second week in April but yet to arrive. ONce has arrived, can start. Anyone can take course at £10 per person as many times as needed. investigating equipment at approx. £400 which digitally stores details and prints labels.
- 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. Haven't heard back yet. **RW** will chase if no word in a couple of weeks.
- c. Tree – yellow line edge. Sign received and to go up. **GB** to order paint ongoing when weather permits painting and has time to do it.
- d. Chamberlain St doors done; a great job. Issues with furniture. Ongoing **GB**
- e. Moths in the wardrobe: **SE** done.
- f. **RW** has purchased 'loan' wheelchair.

8. Productions/Hire.

Hires in April, May & June 2019. See Bar Calendar for details. The person responsible is in bold.

Small Steps x 2 – **SE**

Cosmo group – **SE**

U3A walking group – **SE**

Fiddler rehearsals – **GB**

Comedy Festival - **SE**

BOVTS - **SE**

Dinner Dance - **NM**

WSPA - **GB**

Sustainable Wells - **SB**

Anne of GG rehearsals - **NM**

Theatre festival - **SE**. SE will give back door code which will subsequently be changed and email organisers with security details. Review for next year in terms of managing this

- **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 – **agreed**, Publicity - **KE**, Ticket Price – **£13 and £10**, Rehearsal schedule – **agreed**, FoH manager – **Sally Trayhurn**. **Tickets are live**
- **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 – **£11 and £9**, 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 Evers**, SM – **Chris Spray**, Set Designer – **Mark Wall**, Lighting – **arranged by Kate Lynch**, Sound – **arranged by Kate Lynch**, Costumes - **NM**, 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 – Quartet** by Ronald Harwood Director - **Jackie Watts**, Assistant Director – ?, Producer – ?, MD – ?, Choreography - ?, SM – ?, Set Designer – ?, Lighting – ?, Sound – ?, Costumes - ?, Prompt – ?, Props – ?, Make up – ?, Budget – **tba** (agreed to set for a ‘Spring Show’), Publicity - ?, Photos and programme – ?, Children’s chaperone – ?, Ticket Price – **tba**, Rehearsal schedule –?, FoH manager – ?. **Tickets go live on?**
- **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 – **Doreen Grant, 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 – And Then There Were None** Director - **AL**, Directorial support - **Lois Harbison**, Producer - **GB**, SM – **ER**, Set Designer – **AL, ER**, Lighting - **GB** and **?**, Costumes - **Louise Sansam**, Prompt - **?**, Props - **Lesley**, Make up - **Helen Makin**, Budget - **tba**, Publicity - **KE**, Photos - **Greg Trezise**, Programme - **AL**, Ticket price - **tba**, Rehearsal schedule - **agreed**, FoH manager - **?**, **Tickets go live on?**
- **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 - The Tempest?** Director - **Jon Sansam**

9. Training

Bar and FoH training to continue as needed.
Possible PAT testing?

10. Show Reviews

Dangerous Corners - okay, good performances. Main actor being fed his lines. Disconnected and flat delivery made other performances melodramatic.

The Addams family - very good. didn't need to be a musical - a bit twee. Used zipline well for Fester puppet to fly to the moon.

Chicago (performing arts students production at Strode). Was very good; some cast will go on to big things.

Counting your Chickens (Mark's play) was brilliant. JS went to see it at Ilminster; his was the best. Two of four were dire. Mark's was hilarious. Talking about putting it on again here and charging a minimal amount. There were some gaps which slowed it a little but good overall.

11. Any Other Business

Costumes: Louise Sansam has left one key in the theatre, AL has another to pass on to her has wardrobe mistress and there is another in the safe. A number of costumes are gone. **AL** to email Tina and find out if can be found.

Heating: RW has sent requests for quotes. Businesses are located further away which may be an issue in terms of repairs etc. One Ilminster company looks promising as is large and seem experienced in doing large buildings. Another in Street (Navitas) did renewable heating for Red Brick Building and Boca Bar; solar panels and/or green fuel. Elliots in Yeovil/Bridgwater also seem to be a big company and do larger buildings. Pulse are on the doorstep but don't offer good service. Costs are expected to be high; it may not happen quickly.

Signs on gate for council permission to sell food on site: confirmed are for comedy festival.

ID: make copies and annotate as follows:

Address: *I certify that this is a true and fair copy of the original.*

Photo ID: *I certify this is a true and fair likeness of the applicant.*

Add dotted line with 'Richard Wright, Chubb Bulleid' underneath

Richard will confirm identities. Those without copies to send originals and copies to Richard via Chubb Bulleid Wells.

12. Date of next meeting

Tuesday 21st May and Monday 24th June