

Wells Operatic Society Limited
Committee meeting agenda
28th February 2022 at 7.30pm

COMMITTEE

Sharon Edmonds, Mike Scammell, Liz Carey, Tom Creswick, Adam Lanfranchi, Jo Scammell, Graham Brown, Niamh McGrogan, Emma Lanfranchi, Pauline Perrin, Glynn Webster, Ken Edmonds (chair), Bobby Bass, Natalie Hope

Apologies – Pauline Perrin, Niamh McGrogan, Tom Creswick, Emma Lanfranchi, Adam Lanfranchi, Natalie Hope

Minutes of the last meeting -

Matters arising as of 28/02

Item	Raised by	Actions/outcomes	Person responsible
Chimney top	SE	Fallen off during storm. Possibly needs repair. Ken will email Mark Wall.	KE
AGM to be organised	NM	NM will prep and be in touch if anything needed.	NM
Workshop door	GB	Needs touching up. GB has spoken to Angelo - waiting for better weather.	GB Ongoing
Memoriam for Sharon Upham		Peter Upham would like to host an event in memory of Sharon, date TBC	KE Ongoing
The tree of doom		Work now completed. NB plan to apply for ongoing 2 year pruning permit once council switches to unitary authority next year.	
First aid training		NH looked into this. Will price bringing external first-aiders in for performances. KE to talk to Richard about the handbook & risk assessment. EL to take a look at what we have. NH will look into what NODA has. "First aid at work" training - one-day group session. SE's colleague at work happy to run the session for donation. SE to arrange for weekend training as soon as possible.	NH KE EL NH SE
Dressing room monitors		To be fitted. Just need brackets & fittings. Will aim to do week after the play.	GB Ongoing
Recycling		We can have bins outside if we want-glass, general and tri-recycling. Will cost £750/year. At the moment we pay £180 for pickups plus price of bags (approx.£100/year). Come 3 weekly but can ask for extra pickups if we want to. Likely to be bigger versions of regular household wheelie bins. Need to now agree who is responsible for organising etc. SE to look into this further and will put recycling out for now.	SE

<p>Kylie Siggs, who is mum to two of the children who were in the pantomime, volunteered to become our new child welfare officer to take over from Doreen. Doreen has said she is happy to go through everything necessary with Kylie.</p>		<p>Agreed. KE has written to Kylie and Doreen. Handover to take place during 'Big Fish'</p>	<p>KE</p>
--	--	---	------------------

Correspondence as of 28/02

Item	Actions/outcomes	Person responsible
<p>Email from Richard Wright as he is moving from Wells. His duties at the theatre will need to be covered.</p>	<p>Bar licence - NM. Course sourced but training now urgent. Do we need a second?</p> <p>Will also need someone to organise front of house and box office, plus recommend some additional people trained up to be able to run box office. Glen happy to train for box office. Ken to ask Sally T about co-ordinating the whole of front of house.</p> <p>Ken to also send out mailing to all members for volunteers for the box office and front of staff. Also need additional bar supervisors. Liz happy to be added.</p>	<p>NM</p> <p>KE</p> <p>KE</p>
<p>Email from Wells Voice. Asked if we would like to contribute to Queen's jubilee Sunday 5th June in performance zone.</p>	<p>MailChimp sent out to society to see if anyone wants to do something (replies to be sent directly to Wells Voice)</p>	<p>NFA</p>

Treasurer's Report & Box Office as of 28/02

Item	Actions/outcomes	Person responsible
<p>No report this month as Pauline away</p>		

Membership as of 28/02

Item	Actions/outcomes	Person responsible
<p>Forms have been handed out to new cast members in Big Fish</p>	<p>Bobby will also check with Doreen that everyone in the play has current membership.</p>	<p>BB</p>

Publicity as of 28/02

Item	Actions/outcomes	Person responsible
Ken has found a new company able to do posters to fit the new board.		KE
Bobby and Sharon were on Glastonbury radio to talk about the 2 upcoming plays		Info only

Theatre renovations as of 28/02

Item	Actions/outcomes	Person responsible
PAT testing	Need to source training	GB Ongoing
Divers Club	Unclear if this is still running. Roof on garage needs replacing. Pauline to invoice the divers group for rental charge. If no longer wish to use it then theatre will have the space back for potential storage and will repair the roof.	PP
New sign for billboard by front wall	Has arrived and is in theatre, SE to ask builder to put in and pin down to a timescale.	KE SE 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	SE to speak to builder about bringing gate posts forward so can add closable gate and sign and add posts around tree to address tree and parking issue in one. Quote sent round and agreed. Emailed again	SE Ongoing
Parking in car park		
Have LED floods for stage	Will be installed soon - aiming for Tuesday after the play.	GB Ongoing

Hire as of 28/02

Item	Actions/outcomes	Person responsible
Small Steps x 2	Ongoing	SE
Cosmo group	Ongoing	SE
Sustainable Wells	On hold (CV-19)	Sarah Briton
Theatre Festival	Neil Johnson - Wells Theatre festival enquiry re: rehearsal room hiring in July. Is now going to use Connect Centre	No longer required
Flower club	May want to come back to normal booking arrangements under reduced circumstances.	SE Ongoing
Comedy Festival 27th May	Bar needs to be stripped and prepped	KE NM

Productions as of 28/02

Blood on the Canvas by Richard James and Rude Awakenings by Nicholas Ridley		Mar 09th-12th 2022	
<i>Director</i>	Sharon Edmonds Doreen Grant	<i>Producer</i>	Sharon Edmonds Doreen Grant
<i>MD</i>	--	<i>Choreography</i>	--
<i>SM</i>	Bobby Bass	<i>Lighting</i>	Nat Hope
<i>Sound</i>	--	<i>Projection</i>	--
<i>Costumes</i>	--	<i>Props</i>	--
<i>Prompt</i>	Sharon Edmonds Doreen Grant	<i>Makeup</i>	--
<i>Budget</i>		<i>Publicity</i>	Adam Lanfranchi
<i>Photos</i>		<i>Programme</i>	Adam Lanfranchi
<i>Ticket prices</i>	£12	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	Sally Trayhurn	<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>	Richard Kerton-Welch	<i>Choreography</i>	Elisha Webster
<i>SM</i>	Mike Scammell & Sarah Galton	<i>Lighting</i>	Graham Brown
<i>Sound</i>	Rick Fitzsimmons	<i>Projection</i>	Ollie Tatar
<i>Costumes</i>	Bobby Bass	<i>Props</i>	Jo Scammel, Sue King with Vicky Orman
<i>Prompt</i>	Frieda Brown	<i>Makeup</i>	Sophie Kerton
<i>Budget</i>	Agreed	<i>Publicity</i>	Adam Lanfranchi
<i>Photos</i>	Greg Tresize	<i>Programme</i>	Niamh McGrogan
<i>Ticket prices</i>	£12 £15	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	Sally Trayhurn	<i>Tickets go live</i>	To be agreed asap

And Then There Were None by Agatha Christie	September 13th - 17th 2022
--	-----------------------------------

<i>Director</i>	Adam Lanfranchi	<i>Producer</i>	Graham Brown
<i>SM</i>	Kate Lynch	<i>Voice coach</i>	Lois Harbinson
<i>Sound</i>	Adrian Mitchell	<i>Lighting</i>	Graham Brown
<i>Costumes</i>	Louise Sansam	<i>Props</i>	Jo Scammell, Vicky Orman Sue King
<i>Prompt</i>	Doreen Grant	<i>Makeup</i>	Helen Makin
<i>Budget</i>	New budget to be agreed	<i>Publicity</i>	Adam Lanfranchi
<i>Photos</i>	Greg Tresize	<i>Programme</i>	Adam Lanfranchi
<i>Ticket prices</i>	£14	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	Sally Trayhurn	<i>Tickets go live</i>	

The Wizard of Oz by L.Frank Baum		December 2022	
<i>Director</i>	Bobby Bass	<i>Producer</i>	Niamh McGrogan
<i>MD</i>		<i>Choreography</i>	Zoe Davis (with Chloe Mason)
<i>SM</i>		<i>Lighting</i>	Graham Brown
<i>Sound</i>		<i>Projection</i>	
<i>Costumes</i>	Nat Hope and Louise Sansom	<i>Props</i>	
<i>Prompt</i>	Frieda Brown	<i>Makeup</i>	
<i>Budget</i>		<i>Publicity</i>	
<i>Photos</i>		<i>Programme</i>	Ken Edmonds
<i>Ticket prices</i>		<i>Rehearsal schedule</i>	
<i>FoH</i>		<i>Tickets go live</i>	

Proposed productions as of 28/02

Production and Proposer	Proposed dates
Avenue Q by Jeff Whitty or Spamalot by Eric Idle Nick Barlow	May 2023
The Tempest by William Shakespeare Jonathan Sansam	September 2023 - need confirmation
GW would like to direct panto 2023. Nick MD, Vicky to write and produce. KE will support GW. Looking at doing Puss in Boots GW noted he is not interested in submitting it for the Cinderella awards Sara Plant may be interested in being Stage Manager but would need support	16 - 23rd December 2023
Ken would like to put on a play in 2023. Agreed. He will look into options.	March 2023

Training as of 28/02

Item	Actions/outcomes	Person responsible
Personal licence holder needed	NM has sourced a course. Will complete and do exam asap.	NM Ongoing

Show reviews as of 28/02

Show	Review	Reviewed by
Wicked - West End show	Some of the audience did not seem to know theatre etiquette (people talking, using their phones and getting up part way through). Was a birthday trip for his younger daughter. Glen not a big fan of the show - lacks shade and not much in the way of male lead roles.	

Any other business as of 28/02

Item	Actions/outcomes	Person responsible
Civic night buffet	Liz to email connect centre for options as Blue School no longer run catering course so cannot accommodate. sharon.edmunds@connect-centre.org.uk	LC
Civic night tickets for patrons	Liz to speak to Nick B re: holding tickets on the new system	LC
Show budgets	Query made re: setting of show budgets KE confirmed that there is a guide budget per show which links into which slot in the year it falls into. The provisional budget breakdown should be planned by the Producer and then discussed and agreed with their production team before being presented to the Committee for sign-off.	For info

Date of next meeting

AGM 25th March - apologies from Graham

Next committee meeting Tues 19th April 2022 7:30pm