

Wells Operatic Society Limited
Committee meeting minutes
07th October 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 – Sharon Edmonds; Niamh to leave at 9:25pm; Mike to leave at 8:15pm

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.
PP, MS, KE, LJ, JS, ER to send head shots to Nick for website
- a. Theatre Handbook – **RW**
Ongoing
- 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. Ongoing.
- d. Support for the pit beam has become loose and needs fixing. **GB**
Done.
- e. **PP** play readings: Lois waiting for suitable time to set up then will email round and set first date. Ongoing.
- f. Workshop needs a good sort out. Date in October to be agreed next meeting.
ER organising once *Anne* taken down. Done. Would be of benefit to do this before the start of each show; can be organised as and when.
- g. **MS** to look for new bar stools, preferably stacking ones. Ongoing.
Also meeting with Wells Vineyard re other assorted furniture on offer. Done
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**

3. Correspondence

BOVTS 03rd June *Far from the Maddening Crowd*. **GB** to confirm if available.

4. Treasurer's Report and Box Office

Anne of Green Gables did very well. Sold more seats than anticipated (403 projected, 474 sold). Expenses down. £2800 profit.

5. Membership

- a. New members
One for Willows - Caroline Hoare. All other cast are existing members.
- b. Patrons leaflet. **LJ**
Ongoing
- c. Theatre News / What's On sheet and Wells Community Facebook page **SE**
Another to go out this week; please email her if anything is to go in it.
- 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

NM to cost buffet meal at Wells Golf Club

6. Publicity

- a. KE met with Kate & Alisa; all in hand for *Willows*

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
Ongoing
- 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.
Ongoing.
- d. The Buck Basket
Two offers made but fell through. Ongoing.
- e. Heating System
Ongoing.
- f. FoH ladies toilets. Angelo has done what he can for now to get them refilling more quickly. How were they for Anne of Green Gables? They seem to be better. Done.
- g. 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.
- h. 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.
- i. Review of Bishop's quote for the security lighting outside the building. **RW** to ask them to include looking at the lights upstairs as that circuit seems to be unstable and to see if we need to do anything with wires outside the building. Done.
- j. Backstage video replay & monitors etc all need updated. **GB** to speak with Charlie.

8. Productions/Hire

- a. **Hires in Sept and Oct 2019.** See Bar Calendar for details. The person responsible is in bold
 - i. Small Steps x 2 – **SE**
 - ii. Cosmo group – **SE**
 - iii. Floral Arts - **GB**
 - iv. Sustainable Wells - **SB**
 - b. Wardrobe Mistress assistant suggested. **LC** volunteered; to contact Lou. **PP** to get wardrobe key copied.
- Little Theatre Youth Group proposal **NM**
Need to check insurances **RW**, accounts **PP**, safeguarding **NM**
Would be an end of year production with directors' fees
Need to set it up as a clear structure - possibly as external company hiring
Committee are keen but needs to be clearly & appropriately set up
 - **Nov 02nd - Count Your Chickens** by Mark Wall
For one night only! Mark Wall's play to be reshown; Mark is going to present awards and Doreen to present Mark with his 25 years NODA award.

- **Dec 14th–21st 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**.
Tickets go live on?
 KE to liaise with Kate re programme (**£2**) and ticket prices
- **March 11th-14th 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 4th-9th 2020 – Big Fish** by John August/Andrew Lippa
 Director – **Niamh McGrogan**, Producer – **Doreen Grant**, MD – **Sheila Ross**, Choreography – **Julie Webster**,
 SM – **Mike Scammel & Sarah Galton**, Set Designer – **Niamh McGrogan**, Lighting – **Graham Brown**,
 Sound – **?**, Costumes – **Louise Sansam**, Prompt – **Freda Brown**, Props – **Doreen Grant with help sourcing from Jo Scammell and Vicky Orman**,
 Make up – **?**, Budget – **tba**, Publicity - **KE**; **NM liaising with Marie Curie**, Ticket Price – **tba**, Rehearsal schedule – **tba**,
 FoH manager – **Sally Trayhurn**. **Tickets go live on?**
- **Sept 15th - 19th 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 5th performance - committee agreed.
- **Dec 2020 – Cinderella** by Vicky Orman
 Director - **KE**, Producer - **??**, 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 4th-9th 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?**
- Nick Barlow would like to direct **Avenue Q**. Agreed to offer September 2022.

9. Training

Ongoing

10. Show Reviews

GB Anne of Green Gables lady from Phoebe Rees a bit picky, though fair. Children were absolutely fantastic.

PP NM One Man Two Guvnors screening - fabulous; very funny

RW & JHS Anne of Green Gables. Children were brilliant and Bobby did an excellent directing job.

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** will adapt Ken's 'Good God'. **AL** to direct and will advertise and invite interested members to put themselves forward for cast. Plan is for 4 week rehearsal and then record for radio.

Sally Trayhurn was asked about staffing of bar during performance week after the show. Last number of productions only Friday & Saturday staffed after the show. Agree to continue that as routine. If cast want to stay on other nights, then to arrange their own supervisor and let Sally know there is someone to lock up so she can leave.

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.

12. Date of next meeting

Monday November 25th

Tuesday January 07th

Wells Operatic Society Limited
Committee meeting minutes
02nd September 2019 at 7.30pm

COMMITTEE

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

Apologies – Richard Wright

13. Minutes of the last meeting - agreed

14. Matters Arising

- a. **NB** attending to speak on issue of communication with people interested in helping backstage and how it is always the same people getting involved and each stage manager tends to use the same team, so it can be difficult for new people to get involved. Aim is to see if we can set-up a group on the website for communication purposes.
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.
PP, MS, KE, GB, LJ, JS, AL, ER to send head shots to Nick for website.
- b. **CCTV AL update**
All done.
- c. Theatre Handbook – **RW**
Ongoing
- d. The High Street Banner
Ongoing until there is any news from Wells City Council about the new wires. Review in 2020
- e. **KE** contacted Mark Wall for his views on extending backwards and met at the theatre. Mark recommended going back approximately 1m – enough to increase the space significantly, without turning the whole stage into a drum. Mark was also keen on the tunnel through to the back idea which could be achieved at full height with a couple of steps down to it from the pit. Quote sent through. It was agreed to block out six weeks in summer 2020 to allow this work to go ahead if we decide to proceed.
Costs set at £18400.00 VAT. We have other renovations that take higher priority; major pit renovation to be reviewed in 2021. In the meantime, make smaller, affordable changes to improve the pit and **KE** to contact Mark and arrange a maintenance walk round, including workshop insulation.
- f. Support for the pit beam has become loose and needs fixing. **GB**
Waiting to arrange suitable date with Angelo. Ongoing.
- g. **PP** Lois has offered to run play readings, probably once a month on a day to be agreed. Everyone had such fun at the open day, they want them to continue. Bristol library offer a script service for £18 per year. Agreed.
Lois waiting for suitable time to set up then will email round and set first date.
- h. Workshop needs a good sort out. Date in October to be agreed next meeting.
ER organising once *Anne* taken down
- i. **MS** to look for new bar stools, preferably stacking ones. The metal ones from Forbidden Planet have all now been broken
Ongoing

15. Correspondence

Somerset Fellowship of Drama AGM coming. Will discuss possibility of releasing panto award nominations in advance

16. Treasurer's Report and Box Office

Nothing to report.

17. Membership

- a. New members
Anne membership forms & fees paid
- b. Patrons leaflet. **LJ**
Ongoing
- c. Theatre News / What's On sheet and Wells Community Facebook page **SE**
Ongoing
- d. Angelo Awards **NM**
NM to explore categories and processes for nominations etc and bring to next committee meeting

18. Publicity

- b. All in hand for Anne
- c. KE to meet with Kate re Willows

19. Theatre Renovations

- a. PAT testing **GB**
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
Ongoing
- c. Tree – yellow line edge. Sign received and has gone up. We may need a roller to get the line done properly – depending on the sort of paint. People are still parking on the new tarmac area. A range of options were discussed to stop this from bollards to large stones. Will wait until the painting is done and then see what happens
Rocks/boulders to be used instead of lines
- d. Chamberlain St doors made; and fitted. No letterbox provided so post is being pushed under the door. **MS** to ask Angelo to fit one in the side panel next to the door if possible
Done
- e. The Buck Basket
Ongoing
- f. Heating System
Ongoing
- g. FoH ladies toilets. Angelo has done what he can for now to get them refilling more quickly. We will wait to see how they are during Anne of Green Gables and if they are still problematic, think again
- h. Painting the outside of the building. Is a big job and we would like to get someone in
Booked in
- i. 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
- j. We are asking Bishop's to quote for the security lighting outside the building. **RW** to ask them to include looking at the lights upstairs as that circuit seems to be unstable and to see if we need to do anything with wires outside the building
Review at next meeting
- k. **LJ** offered two leather sofas for the bar which we gratefully accepted
LJ to liaise with various committee members to arrange delivery

20. Productions/Hire

a. **Hires in August and Sept 2019.** See Bar Calendar for details. The person responsible is in bold

- i. Small Steps x 2 – **SE**
- ii. Cosmo group – **SE**
- iii. WSPA - **GB**
- iv. Wells Theatre Festival in process of booking
- v. Sustainable Wells - **SB**
- vi. Anne of GG rehearsals - **NM**
- vii. Neighbourhood Watch - **SE**

- **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 - agreed, Ticket Price – **£10 and £8**, Rehearsal schedule – **agreed**, FoH manager – **Sally Trayhurn**. Tickets go live on **06th July**
- **Dec 14th–21st 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 – **tba**, Rehearsal schedule –**agreed**, FoH manager – **Sally Trayhurn**. **Tickets go live on?**
KE to liaise with Kate re programme and ticket prices
- **March 11th-14th 2020 – Quartet** by Ronald Harwood
Director - **Jackie Watts**, Assistant Director – **?**, Producer – **Ken Edmonds**, SM – **Charlie Watkins**, Set Designer – **?**, Lighting – **Graham Brown**, Sound – **?**, Costumes - **?**, Prompt – **?**, Props – **?**, Make up – **?**, Budget – **tba**, Publicity - **?**, Photos and programme – **?**, Ticket Price – **tba**, Rehearsal schedule –**?**, FoH manager – **?**. **Tickets go live on?**
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- **September 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 - **tba**, Publicity - **KE**, Photos - **Greg Trezise**, Programme - **AL**, Ticket price - **£12 & £10**, Rehearsal schedule - **agreed**, FoH manager - **Sally Trayhurn**, **Tickets go live on?**
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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?**
- Nick Barlow would like to direct **Avenue Q**

21. Training

Ongoing

22. Show Reviews

NM The Lady Vanishes great show and set. Could have been more atmospheric but enjoyable overall.

LJ Post Popular at Edinburgh Fringe. Terrifying; typical fringe and quite rude. about women in history starting with Eve, then Boudicca etc. Climbed over audience and went in & out of theatre as part of show. Strictly over 18s!

23. Any Other Business

- a. **KE** Swanage costume hire. Need to clarify expectations and terms of hire e.g. advance notes of dates of hire & return and costs. **KE** or other member to supervise return of costume.

24. Date of next meeting

Monday October 7th

Monday November 25th