

Wells Operatic Society Limited  
Virtual committee meeting agenda  
27th July 2021 at 7.30pm - online via Skype

**COMMITTEE**

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

**Apologies** – Jo Scammell, Graham Brown, Niamh McGrogan

Minutes of the last meeting -

Matters arising

Item	Raised by	Actions/outcomes	Person responsible
Theatre clean up		<p>We need a proper deep clean of the interior. Arrange to be done closer to opening of Quartet. 4th September 10am.</p> <p>Decided not to make this a social event.</p> <p>Mail Chimp callout for more people. Will split into teams(see below) and decided on the day who does what.</p> <p>Ken = Bar Pauline = Box office area Mike = Workshop Liz = Upstairs dressing rooms</p> <p>Will not do the dressing room on this day. Will contact Lou to talk about organising the dressing room.</p>	<b>Ongoing Everyone</b>
Foyer		<p>Painting quote agreed. Colours to be agreed. To be scheduled with Aiden.</p> <p>Agreed to paint the bar and box office area as well.</p> <p>EL, PP, KE, LC will meet 28/07/21 to look at what colours we will choose for these rooms. Also, need to talk to Aiden about painting the front of the stage once the extension has been removed.</p>	<b>Ongoing PP</b>
Quartet		<p>Rehearsals due to resume after restrictions lift.</p> <p>Tickets will go on sale 14th August 2021 both online and in the box office. £12 and £10 for tickets.</p>	<b>KE AL</b>

		AL and Nick Barlow will set up the online tickets. PP and Catriona are happy to open the box office. Jackie Watts to sort out props + stage manager for show week.	
COVID theatre regulations		Encourage audience to wear masks. Won't need to observe social distancing rules for audience.  Make signing in mandatory, either with the QR code posters or on a sign in sheet.  Moving forward, we will make proof of vaccination mandatory for anyone who wants to be in a show.  Also, do a lateral flow test before each rehearsal.	<b>Everyone</b>

### Membership

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Reinstate membership	Will reinstate from 1st September. Roll on as usual from member's current roll on date. Each member can see this date on the website if they log in.  PP will be there on a Friday night social to accept money and hand out car park pass.	<b>PP</b>

### Any other business

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
The tree of doom	Email + phone call from neighbour about the tree. PP and KE to contact the person that trimmed it last time.	<b>KE</b> <b>PP</b>
First aid training	NH looked into this. Need someone in charge to run this. Found a deal for a group rate of £600 for 12 people + £10 for certificates from a local firm.  Need to check the handbook first to see what our insurance says and what we need to cover this, before deciding the kind of training we will get.	<b>NH</b> <b>KE</b> <b>EL</b>

	KE to talk to Richard about the handbook + risk assessment. EL to take a look at what we have	
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Date of next meeting

6th September 2021@ the theatre