

Wells Operatic Society Limited
Committee meeting minutes
19th April 2022 at 7.30pm

COMMITTEE

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, Caroline Hoare, Lucy Payne

Apologies – Lucy Payne, Liz Carey

New committee members - Caroline Hoare and Lucy Plant - agreed

Minutes of the last meeting - agreed

Matters arising as of 19/04

Item	Raised by	Actions/outcomes	Person responsible
Chimney top	SE	Fallen off during storm. Possibly needs repair. Ken will email Mark Wall. Old one was removed but left up on roof as in conservation area and may have needed returned. Has been disposed of.	KE Done
Workshop door	GB	Needs touching up. GB has spoken to Angelo - waiting for better weather.	GB Ongoing
The tree of doom		Work now completed. NB plans to apply for an ongoing 2-year pruning permit once the council switches to unitary authority next year. Now overhanging the highway and now must be trimmed within 14 days of 12th April letter. PP will respond.	PP
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. Update: nothing on NODA. "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 tricycling. 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 Ongoing

Email communications		Need to review email system as some emails go into junk mail if using 'Classic builder' in MailChimp. Will look into why this is happening with Sally. AL to look into alternatives that are more user-friendly and may facilitate accessible replies.	AL
----------------------	--	---	----

Correspondence as of 19/04

Item	Actions/outcomes	Person responsible
Email from Richard Wright as he is moving from Wells. His duties at the theatre will need to be covered.	Bar licence - NM. Course sourced but training now urgent, do we need a second. Agreed a second (EL) if permissible - NM to check	NM
	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. Glynn, happy to train for box office. Ken to ask Sally T about co-ordinating the whole of front of house. RW doing Big Fish and will be his last show. Will need to organise for ATTWN in September.	KE
	Ken to also send out email to all members for volunteers for the box office and front of staff.	KE
	Also need additional bar supervisors. Liz happy to be added.	

Treasurer's Report & Box Office as of 19/04

Item	Actions/outcomes	Person responsible
£1000 grant received		

Membership as of 19/04

Item	Actions/outcomes	Person responsible

Publicity as of 19/04

Item	Actions/outcomes	Person responsible
Niamh and Glynn were on Glastonbury radio to talk about Big Fish		Info only
Need more publicity for Big Fish. Not selling very well. Only 26% of tickets gone but a good chunk of that is patrons who get free tickets. Most likely on 16% actually sold.		AL

AL has looked into a new way of physical publicity. We are strong online but physical isn't as strong. Suggested putting flyers into Wells Voice for each show for the next year. All costed.		AL - agreed
---	--	--------------------

Theatre renovations as of 19/04

Item	Actions/outcomes	Person responsible
PAT testing	Need to source training	GB Ongoing
New sign for billboard by front wall	Done	KE SE
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	Done	SE
Parking in car park	Improved. Will monitor and make changes e.g., padlock on gate as needed. AL to send out a friendly reminder email about closing the gate if parking.	All
Have LED floods for stage	Will be installed soon - aiming for Tuesday after the play.	GB Ongoing

Hire as of 19/04

Item	Actions/outcomes	Person responsible
Small Steps x 2	Ongoing	SE
Cosmo group	Ongoing	SE
Sustainable Wells	On hold (CV-19)	Sarah Briton
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
Divers Club	No longer running. Going to clear out storage area and not paying rent (weren't paying rent over lockdown). Give notice to clear space or pay rent.	PP
Hiring for film, theatre and dance performance - See Liz's email	Originally told requested dates not available (as agreed by committee) but have asked for alternatives in 2022 and would prefer not to wait until 2023 Agreed we can't meet expectations of hire - KE will ask LC to explain we can't accommodate	LC

Productions as of 19/04

Big Fish by John August & Andrew Lippa		02nd – 07th May 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>	Freda 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>	30 th March

And Then There Were None by Agatha Christie		13th – 17th September 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>	TBC

The Wizard of Oz by L.Frank Baum		10th - 17th December 2022	
<i>Director</i>	Bobby Bass	<i>Producer</i>	Niamh McGrogan
<i>MD</i>	Richard Kerton-Welsh and Gina Cleverly / Kate Lynch: vocals	<i>Choreography</i>	Zoe Davis (with Chloe Mason)
<i>SM</i>	Charlie Watkins: set	<i>Lighting</i>	Graham Brown
<i>Sound</i>		<i>Projection</i>	

<i>Costumes</i>	Nat Hope and Louise Sansam	<i>Props</i>	
<i>Prompt</i>	Freda Brown	<i>Makeup</i>	
<i>Budget</i>		<i>Publicity</i>	Adam Lanfranchi
<i>Photos</i>		<i>Programme</i>	Ken Edmonds
<i>Ticket prices</i>		<i>Rehearsal schedule</i>	
<i>FoH</i>		<i>Tickets go live</i>	

Forget-Me-Knot by David Tristram		8th - 11th March 2023	
<i>Director</i>	Ken Edmonds	<i>Producer</i>	
<i>SM</i>	Charlie Watkins	<i>Lighting</i>	
<i>Sound</i>		<i>Projection</i>	
<i>Costumes</i>		<i>Props</i>	
<i>Prompt</i>		<i>Makeup</i>	
<i>Budget</i>		<i>Publicity</i>	Adam Lanfranchi
<i>Photos</i>		<i>Programme</i>	
<i>Ticket prices</i>		<i>Rehearsal schedule</i>	
<i>FoH</i>		<i>Tickets go live</i>	

Proposed productions as of 19/04

Production and Proposer	Proposed dates
Avenue Q by Jeff Whitty Nick Barlow	May 2023
The Tempest by William Shakespeare Jonathan Sansam	September 2023
Puss in Boots by Vicky Orman Glynn Webster	December 2023
The Pillow Man by Martin McDonagh Jim Boyd	March 2024
Sister Act by Cheri Steinkellner and Bill Steinkellner Tom Creswick	May 2024
Sweeney Todd by Stephen Sondheim Adam Lanfranchi	May 2025

Training as of 19/04

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

Show reviews as of 19/04

Show	Review	Reviewed by
<i>Anything Goes</i> touring production at Bristol Hippodrome	Absolutely brilliant and a sheer joy to watch!	LC
<i>Rent</i> at the Blakehay Theatre	Really good. Brilliant show! Very impressive.	KE NM
<i>Abigail's Party</i> at Strode	Excellent. Great performances and directing. Fake cigarettes smelt awful!	AL EL
<i>Wizard of Oz</i> at Meyer theatre	Enjoyable. Very underwhelmed. No light and shade; very boring. Good actors but very dance based.	TC

Any other business as of 19/04

Item	Actions/outcomes	Person responsible
Open day, 2nd July	Agreed. Play readings on stage - Lois happy to run plays; agreed to print as needed. Make up in green room. Props in props area. Photo booth (with WLT logo so any pictures taken and shared are also theatre advertising) and costumes and sell costumes taken out of wardrobe that are no longer needed in rehearsal room. Tea, coffee and cakes in bar and rehearsal room. Guided tours. Set construction in auditorium. Display boards with roles and job descriptions in bar - jobs fair style. Have forms for people to complete if they are interested in joining. 10am-2pm. AL to send out MailChimp to members for help running the day. Will send a separate email to our audience to advertise the day.	KE AL
120-year photograph	Agreed 10th September. AL will confirm date with Greg and email members.	AL
Civic night arrangements going well.	Kean at Connect Centre can do buffet, around 40 due to attend (maybe slightly more depending on how many the mayor brings!)	LC
Suggest Sat 21st May for a bit of a costumes store tidy up	LC will message a few potential people to help (too many does not work in that space). Agreed.	LC
Box office	Need to agree and produce a box office checklist to ensure tickets are available and on sale as early as possible	KE

	Agree need to arrange a box office opening day before rehearsals begin so that dates can be advertised. Production teams plan this in liaison with box office team	
Show budgets	Review at next meeting	All
NODA badges	Need to clarify and agree process	PP
AGM	Give a glass of wine and nibbles rather than complimentary drink at the bar; it is more cost-effective. Agree to limit to glass of wine, free drink or soft drink rather than any free drink.	
Lights in bar	Lightbulbs have gone and need replaced	MS to speak to AG
Smoking in workshop	Cigarette butts on floor in workshop. May need to remind that are no smoking premises. Agree to put up no smoking notice if happens again.	

Date of next meeting

Monday 23rd May - apologies GB, JHS, MS