

Wells Operatic Society Limited
Minutes of the meeting on
Monday 27th June 2016 at 7.30pm

COMMITTEE

Chris Briton (chair), Cllr and Mayor Alison Gibson (President), Richard Wright, Pauline Perrin, Ken Edmonds, Alisa Creaser, Graham Brown, Lyn Jones, Sharon Edmonds, Mike Scammell, Dave Collyer, Gerald Eysers

Apologies – Graham Brown, Lyn Jones, Mayor Alison Gibson,

Item A Box Office discussion.

It was agreed that the present Box Office ticket purchase system did not always run smoothly. Members of the audience, members, friends and an adjudicator have commented on the difficulties they have found when trying to purchase tickets. In addition, the appearance and style of our website could do with refreshing, and the use of the mailing system within the website could be improved. The data stored on the website - show information, NODA data, membership records and the whole invoice / client database is a massive asset to the secretary and treasurer. We all recognised that our website is a valuable element of the Little Theatre and all the committee are hugely grateful to Chris Spray and *CleverIT* for the support and guidance given over many years. We appreciate the depth and quality of the maintenance Chris has already provided in these areas. Our discussion centred on making a good system even better.

Nick Barlow took us through a number of scenarios and options with a comprehensive and detailed presentation that covered costs, ease of use and technical support. Key points for the discussion were:-

- i. The use of alternative Box Office solutions – including *Ticket Source* and *The Little Box Office*.
- ii. The use of a 3rd party payment transaction system such as *SagePay*, *Cardnet* and *PayPal here* together with *Stripe* (payment acceptance system).
- iii. The use of *Mailchip* as an alternative, comprehensive mailing system.

It was agreed that we immediately transfer the payment acceptance system to *Stripe* and *PayPal here*. This would require the purchase of a new card reader and an iPad. This was agreed, **PP** and **NB** to arrange. We will also need to terminate or contact with Lloyds Cardnet (**PP**). After this initial cost our transaction fees will be much reduced and all PCIDSS (payment card industry data security standard) would be transferred to the 3rd party.

We also agreed to adopt *The Little Box Office* as our ticket handling system, and *Mailchip* for email communication. Both these systems will need support from CleverIT. **CB** will visit Chris Spray to explain our plans.

Further discussion will be needed on:-

Who will have access / responsibility to input show data and communicate with *The Little Box Office*?

Will we now open the Box Office to other non-Wells Little Theatre productions?

Will we change the Box Office opening times?

Will more than one show be on sale at any one time?

How will patrons & cast members get access to early booking?

How will membership fees be paid? Will they need to remain due in January?

When and how will Box Office staff receive training?

How will the treasurer and secretary receive the various statements and reports needed?

Who will oversee the use of Mailchip and the various mailing lists that are needed?

Who will look aesthetically at the Website and suggest improvements?

The committee are very grateful to Nick Barlow for his research and preparation for the meeting. We are also grateful to him for his offer of continued support in this area.

The discussion above took the majority of the meeting and so it was agreed that a number of items would be transferred to the next committee meeting.

1. Minutes of the last meeting – agreed

2. Matters Arising

Details and dates for the Mayor's Fundraising events-

- i. We would organise and run a Mayor's Charity Quiz Night and Supper at the Town Hall on **Sat 22nd October 2016, 7.30pm**. We will provide and run a bar (**RW**), **KE** will arrange a quiz master, we will organise tickets **PP**. It might be necessary to set up on the Friday – because the Market makes it difficult to access on the Saturday. Arthritis Care will support arrangements.
 - ii. We will support (on the door etc) a Wells City Band concert at the Town Hall. Depending on the date it might be possible to also provide the bar, we could arrange publicity, and ticket sales if needed; Date now agreed as **Sat 8th April 2017, 7.30pm**
 - iii. And we will support another event organised and run by Arthritis Care.
- a. Open Day arrangements – all in hand. GE has emailed committee the full details. **Sat 16th July 2.30pm-5pm**, Tea, Tours and Tasters. The Mayor will attend and provide some cake! **GE**

3. Correspondence

- a. Ben Williams - **Wells Comedy Festival**, (June 3-5). Comments – Wi-Fi not strong enough to get into the auditorium, and the whole scanning process was a bit slow. Glastonbury Ales bar sales on the Saturday and Sunday seemed to work well, they took £1500 giving us 10%, i.e. £150. Posters from 2016 and 2015's - framed and displayed. 26th-28th May 2017 is booked. (no discussion B/f to next meeting)
- b. Arts Council reply – RW - The Arts Council have turned down our application. The main reason was because, as we feared, they were not convinced of the 'public engagement' aspect. Pit project meeting next week. (no discussion B/f to next meeting)

4. Treasurer's Report

- a. Box Office. See item **A** above
- b. BOVTS – A Midsummer Night's Dream 62% sales, took £872
- c. Membership payment dates / annual renewal – do we have to stick with January?? **GE** (no discussion B/f to next meeting)

5. Membership

- a. New members – waiting to receive Twelfth Night applications. **RW**
- b. AGM – **Friday 24th March 2017**.
- c. Dinner Dance – date and time to be confirmed **AC** (no discussion B/f to next meeting)

6. Publicity

(No discussion B/f to next meeting)

7. Theatre Renovations

- a. The Stage and Pit Project. – update – **RW /DC**. As 3b above
- b. Bar lighting **MS** (no discussion B/f to next meeting)
- c. Rostrum to go in Bar - this will go ahead when needed. **GB**
- d. Roof and gutters – we agreed to ask Mark Wall to inspect and recommend any work that needed to be done. Waiting to hear. **GE** (no discussion B/f to next meeting)
- e. PAT testing – **MS** (no discussion B/f to next meeting)
- f. Maintenance plan. CB asked that this is added to this agenda. **GE**. Plan attached to the minutes so that committee can read before next meeting.
- g. The Front Gate has been repaired, Thanks to Terry Ricketts and Angelo. **GE**

- h. Bishops will be asked to quote for a new mains lighting starter switch, to be positioned in the lighting box, rather than using the metal contact switch in the rehearsal room. **GB** (no discussion B/f to next meeting)
- i. Fire / Emergency procedures. We need a named person to oversee. **GE** (no discussion B/f to next meeting)
- j. Wi-Fi code. **GE** (no discussion B/f to next meeting)

8. Productions/Trifold/Hire

Show Target setting – GE (no discussion B/f to next meeting)

- **June 7th BOVTS – A Midsummer Night’s Dream**, reviewed - excellent
- **September 21st - 24th 2016 - Twelfth Night**, Director – **RW**, Choreography – **Tina Eyers**, SM – **Charlie Watkins**, Props - **Pat Watkins**, Lighting - **GB**, Costumes – **Louise Baker**, Prompt – **Freda Brown** , Budget – **agreed**, Ticket Price – **£12 & £10**, Rehearsal schedule – **agreed**
- **December 10th - 17th 2016 – Jack and the Beanstalk** – Director - **Sharon Edmonds**, Writer and Producer – **Vicky Orman**. MD - **Sheila Ross**, Adult and Children’s Choreographer – **Julie Webster**, Stage Manager – **Charlie Watkins**, Lighting - **GB**, Sound – **Adrian Mitchell**, Props – **?**, Budget – **done**, Ticket Price – **£11 and £8**, Rehearsal schedule – **done**
- **March 2017 – Any Ideas?** All suggestions to **AC** for the reading group to look at.
- **Spring Show 15th-20th May 2017 – Our House**. Directed - **GE**. Choreography - **Tina Eyers**, Rights received. MD – **Teresa Barlow**.
- **September 2017 Any Ideas?** All suggestions to **AC** for the reading group to look at.
- **Pantomime 2017 - Director** - Ken Edmonds, Vicky to write it!

9. Training

DC - to look into Charity Commission training. **Ongoing**

PP - to contact accountants – financial information training – to be arranged for July. **Ongoing**

10. Show Reviews

(No discussion B/f to next meeting)

11. Any Other Business

None

12. Date of next meeting – Monday 18th July then Monday 15th August