

## Wells Operatic Society Limited

### Theatre Committee Meeting

#### Minutes of the meeting

08<sup>th</sup> October 2024

**Committee:** Ken Edmonds, Tom Creswick, Pauline Perrin, Vicky Orman, Mike Scammell, Jo Hartley-Scammell, Bobby Bass, Emma Hardy, Caroline Hoare, Natalie Hope, Janice Holwill, Sandra Marshall, Charlotte Munckton, Alan Watts

	Item	Details	Who
1	<b>Apologies</b>	Apologies: Janice Holwill, Tom Creswick, Caroline Hoare	Any
2	<b>Minutes of the last meeting</b>	Approval of minutes of previous meeting  Approved	Any
3	<b>Matters Arising from previous meeting not elsewhere on the agenda</b>	<p>Actions:</p> <p><i>Nick to Add TC and VO to <a href="mailto:info@wellsittletheatre.com">info@wellsittletheatre.com</a> access</i> VO reported she has been added and now has access and has been dealing with queries. TC should be in receipt of his login as well.</p> <p><i>Nick/Adam to create an "owner" account for the social media and inform those with access to them to move the account into that name.</i> Alan reported that Nick and Adam were meeting to work out who was doing which task of the IT changes. This meeting was happening on the Tuesday evening. They have updated him with several IT updates. They are suggesting move an upgrade to linux rather than buy new boxes and incur a full blown licencing cost. Social media in progress. They will update him as they progress.</p> <p><i>Nick to create email login for website for secretary.</i> VO reported though the email has been created, at the moment it has not been connected to the website so she is unable to upload as yet.</p> <p><i>Pictures to be sent to VO for Members handbook</i></p>	VO  VO  PP

		<p>None have been received as yet. Committee members to send some over.</p> <p><i>KE to organise the tree works with the tree specialists.</i> KE Updated the committee on developments. Ian Chedgy has put in a planning application and was asked for further details. He is concerned that he is being contacted directly by the neighbour and has referred her to speak to the theatre rather than him. It was hoped that Ian would continue to take on the work despite the difficult situation.</p> <p><i>TC to speak to Julie about sweets and prices.</i> KE said he would need to know relatively soon for ordering for Nativity.</p> <p><i>SM – Seat Plaques.</i> Push Seats plaque sales – prepare to relaunch. SM says she needs to check numbers of plaques. Bobbi has a laser cutter which she might be able to use to do the lettering for free. She will try out a practice one to see if this is possible. Sandra will ask about costs for Richard. Suggested up to £75 as a cost for the plaques. SM to write a mailchimp blurb and send KE and to TC</p> <p><i>Reply to Phil Vivash – PP replied</i> <i>Reply to Rockinem – PP replied.</i></p>	
	<b>ACTIONS:</b>	<p>TC to speak to Julie about sweets and prices. SM to Write Seat Plaque blurb RB : to trial laser etching. ALL: Pictures for handbook to be sent to VO VO: Gain access to upload files on website</p>	
<b>4</b>	<b>Correspondence</b> <i>(Standing Item)</i>	<p>Any received correspondence to members that needs consideration</p> <p>Enquiry regarding a potential booking next Year-Committee asked that we go back with further questions regarding what support they would expect, when they were looking for before a decision is made. VO to reply.</p> <p>Enquiry regarding a community booking</p>	<p>All</p> <p>VO</p>

		<p>More question about requirements. VO to reply</p> <p>Wells Committee Samba band – Tuesday evening. The play is rehearsing on Mondays and Thursday so it should be available. Committee agreed in principle to offer them Tuesday aside from Committee times. KE to let them know</p> <p>TC had conversation Maureen W – She was frustrated the physical box office didn't get priority over the online purchases. It was discussed if there was anyway to mitigate this. It is not possible to give priority to the box office as as the online system is on or not on, and to book in the physical box office is the same system. It was unusual to have so many people turn up physically. Perhaps arrange for more devices and people to support to help process the queue.</p>	
	<b>ACTIONS</b>	<p>VO to reply to correspondence.</p> <p>KE to let Samba band know agreement in principle around other bookings and meetings</p>	
<b>5</b>	<b>Safeguarding</b> <i>(Standing Item)</i>	<p>Action: VO to upload approved Safeguarding Policy</p> <p>Waiting for access</p>	VO
	<b>ACTIONS</b>	Action: VO to upload approved Safeguarding Policy when she has website access	
<b>6</b>	<b>New items for discussion</b>	<p><i>QR Codes</i> JHS wanted to speak to TC about having information QR codes around the theatre. She said there had been a lot of questions about the historical displays.</p> <p><i>Patrons list/ Patrons</i> VO asked if anyone had a copy of the postal address list as she had been asked to add someone to it by PP and discovered it is not in the secretary computer files. Noone has it . VO to contact Liz C again to see if she remembers where it is.</p> <p>PP raised about whether we had anyone to be patrons secretary. The role was discussed Patrons Secretary – EH has volunteered to take on this role/</p>	JHS VO

	<b>ACTIONS</b>	JHS to talk to TC about QR codes VO to email Liz C about postal list VO to send on information about patrons to EH	
7	<b>Treasurers report &amp; Financials</b> <i>(Standing item)</i>	Treasurers report Witness for the Prosecution was very successful, making approx £15,000 – our most successful play to date as it made– made £11,500 profit. It had a great Noda review as well. The committee discussed the fact that for popular plays like Agatha Christie, we would consider increasing play performances as it had been so successful.  Check with TC that fundraising page is shut down for the Defibrillator. PP has some additional funds come over from for the Defibrillator after the target was reached . It was agreed that the funds had to go towards the defibrillator in some form e.g, installation, maintenance, replacement consumables. MS to make sure Defib install is itemised on the electricians invoice.	PP
	<b>ACTIONS</b>	Ask TC if the fundraising page is now closed. MS to ask for Defib install is itemised.	
8	<b>Membership and events</b>	Actions: VO- Draft up the first version of the member handbook -ONGOING PP/CM- Add new members to the database Ongoing. CM is adding to database. VO to send membership forms to CM. CM asked if teens can just renew – or they have to do it from scratch. Yes they can just renew. However, getting permission for photos children should be done every time, and there was a question whether parents permission for them to be in a show should be acquired at the same time. It was suggested that a new form would be sensible for teen renewals.	VO CM
	<b>ACTIONS</b>	<i>VO- Draft up the first version of the member handbook -Ongoing</i> CM Work on members database VO to send membership forms to CM New form encompassing permission for photos and permission for show as a tick box to be created.	
9	<b>Publicity</b> <i>(Standing item)</i>	<i>Canva Membership – Send invites to everyone.</i> VO- Done. They discussed what people could do with the program and how it might help others.	Any TC

		<p><i>TC – Increase Equally Divided publicity to highlight upcoming Introduction.</i></p> <p>AW reported a good turn out to the intro. They were hoping for even more on the second introduction.</p> <p>PP asked whether the show sponsorship should go to the theatre? Initially we had discussed in a previous meeting and decided it would go to the show budget, but in light of all the theatre works needing funding, and the difficulties in predicting how much sponsorship you would get, it was agreed that a show budget should be done without sponsorship, and then the sponsorship surplus goes to the theatre. Currently for Nativity we have 2 show sponsors – they get two tickets, a drink, a complimentary and an advert and they can put their banner up on the night they have sponsored.</p> <p>TC asked if we should lower the Child concession to 16 from 18. The committee agreed.</p> <p>PP suggested putting tickets for Carousel on sale just after Equally Divided as she felt the plays could be overshadowed by the musicals. KE said he believed it was not the tickets going on sale that was the issue, but more the crossover in publicity that could flood the social media, particularly if a much larger show was sharing and promoting with all its cast compared to the relatively few in a play .</p> <p>The committee felt that the ‘current show’ should take precedent for publicity for ticket sales. A balance needed to be struck so we could maximise sales for all shows. It was decided that the box office would not open for one show until the preceding one was done. KE to talk to TC</p>	VO
	<b>ACTIONS</b>	KE talk to TC about ticket sales and publicity	
<b>10</b>	<b>Update on fundraising</b>	Any fundraising news or updates Mike is going to get another meeting together.	MS
	<b>ACTIONS</b>	Fundraising committee to meet again	

11	<b>Health &amp; Safety (maintenance and renovations)</b>  <i>Standing Item</i>	<p><b>ACTIONS:</b>  <i>AW to email around second quote for urgent electrics works – Quote received. Quote selected and underway with works commencing 14<sup>th</sup> October. Negotiating a time for it to start. MS asked people pop in now and then to see if they are okay. SM can pop in 2pm on Tuesday. Ken volunteered his number as he will work from home and can be available if they need something. MS is going to try and discuss a work plan with them of when they are needed. SM volunteered to give her phone number too.</i></p> <p><i>CH- Look into portable heaters for the bar</i>  We currently have the heaters from the green room in the bar. Unfortunately the space seems to be a bit much for them. MS is going to ask the electrician if they know of something decent as we will need to buy something before Nativity.  <i>SM: Look at options around purchasing new front door. It must have a crash bar for fire door purposes - ON HOLD.</i> It is a standard sized door. Nat might be able to investigate options as she works for a company. It is 2ft 9 by 6ft6  KE- Do we need to get permission to change the door. We might need to ask an expert.</p> <p>MS to get quotes for the asbestos roof.  PP said it is important we need to get grant applications underway.  AW will help SM with business plans.</p> <p>It was asked if the legionella inspection occurred? It might need to be rearrange.  Fire Extinguisher check to be arranged</p>	
	<b>ACTIONS</b>	<i>Sharpie and highlight assembly points</i> <i>SM to investigate B&amp;Q paint for Charities</i> MS to get quotes for the asbestos roof. VO to arrange Fire Extinguisher check Check Legionella inspection has occurred	
12	<b>Hirings (Standing Item)</b>	<ul style="list-style-type: none"> <li>• Monthly meditation – first Thursday of the month</li> <li>• Ukranian dancer – running two classes per week</li> <li>• Cosmo group</li> <li>•</li> </ul>	KE

<b>Productions</b>			
Nativity! The Musical by Debbie Isitt and Nicky Ager		<b>14th – 21<sup>st</sup> December 2024</b>	
<i>Director</i>	Sharon Edmonds	Producer	Joanna Hartley-Scammell & Vicky Orman
<i>MD</i>	Richard Kerton	Choreographer	Zoe Wood
<i>Set design</i>	Production team	Sound	Bobbi Bass
<i>SM</i>	Mike Scammell	Lighting	Graham Brown
<i>Costumes</i>	Vicky Orman and Emma Hardy	Props	Doreen Grant
		Projection	Oli Tatar
<i>Prompt</i>	Freda Brown	Make-up	Sophie Kerton
<i>Budget</i>		Publicity	Tom Creswick
<i>Photos</i>	Greg Tresize	Programme	Tom Creswick
<i>Ticket prices</i>	£17 & £13	Rehearsal schedule	Done
<i>FoH</i>	Sharon will ask Sally Trayhurn	Tickets go live on	28 <sup>th</sup> September 2024

<b>Productions</b>			
<b>Equally Divided by Ronald Harwood</b>		Introduction 8 <sup>th</sup> , 17th October, Auditions 2nd November.	
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<i>Director</i>	Jacki Watts	Producer	Tom Creswick
<i>Set design</i>	Mark Wall	Sound	Adrian Mitchell
<i>SM</i>	Mike Scammell	Lighting	Graeme Brown
<i>ASM</i>	Erin Webster		
<i>Costumes</i>	Cast Sourced	Props	Sue King, Alan Watts
<i>Prompt</i>	Freda Brown	Make-up	Cast
<i>Budget</i>		Publicity	Tom Creswick
<i>Photos</i>		Programme	Tom Creswick
<i>Ticket prices</i>	£12	Rehearsal schedule	Done
<i>FoH</i>	Sally Trayhurn	Tickets go live on	
<b>Productions</b>			
Carousel		Intro night Thursday 2nd Jan (all agreed with Jacki) Workshop Fri 3rd, auditions Sunday 5th. Show week is Tuesday 6 <sup>th</sup> May - Saturday 10th but if tickets sell well we'll open Monday 5th up as an official performance with the rights holders.	
<i>Director</i>	Tom Creswick	Producer	

<i>MD</i>	Richard Kerton-Welch	Choreographer	Elisha Webster
<i>Set design</i>		Sound	Nick Barlow
<i>SM</i>	Phil Vivash	Lighting	James Lineham
<i>Costumes</i>	Lou Sansam	Props	
<i>Prompt</i>		Make-up	
<i>Budget</i>		Publicity	Tom Creswick
<i>Photos</i>		Programme	Tom Creswick
<i>Ticket prices</i>	£18	Rehearsal schedule	Done
<i>FoH</i>		Tickets go live on	

<b>13</b>	<b>Planned future productions</b>	
	Little Women by Director Bobby Bass £16 5 performances	September 2025  Doreen G doing props Nat and Bobbi's mum doing costume NH and RB producing
	Sleeping Beauty Director Ken Edmonds	December 2025 Producer/ Writer Vicky Orman
	The 39 Steps Director Charlie Blanning	March 2026 Licence is paid for.

<b>17</b>	<b>Show reviews</b>	<b>And Juliet – SM</b> It was phenomenal. Stunning and brilliant.  (ALL)Witness for Prosecution – very good. Loved the film noir vibe. Actors were fantastic.	<b>Me and My Girl – by BLOC CM</b> Thought it was very good, classic production. Enjoyed it a lot.
<b>18</b>	<b>Any other business</b>	EH has spoken to Scouts leader and they are going to clear the car park. We are very happy for them to do that.	
<b>19</b>	<b>Date of next meeting</b>	<b>Tuesday 12<sup>th</sup> Nov 7.30pm</b>	