

Wells Operatic Society Limited

Theatre Committee Meeting

Minutes

23rd July 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	Apologies	Present: 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	Any
2	Minutes of the last meeting	Approval of minutes of previous meeting Minutes approved	Any
3	Matters Arising from previous meeting not elsewhere on the agenda	<p>Actions:</p> <p>KE: Copy of the finished post show checklist to be put in Sally front of house box. - Ongoing</p> <p><i>TC to contact Adam/ Nick about getting access to info@wellslittletheatre.com – He has contacted Adam three times and not had a response. He is going to speak to Nick about it.</i></p> <p><i>EH to ask scouts about a publicity photo</i> She has spoken to them and Cat and Cat is checking permissions and will supply a photo. EH has also asked about them helping with weeding the outside area and they have agreed in principal to do some over the holiday. We feel it will be beneficial publicity for both organisation.</p>	<p>KE</p> <p>TC</p>
	Actions	KE: Copy of the finished post show checklist to be put in Sally front of house box.	
4	Correspondence (Standing Item)	<p>Any received correspondence to members that needs consideration</p> <p>PP replied to Carnival Letter</p> <p>The Correspondence regarding the Tree. Ken spoke to our Tree surgeon who could not give</p>	All

		<p>advice. He spoke to Ian Chedgy who expressed that the tree was fine and was going to come and take a look at the situation.</p> <p>KE has told our neighbour we are getting someone in to look at it and make suggestions of what we can do. He will chase it up the response. We need to find a date with Jake and go an look at it with him. KE spoke to the council and he was told there would have to be an application made.</p>	
		KE to follow up with Ian and Jake regarding plans around the tree.	
5	<p>Safeguarding (<i>Standing Item</i>)</p>	<p>VO to make sure publicity photo waiver is added to childrens sign up sheet – COMPLETED</p> <p>VO confirmed that parents are applying for Chaperone licences and the production team are monitoring that they have been applied for. Recommended to still make DBS' portable because although right now Somerset Council does not use them with the changes needing so many more it is likely that they might change this policy in the future.</p>	VO
6	<p>New items for discussion</p>	<p><i>Access to IT systems</i></p> <p>Tom asked thoughts on talking with Adam regarding whether he is taking a step back not just from the social media after Witness for the Prosecution, but from his involvement in the website admin.</p> <p>We agreed that access to the general enquiries email info@wellslittletheatre.com needed to be with person whose role was to answer those emails on the committee – Now TC. Unfortunately, he has not been able to gain access yet. PP raised that Adam had expressed concerns that this email was the login for the system admin and would give technical access to all areas not just the email and might cause issues.</p> <p>VO suggested that the general enquiries email be switched to something else if that was the concern in passing it on. If there was an obstacle in the amount of Microsoft accounts, the secretary account could be used and shared with TC</p>	TC JHS

		<p>PP brought up Box office email that Julie only has on her computer at work. She felt it could be an issue if she cannot access it from home as there had been a query that she had not been able to access? TC clarified that Julie was on compassionate leave at the time due to a family bereavement and this was not the norm. PP says she will email to clarify whether there is an issue.</p> <p><i>Archive update</i> – JHS reported they went up to the museum and discuss sharing some archive information as an exhibition. They have book a slot from April 18 – May 18 next year to take some interesting items to the museum. She would like to take some of the boards of photos up there. This was agreed Carolyn asked if we could put something about fundraising with it such as a QR code. JHS replied that they will ask if this is possible/</p> <p>JHS reported that the defibrillator is all paid for and should be delivered today but parcelforce did not deliver for some reason. It was confirmed that any excess money will be used to pay for installation. This needs to be arranged.</p>	
	ACTION	<p>Decision regarding TC having access to info@wellslittletheatre.com or using a separate email to be discussed with Nick.</p> <p>Defib installation to be organised when it has arrived.</p>	TC
7	Treasurers report & Financials (Standing item)	<p><i>EH: to ask at her work about what would be involved in updating articles of association</i></p> <p>She has spoken to her firm who has said it would usually be 3 hours at a total cost of £900 + VAT. However, they have agreed that EH can populate a template and she can put it together which would cost significantly less. PP would like to compare the template against what is currently in existence. EH to send over to KE and PP the template for review</p>	EH

		<p><i>TC to speak to Julie about sweets and prices - ONGOING</i></p> <p><i>CH to do a drinks menu when new prices agreed -ONGOING</i></p> <p><i>PP: produce a precis of the Trustees information.</i></p> <p>She decided that we need the articles first.</p> <p><i>CM to liaise with PP and then to email membership seeking volunteers to shadow with a view to being the next Treasurer -UPDATE</i></p> <p>Email has been sent</p> <p>AW willing to consider a role-share for Treasurer and was thanked by the committee. He is going over insurance documents at the moment for PP. AW reported it was fairly standard. He is going to support PP with more</p>	
	ACTIONS	<p>EH to send over to KE and PP the template for review</p> <p>TC to speak to Julie about sweets and prices</p> <p>CH to do a drinks menu when new prices agreed</p>	<p>EH</p> <p>TC</p> <p>CH</p>
8	Membership and events	<p>Actions: VO- Draft up the first version of the member handbook -ONGOING</p>	VO
	ACTIONS	<p>Draft up the first version of the member handbook</p>	VO
9	Publicity <i>(Standing item)</i>	<p>Standing item</p> <p>Ticket Source</p> <p>56% sold on Witness so far. It is the Monday and Tuesday that is low in comparison which might yet pick up as we get closer to the show.</p> <p>TC - wanted to highlight that there has been some deletion of pre-scheduled social media posts by Adam.</p> <p>KE – Reported that Doreen had raised with him that Adam expressed concerns at the amount of publicity for other shows and events at this time.</p> <p>It was discussed whether this was possibly a mistake</p> <p>CH – Reported that the Instagram post was deleted regarding the cast list for Nativity from the day before, and that she and TC had received notifications of its deletion.</p>	<p>Any</p> <p>TC</p>

		The committee agreed that now the sale and the Nativity auditions are complete, the focus will naturally be Witness for the Prosecution. We are happy that Adam does his own Witness publicity as that was agreed, but would request he doesn't remove other things as they were also very necessary at the time.	
	Action		
10	Update on fundraising	<p><i>Fundraising sale</i> VO thanked everyone involved, particularly JHS and MS who did a lot of the set up on their own on the Friday. It was a very busy and successful day and we made valuable connections as well as clearing surplus, and making money. PP will let us know fundraising total. MS is contacting Hucky Ducky about taking the remainder of the sale items. Update – They have confirmed they will collect surplus in the summer.</p> <p><i>Report from Fundraising committee</i> They have met, and they wanted to run items they discussed past the committee. Suggestions included the following; Can we send an email directly to patrons to put out something about fundraising?</p> <ul style="list-style-type: none"> • An untick a box on the tickets to give a donation eg £2 donation to the society per purchase. We need to speak to Nick • Can we do vouchers? So people can redeem tickets? KE was unsure whether this would work as it would not go against the show and technically would not gain us anything. • Can we have a separate account? PP replied no, but we can allocate it and label it so it has a distinct identity. • Possible Panto dress rehearsal as a fund raiser • More engraving on the seats – push again. Sell some more. Fundraising. Speak to Tom regarding this about publicity <p>A discussion was had about priorities and logistics of fundraising and in what order. There was need for approximately £70K from the works needed on the Shed, the electricity report, the fire alarm. This is a high target.</p>	<p>MS</p> <p>SM</p>

		<p>There were some concerns raised about certain parts of things and we need. It was suggest we deal with the immediate concerns - we could move the consumables over to the shed area if the roof is prioritised. CH thinks she can use her work commitment days and encourage people to do them here. She has spoken to her internal team – and get them here to do man power to move things across if this is the case.</p> <p>CH – The full rewire is necessary but something we will work for it.</p> <p>They also had a contact from Tessa Munt. MS proposed that we prioritise the shed, to comply with fire regs.</p> <p>We need to see what the electric report says and what needs doing before the fire alarm is put in. Cannot do the alarm until then.</p> <p>MS also raised that depending on the urgency of the items in the reports we might need to considered a loan if it needs to be done asap and fundraise in retrospe</p>	
	ACTION	<p>SM - Push Seats plaque sales – prepare to relaunch</p> <p>Review report recommendations</p> <p>Dependent on report, prepare to renovate the shed so we are H&S compliant.</p>	<p>SM</p> <p>ALL</p>
11	<p>Health & Safety (maintenance and renovations)</p> <p><i>Standing Item</i></p>	<p>Updates on electrics reports and next steps</p> <p>ACTIONS: Sharpie and highlight assembly points - ONGOING CH – look for minimum of two additional quotes for the fire alarm system. SM to investigate B&Q paint for Charities -ONGOING CH: Look at options around purchasing new front door. It must have a crash bar for fire door purposes -ONGOING KE to chase up the heater part. -ONGOING He has not had a reply – We might need this removed.</p>	<p>MS</p> <p>CH</p> <p>SM</p> <p>KE</p>

		The lights might need some renovation – Phil Vivash is a good contact for his own stuff he can use. He can help out with lighting as he did for Sister Act.	
		<p>ACTIONS: Sharpie and highlight assembly points - CH – look for minimum of two additional quotes for the fire alarm system. SM to investigate B&Q paint for Charities CH: Look at options around purchasing new front door. It must have a crash bar for fire door purposes KE to chase up the heater part. -ONGOING</p>	
12	Hirings (<i>Standing Item</i>)	<p>Action: KE to return to Lucy and then start discussions about exactly what she wants to hire e.g access to props, costume and so on. He is going to meet her regarding the support she needs.</p> <ul style="list-style-type: none"> • Monthly meditation – first Thursday of the month • Ukranian dancer • Cosmo group 	KE

Witness for the Prosecution by Agatha Christie		16th - 21st September 2024	
<i>Director</i>	Adam Lanfranchi	Producer	Adam Lanfranchi Doreen Grant
<i>Set design</i>	Emma Lanfranchi	Sound	Adrian Mitchell
<i>SM</i>		Lighting	James Linham
<i>Costumes</i>	Louise Sansam	Props	Jo Scammell, Liz Carey, Sue King, Vicky Orman, Emma Hardy
<i>Prompt</i>	Doreen Grant	Make-up	Helen Makin
<i>Budget</i>	Work in progress	Publicity	Tom Creswick Adam Lanfranchi
<i>Photos</i>	Greg Tresize	Programme	Adam Lanfranchi
<i>Ticket prices</i>	£16	Rehearsal schedule	Done
<i>FoH</i>	Adam will ask Sally Trayhurn	Tickets go live on	LIVE
Productions			

Nativity! The Musical by Debbie Isitt and Nicky Ager		14th – 21st December 2024	
<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
<i>Prompt</i>	TBC	Make-up	
<i>Budget</i>		Publicity	Tom Creswick
<i>Photos</i>		Programme	Tom Creswick
<i>Ticket prices</i>	£17 & £13	Rehearsal schedule	Done
<i>FoH</i>	Sharon will ask Sally Trayhurn	Tickets go live on	
Equally Divided by Ronald Harwood			
<i>Director</i>	Jackie Watts	Producer	
<i>MD</i>		Choreographer	
<i>Set design</i>		Sound	
<i>SM</i>		Lighting	
<i>Costumes</i>		Props	
<i>Prompt</i>		Make-up	
<i>Budget</i>		Publicity	
<i>Photos</i>		Programme	
<i>Ticket prices</i>		Rehearsal schedule	
<i>FoH</i>		Tickets go live on	

13	Planned future productions	
	Carousel Director Tom Creswick	May 2025
	Little Women by Director Bobby Bass Stage Manager – Erin Webster Doreen - Props	September 2025
	Panto TBC Director Ken Edmonds (TBC)	December 2025

	The 39 Steps Director Charlie Blanning	March 2026

17	Show reviews	<p>Abba Voyage – CH. It was very good, enjoyable. Purpose built stadium. Everyone dresses up! It was great and very enjoyable.</p> <p>Hamilton – SM Amazing</p> <p>SIX- SWSD – SM and KE. They were blown away by how awesome it was and how the ensemble was put in. Some outstanding singers and really a joy.</p> <p>Aladdin – TC Hippodrome. Amazing show. It was obvious it was touring show.</p> <p>CH -Recommends Come from away</p>	
18	Any other business	<p>VO asked if anyone knew who might be able to sell a couple of proper vintage pieces found in the clear out. SM recommended one of the parents currently involved with Nativity. VO will speak to her.</p> <p>It was suggested that core info for fundraising be put together – e.g quotes information, accounts information that many grants ask for.</p> <p>BB asked can someone do the fire alarm check over summer?</p>	VO
	ACTIONS	VO/JHS to speak to parent about fundraising by selling items.	
19	Date of next meeting	September Wednesday 4th 7.30pm	