

Wells Operatic Society Limited

Theatre Committee Meeting

Minutes

04th September 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	Apologies: SM, TC Present : Ken Edmonds, Pauline Perrin, Vicky Orman, Mike Scammell, Jo Hartley-Scammell, Bobby Bass, Emma Hardy, Caroline Hoare, Natalie Hope, Janice Holwill, Charlotte Munckton, Alan Watts	Any
2	Minutes of the last meeting	Approval of minutes of previous meeting Minutes Approved as accurate record of the meeting	Any
3	Matters Arising from previous meeting not elsewhere on the agenda	IT Update. Nick Barlow was invited to the meeting to give advice on IT accounts access and general IT. A wide ranging discussion took place and a summary is below. Nick advised that all social media accounts should have a theatre committee owned address or login as the designated owner of the account. He suggested that it was standard practice for generic accounts like this to have a two person minimum access from the committee so there would always be someone able to access them. He reported no concerns over the info@wellslittletheatre.com and reported that moving developer functions to a separate login/email should allay any concerns from the committee that they might do something wrong. It was decided that the secretary should monitor this inbox along with the publicity officer as the two designated committee members. Nick was requested to give TC and VO access to this login. Nick suggested that admin functions be put against a specific admin email address for ownership of the theatre facebook, Instagram and any other social media. He said he could	KE TC NB JHS KE

		<p>create this and that we would then have to transfer ownership accordingly.</p> <p>With the development going on on the website and the social media, it was suggested by VO that it might be useful to have a point of contact on the committee to have a oversight of the theatre website/systems. AW was asked to be a liaison due to his background knowledge to do with IT and he agreed.</p> <p>Nick also reported some general IT developments; A Sharepoint area will be developed for theatre files, so all theatre files will be accessible. It was suggested that areas such as the Treasurer and Secretary prepare a folder for their files to be transferred over.</p> <p>Nick reports multifactor authentication is now standard for logins and will be enabled. Box office –Windows 10 was not going to be supported after October 2025 and our box office computers run on this. VO asked for access to the Website so she could update the minutes and policies. Nick replied that he would have to create an access account for it but would do so shortly. Nick reported he would be training Pauline and Charlotte on the fixed website membership system at the weekend. Nick was thanked for coming in and helping to clarify our way forward.</p> <p>The Tree KE reported he had followed up with Ian and Jake regarding plans around the tree and the request from our neighbour. The tree specialist had advised of a way forward and provided a quote to try and prevent further encroachment. The committee agreed to the costs and KE will communicate this to the tree specialists and our neighbour.</p> <p>Articles of Association updates. PP has spent a long time going through the original and will hand to EH to look through and translate into the template.</p> <p>Drinks Menu</p>	
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	ACTIONS	<p>Nick to Add TC and VO to info@wellsittletheatre.com access</p> <p>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.</p> <p>Nick to create email login for website for secretary</p> <p>Nick/Adam to keep AW updated with progress</p> <p>Pictures to be sent to VO for Members handbook</p> <p>PP to print out drinks menus</p> <p>KE to organise the tree works with the tree specialists.</p> <p>TC to speak to Julie about sweets and prices.</p> <p>SM - Push Seats plaque sales – prepare to relaunch</p>	
4	Correspondence <i>(Standing Item)</i>	<p>Any received correspondence to members that needs consideration</p> <p>Phil Vivash – Opera in a Box would like to make us a donation. They would like to use the workshop again. We are happy in principle for this to happen but needs to be logistically arranged so it does not affect the build for Little Women.</p> <p>Rockinem – a band asking for good venue for their tour. We feel we might not be the best option for their tour. KE to reply and let them know</p> <p>KE- James Packer contacted him. Interested in hiring the rehearsal room but felt the cost were too high compared to the subsidised ones at the Portway.</p>	<p>All</p> <p>KE</p>
	ACTIONS	<p>Reply to Phil Vivash</p> <p>Reply to Rockinem</p>	

5	Safeguarding <i>(Standing Item)</i>	Policy update – minor change. Please see highlighted sentence in attached policy. Approved.	VO
	ACTION	VO to upload approved Safeguarding Policy	
6	New items for discussion	Auditorium clean – PP had organised some cleaning following a request from Adam. However, Adam had noticed some dirt up high as well. A long cleaning brush to be purchased that can reach these areas.	CM
	ACTION	CM to purchase long cleaning brush	
7	Treasurers report & Financials <i>(Standing item)</i>	PP reported that she had investigated what our options were with regard to Mortgages and loans should we need to do urgent repairs. PP talked to the accountant about it in general. In principle with a building as an asset we could apply for one should we need to - we would need to have a full survey to have a loan. However, with the quotations for urgent work being less than we originally thought, it is best for us to use our current savings. We need to then look at grants and fundraising. PP reported there had been as yet no interest in anyone wanting to be the treasurer next year.	PP
8	Membership and events	Two new members approved in principle. PP to add to membership	
	ACTION	PP- Add new members to the database	
9	Publicity <i>(Standing item)</i>	Witness for the Prosecution. TC/PP reported - Tickets are now 82% sold out at the time of writing. The other nights are all over 65% with Friday and Saturday having less than 10 tickets left which is amazing. Nativity - Posters about to be ordered, publicity will crank up from September after the play. Tickets going on sale 28th Sept. Mailchimp - Following feedback during Sister Act that our subscribers weren't getting communicated too as much as they'd like, TC is making a more conscious effort to send something to everyone more often, even if this is just an update as to what's been happening at	Any TC

		<p>the theatre recently. TC will be writing a thank you message to James & Phil on Mailchimp this week for their work on the lighting AW requested that Equally Divided start being more prominent in the publicity schedule as the readthroughs are going to take place in October. It was agreed to ask TC to raise its profile.</p> <p>PP reported that Adam believes the missing social media posts were due to a technical issue, not deletion. KE asked if it could be looked into as we do not want to inadvertently cause it again if it is something technical that can be avoided.</p> <p>Canva Membership – VO reported she had managed to set up a premium Canva account for the theatre against the secretary email address that was free because we are a not for profit organisation. It was decided she would send invites to everyone on the committee as we have thirty and those who wanted them could sign up.</p>	VO
	Actions	<p>Canva Membership – Send invites to everyone. VO TC – Increase Equally Divided publicity to highlight upcoming Introduction.</p>	
10	Update on fundraising	<p>Any fundraising news or updates The fundraising committee has not met since the last meeting. There is nothing to update.</p>	ALL
11	Health & Safety (maintenance and renovations) <i>Standing Item</i>	<p>H&S report The electricians report was discussed. It was decided to do the urgent items before Nativity First quote £4500 =VAT including the Defib install. We need to get the second quote in and then we can make a decision on which to go with. Alan will send second quote by email to us and then we make a decision.</p> <p>We might need to get two heaters/radiators for the bar - CH</p>	MS CH SM
		<p>ACTIONS: AW to email around second quote for urgent electrics works. CH- Look into portable heaters for the bar. Sharpie and highlight assembly points SM to investigate B&Q paint for Charities</p>	

		SM: Look at options around purchasing new front door. It must have a crash bar for fire door purposes	
12	Hirings (<i>Standing Item</i>)	<ul style="list-style-type: none"> • Monthly meditation – first Thursday of the month • Ukranian dancer -adhoc visits • U3A 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	
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
		Projection	Oli Tatar
<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	28 th September 2024

Productions			
Equally Divided by Ronald Harwood		Introduction 17th October, Auditions 2nd November.	
		14th – 21st December 2024	
<i>Director</i>	Jackie Watts	Producer	Tom Creswick
<i>Set design</i>	Mark Wall	Sound	Adrian Mitchell
<i>SM ASM</i>	Mike Scammell Erin Webster	Lighting	Graeme Brown
<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>	£17 & £13	Rehearsal schedule	Done
<i>FoH</i>	Sally Trayhurn	Tickets go live on	

Productions			
Carousel		Intro night Thursday 2nd Jan Workshop Fri 3rd, auditions Sunday 5th. Show week is Tuesday 6 th 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>	Sharon will ask Sally Trayhurn	Tickets go live on	

13	Planned future productions	
	Little Women by Director Bobby Bass	September 2025

	Panto TBC Director Ken Edmonds (TBC)	December 2025
	The 39 Steps Director Charlie Blanning Adam Producing	March 2026
	Guys and Dolls Tom Creswick	Spring 2026

17	Show reviews	<p>Show reviews – TC Come from away - didn't think it would be my thing. I zoned out slightly towards the end as it was a long show with no interval, but found it incredibly clever how they moved the set around. Definitely my style of doing things. Was very moved and impressed with the whole production.</p> <p>KE went to Stratford upon Avon and saw As You Like it. In a garden – a reduced version. It was very good. All played musical instruments and did their own accompaniment which worked brilliantly. Merry Wives of Windsor – absolutely brilliant. Hilarious. Between scenes they did entertaining mini stories Pericles – an odd one because you think it should be a tragedy and then it is all is happy ever after.</p>	<p>CH</p> <p>RB & NH Little Women – Bath version. They felt they had changed things in the story more than was needed. It gave them ideas on what they wanted to do for their version of the show.</p> <p>NH- Dragonslayer. It was combination of panto, jousting, pyrotechnics, and projections on the castle. She really enjoyed the spectacle of it.</p>
18	Any other business	No other business	
19	Date of next meeting	Tuesday 8th October 2024 7.30pm	