

Wells Operatic Society Limited  
 Committee meeting Minutes  
 19th July 2022 at 7.30pm

**COMMITTEE**

Ken Edmonds (chair), Bobby Bass, Graham Brown, Liz Carey, Tom Creswick, Caroline Hoare, Natalie Hope, Adam Lanfranchi, Emma Lanfranchi, Lucy Payne, Pauline Perrin, Jo Scammell, Mike Scammell, Glynn Webster

**Apologies** – Caroline Hoare

Minutes of the last meeting

Matters arising as of 19.07

Item	Raised by	Actions/outcomes	Person responsible
Licence for Avenue Q		<p>Confirmed 24th to 29th April - the professional puppets have been reserved. A deposit will be needed. Van has been hired, so Tom can collect them.</p> <p>Tom will also have to attend a training session on how to use them and £1500 hiring costs for these and the rehearsal puppets (available from 4 weeks before the show)</p> <p>Will also be using microphones for this show (will need to purchase). Licence still to be purchased. Budget needs to be reviewed. Is also hoping to use a live band but cost wise may need to consider backing tracks. Tom to ask Nick to circulate the planned budget to the committee.</p> <p>Licence needs purchasing ASAP</p>	<b>TC</b>
Donation from Alex Mnatzaganian		Donation of, up to, £10k. Will use towards lighting.	<b>KE</b>
Draft Disciplinary procedure		<p>Has been emailed to everyone. Will discuss once the other related ones are available (Code of Conduct and Appeals process).</p> <p>KE will speak to Kylie to see how they are progressing.</p>	

Wheelchair seats in auditorium		Discussed with Nick (in relation to the online booking system). Did not think the idea of having to email into book was a good idea. However, this is the industry standard and what all other theatres do. For next show will leave it as it is with.  Will get Box office email setup	<b>AL</b>
New Hiring and membership prices		Only adjustment suggested to treasurers proposed rates was to keep rehearsal room at £12 per hour in order to keep it competitive.  Ordinary member to increase to £40. Associate and Social membership £15. Patron to increase to £50	
First Aid Training		Will now aim for a date in October. Request also made for ice packs to be kept in the freezer. First Aid kits also to be checked.	<b>RB</b>
Recycling		New bins have arrived. GW to email the company to check collection schedule.	
Email communications		Considering replacement to MailChimp	<b>AL - ongoing</b>
Open Day		A successful day. It was busy and the costumes' sale in particular was very popular, making around £950. Any leftover items were distributed amongst charity shops (thanks to Sarah Britton for doing that). 18 people filled in forms on the day expressing an interest in getting involved in the theatre.	
120-year photograph	AL	Agreed 10th September. AL will confirm date with Greg and email members. Reminder will be sent out near the time.	<b>AL</b>
NODA badges		PP to liaise with LC to pass on organisation of NODA badges	<b>PP/LC - ongoing</b>
Bar Licence		EL has completed most of the course. Test booked for this Friday. Will need to then notify Mendip DC of the change of licensee for the building.	<b>EL</b>
Outdoor Lighting / decoration		TC and AL are looking into lighting options for the big tree outside. Ongoing	<b>TC / AL</b>

Correspondence as of 19/07

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
	None	

Treasurer's Report & Box Office as of 19/07

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
	Made just over £1000 at the OPen day (costumes sale and donations towards refreshments)	

Membership as of 19/07

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
	New membership application agreed	

Publicity as of 19/07

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
	Ongoing posts going up on Facebook about ATTWN. 25% of tickets currently sold.	

Theatre renovations as of 19/07

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Workshop door	Completed	<b>GB</b>
Dressing room monitors	Just need brackets & fittings - ongoing	<b>GB</b>
Have LED floods for stage	Will be installed soon	<b>GB</b>
Repair of garage roof	MS and Angelo and working on it	<b>MS</b>

Hirings as of 19/07

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Cosmo group	Ongoing	<b>SE</b>
Flower club	Once a year only	<b>SE</b>
Encore Youth Theatre	Rehearsal room Thursdays 4:30 - 6:30pm in term time. Aiming to put on 'Matilda' the musical, schools version. Proposed show dates 14th and 15th April with rehearsal all day 11th April	<b>LP</b>
Youth Theatre Club (affiliated to Egg theatre)	Still in planning phase	<b>CH</b>

Productions as of 19/07

<b>And Then There Were None by Agatha Christie</b>		<b>13th - 17th September 2022</b>	
<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>	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>	11th June

<b>The Wizard of Oz by L.Frank Baum</b>		<b>10th - 17th December 2022</b>	
<i>Director</i>	Bobby Bass	<i>Producer</i>	Kylie
<i>MD</i>	TBC	<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>	Emma Lanfranchi
<i>Prompt</i>	Freda Brown	<i>Makeup</i>	Sophie Kerton
<i>Budget</i>	Agreed	<i>Publicity</i>	Adam Lanfranchi
<i>Photos</i>		<i>Programme</i>	Ken Edmonds
<i>Ticket prices</i>	£13 adults £11 children	<i>Rehearsal schedule</i>	
<i>FoH</i>		<i>Tickets go live</i>	

<b>Forget-Me-Knot by David Tristram</b>		<b>8th - 11th March 2023</b>	
<i>Director</i>	Ken Edmonds	<i>Producer</i>	
<i>SM</i>	Charlie Watkins	<i>Lighting</i>	Graham Brown
<i>Sound</i>	Adrian Mitchell	<i>Projection</i>	N/A
<i>Costumes</i>		<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>	

<b>Avenue Q by Jeff Whitty</b>		<b>24th - 29th April 2023</b>	
<i>Director</i>	Nick Barlow	<i>Producer</i>	
<i>SM</i>		<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>	
<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 19/07

<b>Production and Proposer</b>	<b>Proposed dates</b>
The Tempest by William Shakespeare Jonathan Sansam	September 2023 - JS still keen to do this.
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 Tom to check Licence rights. <b>Action TC</b>
Sweeney Todd by Stephen Sondheim Adam Lanfranchi	May 2025

Training as of 19/07

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
	None	

Show reviews as of 19/07

<b>Show</b>	<b>Review</b>	<b>Reviewed by</b>
Wicked - West End Production	Wants to now change lots of things in Wizard of Oz!	<b>BB</b>

Any other business as of 19/07

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Sharon Upham, memorial evening 01.10.22 requested 4pm to 6pm	Social event open to any theatre members	<b>KE</b>

Props for Wizard	Some sourced from Glastonbury and Street - small donation to be made	
	Thank you to the theatre from Julie Webster for the food items borrowed from the theatre for her school end of year show.	
	The electricity metre in the diver's shed is being removed later this week. Has taken Pauline 3 months to get them to come to remove it, have still had to	
	Sally / front of house team, not comfortable locking up on her own. Need to check and ensure it is planned for someone else involved with the show to be responsible for locking up on MS raised the idea of a preshow introductions/social evening that the volunteers are invited to. If the committee are also given the list of people who have been involved in front of the house afterward, an email can be sent out thanking them.	<b>KE/LC</b>

Date of next meeting:

Monday 5th September, 7:30pm