

Wells Operatic Society Limited  
Committee meeting Minutes  
10th November 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** – Tom, Bobby, Natalie, Pauline

Minutes of the last meeting - agreed

Matters arising as of 10/11

<b>Item</b>	<b>Raised by</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Budget for The Tempest		KE to meet with Jon Sansom to review the proposed budget.	<b>KE</b>
Sound for Wizard of Oz		Ollie was approached but wishes to stay working on the lighting. Tom Creswick may be able to help during the shows if someone else can set it all up.	<b>TC</b>
Suggestions / proposals for future productions		Email went out in October - 5 responses received so far. KE will collate all responses for discussion at the February committee meeting. Reminder for suggestions to be sent out in January.	<b>KE</b>
120 Year photo		Has been circulated. Copy to be framed and put up the bar. It was also included with an article in Wells Nub News.	<b>AL</b>
Donation from Alex Mnatzaganian		Lewis has installed most of the new lights, still awaiting the follow spots.	
Code of Conduct, Disciplinary procedure and Grievance Procedure		These have been amended and adopted by the committee. KE to send word copies to AL to add to the website and a copy of each to be printed to be added to the theatre handbook folder	<b>KE AL</b>
General risk Assessment / Maintenance walkabout		Additional chairs currently in the lobby to be moved to the container - completed Carousel Horse in the lobby to be disposed of - completed Angelo has been working his way down the maintenance list.	
First Aid Kits		Mike and Jo are getting new items to replenish the kits - completed	<b>MS /JS</b>
Heating system in bar		Gas meter was due to be changed on 11th October. Message received late that morning to say the engineer was out on an emergency callout so could not attend. Currently rescheduled now for 24th	

		November. The heating system in the bar does appear to be working.	
Bar Licence		Updated public licence has been received from MDC.	EL
Theatre Social Events		<p>We are planning to open the theatre for members on Carnival Night 18th November - list for door and bar volunteers has been circulated. Most of the slots are now covered.</p> <p>We have still not been contacted by anyone requesting to use the theatre car park on Carnival night. Agreed AL will get a combination padlock to put on the gate to prevent authorised parking on the night.</p> <p>Might try and plan a carol and mince pies event again and possibly a New Year's social. CH will speak to Nick B and/or Kate L about carols.</p>	<p>CH</p> <p>AL</p> <p>CH</p>
Box Office Manager.		<p>Julie Webster is now Box Office manager.</p> <p>Box Office email is set up and will appear in show details on the website (for enquiries not bookings - will monitor usage).</p> <p>Are planning to run another training session for people who are happy to volunteer for box office.</p>	
Insurance		Notification has been sent out to all members to advise that members over 80 are not covered for accidents at the theatre, so will be involved in the theatre at their own risk. They are still covered under public liability if the theatre is at fault.	
Fire at Strode College		<p>It was reported that Strode College have had an electrical fire which has destroyed 2 drama classrooms and their workshop where all the drama props etc were kept.</p> <p>All their costumes, props and set prepared so far for their Spring student production of Grease was also stored in the workshop.</p> <p>Agreed we are happy for them to borrow anything from costumes and props that we are not using that might be suitable for their show. GW to liaise with the college for what they might need. LC happy to assist in looking through our store once the list is received.</p>	<p>GW</p> <p>LC</p>

Correspondence as of 10/11

Item	Actions/outcomes	Person responsible

	None	
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Treasurer's Report & Box Office as of 10/11

Item	Actions/outcomes	Person responsible
	Nothing to report	

Membership as of 10/11

Item	Actions/outcomes	Person responsible
Members for Wizard of Oz	There are still some members of the cast who are not current members (either are new, or membership has expired). AL will raise at next rehearsal.	AL

Publicity as of 10/11

Item	Actions/outcomes	Person responsible
Wizard of Oz	Publicity leaflet for Wizard of Oz has gone out with the November edition of Wells Voice.  Currently 67% of tickets sold. Lead character photos have been taken and will start to be circulated on social media.  AL noted he was contacted by BBC Somerset about the 120-year photograph and was invited to do an interview. He was able to talk about the theatre history and promote the show.	AL/TC
Forget me Knot	Details were circulated mid-October including notice of introduction evening - now on 15th November to avoid clash with Flower Club AGM	

Theatre renovations as of 10/11

Item	Actions/outcomes	Person responsible
Dressing room monitors	Just need brackets & fittings - ongoing	GB
LED floods for stage	3 of them are now installed. Will be finishing off next week	GB
Repair of garage roof	MS to try and find a suitable alternative builder for a quote. AL will also make some enquiries to builders. Are currently being told that it needs a specialist builder due to the roofing containing asbestos.	MS AL
Repair of toilet plumbing	Angelo thinks that it just needs the inlet valves changing, which he is able to do (rather than needing to fully replace the toilets and cisterns) To be completed.	Angelo

Replacement for pendant lights in the bar	These are getting quite old and are flickering again. Options for replacement to be reviewed.	EL
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#### Hirings as of 10/11

Item	Actions/outcomes	Person responsible
Cosmo group	Ongoing	SE
Flower club	Once a year only. Held 8th November. They were happy with the evening. Some of the staging had to put back together quickly in the morning. GH reported they were happy with the evening	SE
Encore Youth Theatre	Currently, on hold The rights for putting on 'Matilda-schools version' have been extended.	LP

#### Productions as of 10/11

The Wizard of Oz by L.Frank Baum		10th - 17th December 2022	
<i>Director</i>	Bobby Bass	<i>Producer</i>	Bobby Bass
<i>MD</i>	Phoebe Lynch	<i>Choreography</i>	Zoe Davis (with Chloe Mason)
<i>SM</i>	Charlie Watkins: set	<i>Lighting</i>	Olly and Graham
<i>Sound</i>	Potentially Tom, if Bobby sets up the sound desk ready	<i>Projection</i>	
<i>Costumes</i>	Nat Hope and Vicky Orman	<i>Props</i>	Jacqui Watts
<i>Prompt</i>	Freda Brown	<i>Makeup</i>	Sophie Kerton
<i>Budget</i>	Agreed	<i>Publicity</i>	Adam Lanfranchi
<i>Photos</i>	Greg Tresize	<i>Programme</i>	Adam Lanfranchi
<i>Ticket prices</i>	£13 adults £11 children	<i>Rehearsal schedule</i>	In place
<i>FoH</i>	Sally Trayhern	<i>Tickets go live</i>	8th October

Forget-Me-Knot by David Tristram		8th - 11th March 2023	
<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>	Doreen Grant

<i>Prompt</i>	Freda Brown	<i>Makeup</i>	
<i>Budget</i>	Draft budget has been done	<i>Publicity</i>	Adam Lanfranchi
<i>Photos</i>	Adam or Greg	<i>Programme</i>	Ken Edmonds
<i>Ticket prices</i>	All tickets £12	<i>Rehearsal schedule</i>	Done Intro evening 15th November,
<i>FoH</i>	Ken has asked Sally	<i>Tickets go live</i>	

<b>Avenue Q by Jeff Whitty</b>		<b>24th to 29th April 2023</b>	
<i>Director</i>	Nick Barlow	<i>Producer Assistant Director</i>	Tom Creswick
<i>Set design</i>	Emma Lanfranchi	<i>Choreo</i>	Elisha
<i>SM</i>		<i>Lighting</i>	
<i>Sound</i>	Ollie	<i>Projection</i>	
<i>Costumes</i>		<i>Props</i>	
<i>Prompt</i>		<i>Makeup</i>	
<i>Budget</i>	Full budget has been given to Pauline. Nick does not think it will change much from this	<i>Publicity</i>	Adam Lanfranchi Will include a 15 age rating on the publicity
<i>Photos</i>		<i>Programme</i>	Adam Lanfranchi
<i>Ticket prices</i>	All tickets £15	<i>Rehearsal schedule</i>	Intro evening anticipated to be 4th Jan
<i>FoH</i>		<i>Tickets go live</i>	

<b>The Tempest by William Shakespeare</b>		<b>13th to 16th September 2023</b>	
<i>Director</i>	Jonathan Sansam	<i>Producer/ Associate Director</i>	Lois
<i>SM</i>	Charlie?	<i>Lighting</i>	Graham Brown
<i>Sound</i>	Adrian	<i>Projection</i>	
<i>Costumes</i>	Louise Sansam	<i>Props</i>	
<i>Prompt</i>	Freda	<i>Makeup</i>	
<i>Budget</i>		<i>Publicity</i>	Adam Lanfranchi?
<i>Photos</i>		<i>Programme</i>	Adam Lanfranchi?



	Recommendation made that all Producers, Directors and MD's also have general safeguarding awareness training. AL explained that the awareness training is straightforward and can be done as a half hour online training. It was noted that as a society we also need to be aware of safeguarding in relation to any vulnerable adults.	
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Show reviews as of 10/11

Show	Review	Reviewed by
Oliver at Wookey Village Hall	20 children involved, directed by Polly Carol. Jo thought it was wonderful.	JS
Musicals convention	Lucy attended the first UK Musicals con in London. It included a singing competition, lip sync battles, workshops, panel talks and all things musical theatre. She thought it was brilliant.	LP
Six, Bristol Hippodrome	One act shows only. Glynn said he was not sure what to expect but enjoyed it.	GW
Legally Blonde, Octagon Theatre Yeovil (YAOS)	Glynn thought there were some bits that could have been better but generally an enjoyable evening.	GW

Any other business as of 10/11

Item	Actions/outcomes	Person responsible
Timing of Hirings	MS raised that he feels we need to say to the flower society that they need to come a week earlier for their AGM as when they are coming currently is not leaving enough time to get the stage and set built ready for the Christmas show.  GB to notify his contact to speak to Sharon. Agreed we will advise them that the auditorium will only be available until the end of October in future years.	GB
Future productions - Sweeney Todd	Had been proposed for May 2025, however AL said that he thinks he would now prefer to direct another Agatha Christie play rather than a musical, with suggestions given of Witness for the Prosecution, Spiders Web or The Unexpected Guest. He feels that these would be popular enough to put on in the May slot. He commented that would also alleviate the problem of finding an MD which is getting increasingly difficult. We could then potentially put a musical on in the September slot instead. A suggestion was made to put on a review type show to avoid a clash with panto rehearsals. A review would also give more people an opportunity to try out different creative and production roles without committing to a full show.  We also need to consider what we have available for our members to be involved with. To be discussed further in February once we have future proposals submitted.	
Future productions - Pillow Man	AL read out the synopsis of the play. He has concerns about its suitability as a play for this theatre. It is described as a dark comedy but sounds very heavy and he is not convinced that it will sell well as play	

	<p>in Wells. The Theatre are also not familiar with the person who has asked to direct it. Caroline noted that it is used as a GCSE drama text. KE noted that Jim Boyd is keen to put it on. Agreed that we will ask him to come to present his proposal to the committee so that we can find out more before deciding. KE will invite him to the January meeting.</p>	<b>KE</b>
Mailchimp	<p>AL has figured out why Sally's emails were going to junk folders. On mail chimp it needs to be sent from the 'info' mail address rather than change it to a personal email address. AL will also send the mail chimp email details to Julie for box office messages.</p>	<b>AL</b>
Backstage	<p>Discussed the need for more people to help backstage and with set building. Message to be out on Facebook asking for volunteers. Suggestion also made to send messages to the membership to ask people to come down for specific evenings to help out or to help with particular tasks. Ideally need to train up some more people in the skills needed, particularly in set construction.</p>	<b>AL</b>

Date of next meeting:

Agreed to Tuesday 6th December at 7:30pm - to be held over Skype.