

Wells Operatic Society Limited
Committee meeting Minutes
5th September 2022 at 7.30pm

COMMITTEE

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

Apologies – Tom, Glynn, Graham, Emma, Adam, Natalie,

Minutes of the last meeting - note new hiring charges apply from 01/09/22

Matters arising as of 05/09

Item	Raised by	Actions/outcomes	Person responsible
Licence for Avenue Q		Confirmed for 24th to 29th April. Licence now in place and puppets have been hired. Will also be using microphones for this show (need to purchase). Draft budget has been seen by Treasurer and chair	
Donation from Alex Mnatzaganian		Donation for the lighting has been received and order for lighting has been placed. Ken showed Alex around the theatre - he was interested and is likely to come to see And Then There Were None. Ken asked if they would like to have a plaque up to recognise the donation, and they probably will. Once items in place Ken will invite Alex back to have a look and will ask again, what he would like written on the plaque.	KE
Draft Disciplinary procedure		Already been emailed to everyone on Committee. Draft Code of Conduct and Grievance procedures now received. Please can all committee members review it this week and message Ken with any suggested amendments by Mon 12th September. KE will collate responses and circulate again for final approval. Committee member details need to be up on the main notice board.	All KE PP
Email address for Box Office		Has been set up: boxoffice@wellsittletheatre.com Will be fully working ready for Wizard of Oz.	AL
New Hiring rates		Note new hiring rates apply from 1st September 2022.	PP
Front of House		Ensure it is planned for someone involved with each show to be responsible for locking up.	KE / show production teams

		<p>Committee to be given the list of people who have been involved in front of the house and bar for each production so that a thank you email can be sent out afterwards.</p> <p>Discussion - do we need bar volunteers to be at least social members of the theatre? Would an alternative be just to have something that volunteers sign on the nights they are down here? For consideration.</p>	KE/LC
Recycling		New bins are in place. GW has received the collection schedule. KE will check details with him.	GW/KE
Email communications		Considering replacement to MailChimp	AL - ongoing
120-year photograph	AL	10th September confirmed. 11:30am, but will be dependent on weather as needs to be outside (lighting not right in the auditorium). Reminder will be sent out near the day with exact timings.	AL
Bar Licence		EL passed her training and has received her licence. She has contacted Mendip DC to change the registration details.	EL
Outdoor Lighting / decoration		TC and AL are looking into lighting options for the big tree outside. Ongoing	TC / AL

Correspondence as of 05/09

Item	Actions/outcomes	Person responsible
	None	

Treasurer's Report & Box Office as of 05/09

Item	Actions/outcomes	Person responsible
	Pauline will send out notification of the increase in membership prices (increase from 1st January 2023).	PP

Membership as of 05/09

Item	Actions/outcomes	Person responsible
	Need some forms printed off to give to the kids chorus for Wizard of Oz	PP

Publicity as of 05/09

Item	Actions/outcomes	Person responsible
	ATTWN - 65% of tickets now sold. Have done a lot of publicity on social media. Publicity of Oz will start after ATTWN. Leaflets to go out with November edition of Wells Voice. Forget Me Not will be announced during Oz rehearsals.	AL AL

Theatre renovations as of 05/09

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

Hiring's as of 05/09

Item	Actions/outcomes	Person responsible
Cosmo group	Ongoing	SE
Flower club	Once a year only	SE
Encore Youth Theatre	Rehearsal room Thursdays 4:30 - 6:30pm in term time. Aiming to put on 'Matilda' the musical, schools version. Possible show dates 14th and 15th April with rehearsal all day 11th April, but may wait and do show later instead	LP
Youth Theatre Club (affiliated to Egg theatre)	Not proceeding at current time.	CH

Productions as of 05/09

And Then There Were None by Agatha Christie		13th - 17th September 2022	
<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

The Wizard of Oz by L.Frank Baum		10th - 17th December 2022	
<i>Director</i>	Bobby Bass	<i>Producer</i>	Kylie Siggs
<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>		<i>Projection</i>	
<i>Costumes</i>	Nat Hope and Louise Sansam	<i>Props</i>	Jacqui Watts (Liz Carey assistant)
<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>	Bobby to email Sally	<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>	
<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>	

Avenue Q by Jeff Whitty		24th to 29th April	
<i>Director</i>	Nick Barlow	<i>Producer</i>	
<i>SM</i>	Elisha Webster - choreographer Tom Creswick - assistant director	<i>Lighting</i>	
<i>Sound</i>		<i>Projection</i>	
<i>Costumes</i>		<i>Props</i>	
<i>Prompt</i>		<i>Makeup</i>	
<i>Budget</i>	Draft budget in place Full budget to be seen at October Committee meeting	<i>Publicity</i>	Adam Lanfranchi
<i>Photos</i>		<i>Programme</i>	Adam Lanfranchi
<i>Ticket prices</i>		<i>Rehearsal schedule</i>	
<i>FoH</i>		<i>Tickets go live</i>	

Proposed productions as of 05/09

Production and Proposer	Proposed dates
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. Action TC
12 Angry Men Proposed by Matthew Maisey	September 2024
Sweeney Todd by Stephen Sondheim Adam Lanfranchi	May 2025

Training as of 05/09

Item	Actions/outcomes	Person responsible
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 to be checked.	BB

Box office training. 5 people attended training

Show reviews as of 05/09

Show	Review	Reviewed by
Prima Facie	Live screening of West End production starring Jodie Comer. A one-woman show, but brilliantly done. Pauline thought it was one of the best plays she has seen - well worth catching as the live screenings are being repeated due to its popularity.	PP
Joseph and the Amazing Technicolour Dreamcoat	Touring production at Bristol Hippodrome. Jason Donovan still going strong! A good production, very enjoyable.	LP

Any other business as of 05/09

Item	Actions/outcomes	Person responsible
Sharon Upham memorial event/social	Date to be rescheduled - Ken will wait to hear from Peter	KE
Show proposals	<p>Discussed whether the committee should be stricter with proposed shows to ensure that all key positions are in place before the Director is given the go ahead to proceed with the show dates. Agreed.</p> <p>KE to contact Jonathan to ask him who his show team are.</p> <p>Discussed that it would be useful to get future directors to attend a committee meeting to give a presentation of their proposal and ideas before their show is formally added to the schedule. All shows from Jan 2023 need the Director to give a brief presentation to committee (can be via skype or in person).</p>	KE
Discussed the need to get theatre social events going again	Caroline offered to be social secretary. Could restart monthly Friday night socials (board games etc), possibly Halloween meet up, Christmas or New Year social. Update at next meeting.	CH
General Risk Assessment /maintenance walk about	Agreed 10am Saturday 10th Sept	LC/MS
Heating system / bar fridges	<p>The heating is currently turned off as it was turning on randomly when not needed in the summer. May need checking. Sharon knows how to get the pilot light back on.</p> <p>Discussed the bar fridges. Do they need to be on all the time or could they just be turned on for show weeks? Not sure if it would save much money as it would take more energy to cool everything back down if they had warmed up, plus the bar is likely to be used by cast members on rehearsal nights. One of them the door does not shut properly. To be checked - may need to replace it otherwise could be wasting energy.</p>	

Date of next meeting:

Tuesday 4th October at 7:30pm