

**Wells Operatic Society Limited**  
**Minutes of the meeting on**  
**Monday 23<sup>rd</sup> May 2016 at 7.30pm**

**COMMITTEE**

Chris Briton (chair), Cllr and Mayor Alison Gibson (President), Richard Wright, Pauline Perrin, Ken Edmonds, Alisa Creaser, Graham Brown, Lyn Jones, Sharon Edmonds, Mike Scammell, Dave Collyer, Gerald Eysers

**Apologies** – Dave Collyer, Sharon Edmonds,

**1. Minutes of the last meeting** – agreed

**2. Matters Arising**

a. Welcome to Cllr Alison Gibson, who is now Mayor of Wells and our President for the year. She led a discussion about fund raising activities. Wells Little Theatre and Arthritis Care are the Mayor’s chosen charities for the next 12 months. Various fund raising options were discussed with the following agreement:

- i. We would organise and run a Quiz Night and Supper at the Town Hall in October 2016 (Sat 15<sup>th</sup>, 22<sup>nd</sup> or 29<sup>th</sup>). We will provide and run a bar (**RW**), **KE** will arrange a quiz master, we will organise tickets (**PP**);
- ii. We will support (on the door etc) a Wells City Band concert at the Town Hall. Depending on the date it might be possible to also provide the bar, we could arrange publicity, and ticket sales if needed;
- iii. And we will support another event organised and run by Arthritis Care.

The Mayor will make talk to Arthritis Care and WCB and check dates.

b. Changes to the hire charges are shown below, were agreed, ready for January 1<sup>st</sup> 2017. **GE** to inform hirers.

Little Theatre charges		from 01/01/2017	
			20%VAT
<b>Auditorium &amp; Stage for Show</b>	per day	£185.00	<b>£222.00</b>
<b>Comedy Club</b>	Evening 6.30-11pm	£150.00	<b>£180.00</b>
<b>Auditorium &amp; Stage for Rehearsal</b>	per day	£145.00	<b>£174.00</b>
<b>Auditorium only</b>	per day	£125.00	<b>£150.00</b>
<b>Rehearsal Room</b>	per hour	£10.00	<b>£12.00</b>
<b>Bar</b>	per hour	£10.00	<b>£12.00</b>
<b>Bar Performance</b>	per session - am/pm/ev	£50.00	<b>£60.00</b>
<b>Annual Parking</b>	per year	£360.00	<b>£432.00</b>
<b>1/2 Page Advert</b>	per production	£30.00	<b>£36.00</b>
<b>1/4 Page Advert</b>	per production	£20.00	<b>£24.00</b>
<b>Summer School</b>	per day	£150.00	<b>£180.00</b>
<b>Funeral Auditorium etc</b>	per day	£120.00	<b>£144.00</b>
<b>Coffee machine</b>	£20 Filter 10p Coffee 80p		

- c. Open Day and recruitment. **Sat 16<sup>th</sup> July 2pm-6pm**, tours, tea, cake and choir. The Mayor will attend and provide some cake! Volunteers to make arrangements – **GE, TE, Jen Hailes, CB, AG, AC, KE**.
- d. ‘Friends of the Little Theatre’ was again discussed. This might be a way of increasing the number of volunteers available for FoH and bar duties.

### 3. Correspondence

- a. Spring Show 2017. The committee discussed various issues that relate to the selection of a show, MD and director. It was agreed that at all stages all those involved, or potentially involved with a production should be made aware of progress, snags, time deadlines and costs. If at all possible the choice of a Spring Show should be made more than 12 months in advance. The committee were unanimous in agreement that the voluntary nature of all our members is highly valued and this is the foundation of all that we do.
- b. Ben Williams **Wells Comedy Festival**, (June 3-5). Arrangements update – We will cover the bar on Friday 3<sup>rd</sup> June, and Glastonbury Ales will cover all other bars, and we will have 10% of the takings. Licence checked with RW. MS to arrange to meet and deal with storage and also look at the possibility of stocking Glastonbury Ales in our bar. Wi-Fi to sell and check (QR SCAN) tickets has been organised. PP is checking the compliance regulations. All ok.

### 4. Treasurer's Report

- a. Planet 72% ticket sales (slightly less than the 80% target), £7002 box office net. There will be a small profit. Well done to all involved.
- b. Box Office - There were some negative comments made by audience members. PP to investigate and report the next meeting.

### 5. Membership

- a. New members – none
- b. AGM – **Friday 24<sup>th</sup> March 2017**.
- c. Dinner Dance – date and time to be confirmed **AC** to look at options.

### 6. Publicity

- a. Planet – There were some technical problems with the printing of fliers and programmes, this caused a short delay in publicity. Artwork for the 2 large billboards was also delayed. GE needs 3 clear weeks prior to the Box Office opening to be sure that they are up in time. The use of Facebook for publicity was very good.
- b. The Town Crier has made an offer that we could use a stall in the Saturday Market to sell and advertise tickets. Producers should contact him in advance.
- c. RW and KE are investigating newspaper 'drops' to include a flier.
- d. KE reported that he will soon be leaving The Wells Journal.

### 7. Theatre Renovations

- a. The Stage and Pit Project. – update – **RW /DC**. The application to the Arts Council was submitted on 19 March 2016 – should hear by July 1<sup>st</sup> 2016. RW to talk to Chris Spray who suggested that the website information should be updated.
- b. Bar lighting and music system. Angelo has fixed some bar lights, but others require the floor in the wardrobe to be lifted. **MS** to have a look.
- c. Rostrum to go in Bar - this will go ahead when needed. **GB**
- d. The Tree. Work was completed on Tuesday 19<sup>th</sup> April. £620
- e. Dishwasher has been replaced thanks to MS and Angelo.
- f. Roof and gutters – we agreed to ask Mark Wall to inspect and recommend any work that needed to be done. Waiting to hear. **GE**
- g. PAT testing – This was discussed in detail. **MS** will carry out an audit and complete an asset register to record the portable appliances we have. Initially this will not include the stage lighting. Quotes for completing the testing can then be requested.
- h. Renovation, repair and purchase records. **GE** asked that someone else takes on the task of recording renovations, repairs and purchases. **MS** to have a look after (g) above is in progress.
- i. **Maintenance plan**. Linked with (h) above. **GE** to pass on details to **MS**. **CB** asked that this is added to the next agenda.

## 8. Productions/Trifold/Hire

- **Spring Show 16<sup>th</sup>-21<sup>st</sup> May 2016 – *Return to the Forbidden Planet*.** – Review – excellent! Great show, the Mayor enjoyed it as did the vast majority of the audience, really great cast. What we saw on stage was wonderful, but there were some lessons to learn from behind the scenes. The Producer at times was stretched to deal with all the tasks. The Producers Guidelines was a great help (and available to any producer), some delegated jobs had snags. The producer is the voice of the committee and can return to the committee for help if there is a problem. Committee members involved with a show need to help to spot potential issues and make sure that the full committee is informed so that help can be gained.
- **June 7<sup>th</sup> BOVTS – *A Midsummer Night's Dream*,** ticket price **£10 & £8**. **GB** to open and close theatre. **GE** organise bar and FoH rota.
- **September 21<sup>st</sup> - 24<sup>th</sup> 2016 - *Twelfth Night*,** Director – **RW**, Choreography – **Tina Eyers**, SM – **Charlie Watkins**, Props - **Pat Watkins**, Lighting - **GB**, Costumes – **Louise Baker**, Prompt – **Freda Brown** , Budget – **agreed**, Ticket Price – **£12 & £10**, Rehearsal schedule – **agreed**
- **December 10<sup>th</sup> - 17<sup>th</sup> 2016 – *Jack and the Beanstalk*** – Director - **Sharon Edmonds**, Writer and Producer – **Vicky Orman**. MD - **Sheila Ross**, Adult and Children's Choreographer – **Julie Webster**, Stage Manager – **Charlie Watkins**, Lighting - **GB**, Sound – **Adrian Mitchell**, Props – **?**, Budget – **tba**, Ticket Price – **tba**, Rehearsal schedule – **tba**
- **March 2017 – *Any Ideas?*** All suggestions to **AC** for the reading group to look at.
- **Spring Show 15<sup>th</sup>-20<sup>th</sup> May 2017 – *Our House*.** Directed - **GE**. Choreography - **Tina Eyers**, Rights received.
- **September 2017 *Any Ideas?*** All suggestions to **AC** for the reading group to look at.
- **Pantomime 2017 - Director** - Ken Edmonds, Vicky to write it!

## 9. Training

**DC** - to look into Charity Commission training. **Ongoing**

**PP** - to contact accountants – financial information training – to be arranged for July

## 10. Show Reviews

The Massive Tragedy of Madame Bovary! Bristol Old Vic, – RW & LJ excellent, very well done, very funny, clever

Sister Act – Strode Theatre, A lavish production, good cast, good chorus of nuns, enjoyable but poor sound quality especially band/performer balance let it down, - AC, RW, KE, GE

## 11. Any Other Business

- a. GE - will hang extra show picture frames.
- b. AC - suggested that the on-line ticket sales should be made available as soon as a show is cast. Possibly supported by a single box office opening day very early on. To be discussed with 4b) above
- c. GB – asking Bishops to quote for a new mains lighting starter switch, to be positioned I the lighting box, rather than using the metal contact switch in the rehearsal room.

## 12. Date of next meeting – Monday 27<sup>th</sup> June then 18<sup>th</sup> July (apologies from GB)