

Wells Operatic Society Limited
Committee meeting Minutes
11th July 2023 at 7.30pm

COMMITTEE

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

Apologies – Bobby Bass, Natalie Hope,

Matters arising as of 11/07

Item	Actions/outcomes	Person responsible
Ina Cole the Tree of Doom	October is the recommended time to prune it. KE has messaged Jake (tree surgeon) for advice/availability and is waiting for a response.	KE
Avenue Q charity collection	The collection money is still in the safe. Nick Barlow has still not had any response from Elim and no form of acknowledgement from them. He has been trying to get hold of them for some time now. Decision made to approach Wells Food bank now instead and offer the money to them. TC to contact them.	TC
Theatre admin - post show checks	Instructions sheet for what to check and turn off at the end of show weeks to be compiled (e.g., air con, boiler room heater etc). Whoever locks up should do the checks, and/or a committee member to double-check things are switched off on show clean-up day.	GB/KE
Annual Fire equipment inspection	LC has received some of the information from Emma. Inspection is due. Was completed by Bristol Fire. LC to contact them.	LC
Box office for the Tempest	Cover needed. Julie to set a date for additional training, and AL will send out a MailChimp to the membership. AL also to send Julie details of the new box office email.	Julie Webster
Flash bangs for panto	Have been ordered.	GB
Office 365	We now have Office 365 from Microsoft for the theatre and AL has set up required email addresses etc. Minutes to be recorded on Microsoft online in future.	AL
Theatre website	Nick is in the process of redesigning the whole site. New site should be up soon.	Nick Barlow

Correspondence as of 11/07

Item	Actions/outcomes	Person responsible
Quote for roof for outbuilding	<p>If we are going to use the building by replacing the roof and clearing the plants growing on it, it would cost £6260, including scaffolding, disposal of the asbestos waste and putting on a new roof.</p> <p>CH noted that if we did repair it, we could then potentially rent it out as storage again.</p> <p>PP suggested specifically saving up for it over the next few years, as it is a high cost for a space we do not really need currently.</p> <p>Agreed MS to get a quote just to remove the asbestos roofing. Option could be to pay for that and then use theatre members with the relevant skills to demolish the remaining building.</p> <p>CH will also ask at her workplace to see if they are aware of any other firms that would be able to do work involving asbestos removal.</p> <p>For reference, another shipping container (for additional storage) would cost around £2500.</p>	<p>MS</p> <p>CH</p>

Treasurer's Report as of 11/07

Item	Actions/outcomes	Person responsible
	Nothing to report	PP

Membership as of 11/07

Item	Actions/outcomes	Person responsible
	Nothing to report	

Publicity as of 11/07

Item	Actions/outcomes	Person responsible
The Tempest	<p>AL is leading the publicity for this, with TC shadowing. Leaflets were distributed with the July edition of Wells Voice.</p> <p>Ticket sales are now at 10%, slow so far. AL will be putting some of the cast photos in the August edition of The Voice. AL noted he has at down with Jon and they have now re-budgeted based on 50% sales and reduced some of the overheads.</p>	AL/TC
Panto	Mailchimp will be going out shortly with workshop dates.	TC

Theatre maintenance & renovations as of 11/07

Item	Actions/outcomes	Person responsible
Gate for side porch	Has now been installed.	GB
Broken window behind lighting box / clear out of storage area	Ongoing Nick Barlow keen to get this done, and it is anticipated he will organise this. KE to check with Nick.	Nick Barlow
Ladies toilets Signage Insulation above workshop Canopy by back door	The work has been booked and is due to be completed by the end of July (due to start Tues 18th)	MS
New follow spots	Ongoing GW is still trying to get hold of Lewis. Also have not heard back from him regarding sale of the old lighting board (he was going to sell it and pass on half of the proceeds).	GW
Weeding/cleaning of car park	The car park needs tidying again. Query made whether we could afford a gardener/weed controller at regular intervals. MS will get a quote, to include clearing the fire escape behind the theatre.	MS
Annual theatre safety/maintenance walkabout	Due at the beginning of September May be easier to do it later in August. LC to email KE and MS with possible dates.	LC

Hirings as of 13/06

Item	Actions/outcomes	Person responsible
Cosmo group	Ongoing	SE
Wells Comedy Festival	They are planning to use the theatre again in 2024 - last weekend in May (23rd to 26th May). Hiring costs will be reviewed nearer the time.	PP
Ukrainian dancer	Is now formally booking the rehearsal room and is running two small classes a week.	PP
Monthly choir	Sarah Briton would like to book the rehearsal room for a choir, Sunday afternoon once a month 3 to 5pm. Fine in principle, though we will need to make her aware there may be some Sundays when the room is unavailable (eg workshop/audition dates). KE to reply to Sarah.	KE

Productions as at 11/07

The Tempest by William Shakespeare		13th - 16th September 2023	
<i>Director</i>	Jonathan Sansam	<i>Consultant director</i>	Lois Harbinson
<i>SM</i>	Charlie	<i>Lighting</i>	Graham Brown
<i>Sound</i>	Adrian Mitchell	<i>Producer</i>	Adam Lanfranchi
<i>Costumes</i>	Louise Sansam	<i>Props</i>	Jo and Vicky
<i>Prompt</i>	Freda Brown	<i>Makeup</i>	Possibly Sophie Kerton (TBC)
<i>Budget</i>	Agreed	<i>Publicity</i>	Tom Creswick Adam Lanfranchi
<i>Photos</i>	Greg	<i>Programme</i>	Adam Lanfranchi
<i>Ticket prices</i>	£12	<i>Rehearsal schedule</i>	Done
<i>FoH</i>	Sally Trayhurn	<i>Tickets go live</i>	10th June

Puss In Boots		9th - 16th December 2023	
<i>Director</i>	Glynn Webster	<i>Producer</i>	Vicky Orman
<i>SM</i>	Mike Scammell + Doreen (with assistance from Sarah Galton)	<i>Lighting</i>	Graham Brown / Ollie Tatar
<i>Sound</i>	Jenny Bolton	<i>Choreographer</i>	Elisha Webster
<i>Costumes</i>	Vicky Orman	<i>Props</i>	Julie, Vicky and Jo
<i>Prompt</i>	Freda	<i>Makeup</i>	TBC
<i>Budget</i>		<i>Publicity</i>	Tom Creswick
<i>Photos</i>		<i>Programme</i>	Elisha Webster
<i>Ticket prices</i>	£15 adults £12 (aged 18 and under)	<i>Rehearsal schedule</i>	Intro evening 29th August Workshop 31st August Auditions Tues 5th Sept, 7:30pm Childrens rehearsals TBC (will be Saturday OR Sunday depending on cast availability)
<i>FoH</i>	GW has asked Sally Trayhern	<i>Tickets go live</i>	23rd September

The Glass Menagerie by Tennessee Williams		6th - 9th March 2024	
<i>Director</i>	Kevin Hardacre	<i>Producer</i>	Adam Lanfranchi
<i>Set design</i>	Emma Lanfranchi	<i>Sound</i>	Adrian Mitchell
<i>SM</i>	Emma James	<i>Lighting</i>	Graham Brown
<i>Costumes</i>	Liz Carey	<i>Props</i>	Doreen Grant Carol Phillimore
<i>Prompt</i>	Freda Brown	<i>Makeup</i>	
<i>Budget</i>		<i>Publicity</i>	Tom Creswick Adam Lanfranchi
<i>Photos</i>		<i>Programme</i>	Adam Lanfranchi
<i>Ticket prices</i>	£12	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>		<i>Tickets go live</i>	

Sister Act by Cheri Steinkellner and Bill Steinkellner		6th - 11th May 2024	
<i>Director</i>	Tom Creswick	<i>Producer</i>	N/A
<i>Musical Director</i>	Nick Barlow	<i>Choreographer</i>	Elisha Webster
<i>Set Design</i>	Emma Lanfranchi	<i>Sound</i>	SFX = Ollie Tatar Sound = TBC
<i>SM</i>	TBC	<i>Lighting</i>	James Linham (meeting arranged)
<i>Costumes</i>	TBC	<i>Props</i>	Jo Scammell, Vicky Orman & Julie Webster
<i>Prompt</i>	TBC	<i>Makeup</i>	
<i>Budget</i>	Has been prepared. To be reviewed	<i>Publicity</i>	Tom Creswick
<i>Photos</i>		<i>Programme</i>	Elisha Webster
<i>Ticket prices</i>	£16	<i>Rehearsal schedule</i>	TBC
<i>FoH</i>		<i>Tickets go live</i>	TBC

Confirmed productions

Production	Proposed dates
Witness for the Prosecution by Agatha Christie Director Adam Lanfranchi	16th - 21st September 2024
Nativity! The Musical by Debbie Isitt and Nicky Ager Director Sharon Edmonds	Most likely 14th - 21st December 2024 TBC PP to speak to Sharon as the licence is available
Equally Divided by Ronald Harwood Director Jackie Watts	March 2025

Training as of 11/07

Item	Actions/outcomes	Person responsible
First Aid Training	<p>Reflex First Aid 6-hour Emergency First Aid at Work (EFAW) course, £720 for up to 12 people.</p> <p>Only 3 people responded to the email about training, one of whom was Natalie. PP and KE commented they have been unable to find anything online that states it is a specific requirement. Agreed will just offer training to one or two people rather than run a course for the theatre. Spaces on external courses to be checked.</p> <p>KE noted he has now obtained a copy of a previous draft theatre Health and Safety policy. He will update this and circulate to the committee to review.</p>	<p>NH</p> <p>AL</p> <p>KE</p>
Safeguarding training	General overview of safeguarding for committee members - ongoing	AL

Show reviews as of 11/07

Show	Review	Reviewed by
Grease (school production, Bristol)	Went to watch as it was Ollie's niece. May not have been entirely suitable for the age group! (8 to 14).	CH
Wind in the Willows WODS Musical Theatre Company	Felt it was a sweet show, it was well done and had an excellent band, but ticket sales were poor (and it was in a bigger theatre) which put a dampener on it	TC

Any other business as of 11/07

Item	Actions/outcomes	Person responsible
Summer social	Open from 2pm, we have Henton hall from 1pm to set up. We will provide some basic snacks and limited soft drinks. CH will send out another reminder email.	CH
Painting theatre steps	MS noted that the step going into the heart foundation shop has been painted yellow. Suggestion made to paint the facings on our steps (main steps and side porch). Agreed. MS will ask Angelo to do this.	MS
Lighting	Stage lanterns. GB raised that he would like to purchase 4 new lanterns (£1300) before the panto as we are no longer able to get the spare bulbs for our floods. Decision made to discuss further at next meeting by which point we will have paid for the current works in progress and will have a better idea of what budget is still available.	GB
Theatre rules	For information - Theatre rules have been reviewed by AL and KE and updated on the website.	All to note

Date of next meeting:

Monday 4th September at 7:30pm