

Wells Operatic Society Limited  
Committee meeting agenda  
23rd May 2022 at 7.30pm

**COMMITTEE**

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

**Apologies** – Graham Brown, Mike Scammell, Jo Scammell Tom Creswick

Minutes of the last meeting - agreed

Matters arising as of 20.05

<b>Item</b>	<b>Raised by</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
New secretary needed	KE	Liz will take over, adding onto her patrons' secretary duties. Emma will stand in when needed.	<b>LC</b>
Workshop door		Needs repair.	<b>GB</b> ongoing
The tree of doom		Overhanging the highway and now must be trimmed within 14 days of 12th April letter. <b>PP</b> will respond.	<b>PP</b> ongoing
First aid training		Sharon is hopefully organising for someone to come and do a course with us.	<b>NH</b> <b>KE</b> <b>SE</b> ongoing
Dressing room monitors		To be fitted. Just need brackets & fittings.	<b>GB</b> ongoing
Recycling		We can have bins outside if we want-glass, general and tricycling. Will cost £750/year. At the moment we pay £180 for pickups plus price of bags (approx.£100/year). Come 3 weekly but can ask for extra pickups if we want to. Likely to be bigger versions of regular household wheelie bins. Need to now agree who is responsible for organising etc. SE to look into this further and will put recycling out for now. Will look into having a bin store somewhere. GW is happy to help with organising the collection.	<b>GW</b>
Email communications		Need to review email system as some emails go into junk mail if using 'Classic builder' in MailChimp. Will look into why this is happening with Sally. AL to look into alternatives that are more user-friendly and may facilitate accessible replies. Mailerlite is one option.	<b>AL</b> ongoing
Open day, 2nd July	AL	Play readings on stage - Lois happy to run plays; agreed to print as needed. Make up in green room. Props in props area. Photo booth (with WLT logo so any pictures taken and shared are also theatre advertising) and costumes and sell costumes taken out of wardrobe that are no longer needed in rehearsal room. Tea, coffee and cakes in bar and rehearsal room. Guided tours. Set construction in auditorium.	<b>KE</b> <b>AL</b> <b>RB</b> Agreed

		<p>Display boards with roles and job descriptions in bar - jobs fair style. <b>RB</b> will do this 10am-2pm.</p> <p>Have forms for people to complete if they are interested in joining.</p> <p><b>AL</b> had a good response from members for help running the day. Has sent a separate email to our audience to advertise the day.</p> <p><b>AL</b> to send out an email requesting cake nearer the day</p> <p><b>EL</b> to look for a good painted flat to use for photos.</p> <p>It would be good for members to dress up for the tours if they are happy to.</p>	
120-year photograph	AL	10th September. <b>AL</b> has confirmed the date with Greg and will email members.	<b>AL</b> Agreed
Box office		<p>box office checklist has been made and approved by committee to ensure tickets are available and on sale as early as possible</p> <p>Agree need to arrange a box office opening day before rehearsals begin so that dates can be advertised.</p> <p>Production teams plan this in liaison with box office team. It is possible that we could have the box office open for two shows at once for the spring show.</p>	<b>KE</b>
Show budgets		<b>PP</b> made a printout of budget targets to keep the theatre running for previous and future shows. We are aware that our running costs will be significantly increasing. <b>AL</b> mentioned that we may need to factor in paying MDs as another additional cost. <b>CH</b> and <b>LP</b> suggested that we could run some fundraising evenings such as a quiz night.	<b>All</b>
NODA badges		<b>PP</b> to liaise with <b>LC</b> as secretary to organise the Noda badges. <b>AL</b> has rectified the issue on the website.	<b>PP</b> <b>LC</b>

Correspondence as of 19/04

Item	Actions/outcomes	Person responsible
NM and JM updates	Response to their respective emails will be sent by <b>KE</b> Agreed that we need the people involved to read and agree with an initial on the timeline of events. Save this onto the backend of the website. <b>AL</b>	<b>KE</b> <b>AL</b>
Sally Trayhurn re FoH	<p>Confirmed that box office will not close on show nights.</p> <p>Wheelchair seat removal system needs clarifying. <b>AL</b> to liaise with the box office company to see what is possible. If nothing is possible or workable, we could just leave the seats out for most shows unless we think we will sell out.</p> <p><b>EL</b> to order signs for toilets over where seats are sold and on doors in corridor and possibly in bar.</p> <p>Also, row A-L and M-V in bar</p> <p>Can we have more 50ps in float for coffees please</p> <p>Booster seats are in the rehearsal room and need to be bought back out.</p>	<b>AL</b> <b>EL</b> <b>PP</b>
Email from Richard Wright as he is moving from	Bar licence - <b>EL</b> and <b>CH</b> to investigate and gain licence ASAP	<b>EL</b> <b>CH</b>

Wells. His duties at the theatre will need to be covered.	<b>ST has agreed to co-ordinate all of front of house but not the box office. Some additional people need to be trained up to be able to run the box office and bar. Glynn, happy to train for box office. Lucy, happy to train for bar.</b>	<b>KE</b>
	<b>Will need to organise everything for the start of ATTWN in September.</b>	
	Ken to also send out email to all members for volunteers for the box office and front of staff.	<b>KE</b>
	Also need additional bar supervisors. Liz happy to be added.	

Treasurer's Report & Box Office as of 19/04

Item	Actions/outcomes	Person responsible
Big Fish	Big fish made a small profit	<b>PP</b>

Membership as of 23/05

Item	Actions/outcomes	Person responsible
New member	Olly Tatar agreed as a member	<b>ALL</b>

Publicity as of 19/04

Item	Actions/outcomes	Person responsible
Physical publicity.	Advertising was sent out in the Wells Voice. Carry this on for one year for all four shows to see if it makes a difference to audience numbers. Publicity is underway for ATTWN. We are losing mailchimp subscribers. Not too worried about this yet.	<b>AL</b>

Theatre renovations as of 19/04

Item	Actions/outcomes	Person responsible
Parking in car park	Improved. Will monitor and make changes e.g., padlock on gate as needed. AL to send out a friendly reminder email about closing the gate if parking (combine this email with one about closing fire doors).	<b>AL</b>
Have LED floods for stage	Will be installed soon	<b>GB</b>

Hire as of 20/05

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Small Steps x 2	Ongoing	<b>SE</b>
Cosmo group	Ongoing	<b>SE</b>
Sustainable Wells	On hold (CV-19)	<b>Sarah Briton</b>
Flower club	May want to come back to normal booking arrangements under reduced circumstances.	<b>SE</b>
Comedy Festival, 27th May	Bar needs to be stripped and prepped by Tuesday, May 24th	<b>KE</b>
Divers Club	No longer running. Has been emptied. An electric metre was found in there which we can remove/turn off and replace with a battery light. KE to talk to Mark Wall about repairs to the roof. Keys are in the workshop.	<b>PP KE</b>

Productions as of 20/05

<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>	New budget to be 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 Siggs
<i>MD</i>	Richard Kerton-Welsh and Gina Cleverly / Kate Lynch: vocals	<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>		<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>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>		<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>		
<i>Director</i>		<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 19/04

<b>Production and Proposer</b>	<b>Proposed dates</b>
The Tempest by William Shakespeare Jonathan Sansam	September 2023
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
Sweeney Todd by Stephen Sondheim Adam Lanfranchi	May 2025

Training as of 19/04

Item	Actions/outcomes	Person responsible

Show reviews as of 19/04

Show	Review	Reviewed by
Cluedo	Based on the film which was based on the game. Brilliant set, excellent actors. A great production.	AL EL
Giovanni - this is me	At the playhouse. Good evening, interesting set which included a raised platform	NH

Any other business as of 19/04

Item	Actions/outcomes	Person responsible
Need more lighting people	Ask <b>GB</b> to run a course for interested parties	EL
Key box keys	KE found. PP also found an extra set which we will keep in the safe in the bar.	
Fire doors	<b>LC</b> noticed Fire doors left open - add on to the gate email AL	AL
Photoshop	Buy photoshop for the theatre? Can keep on cloud and give producers the log in details for them to download as needed.	AL Agreed
Paid parking spaces	People offering to pay for car parking	AL No
Youth Musical Theatre	Lucy would like to run intensive courses using the theatre. We agreed in principle and asked her to give us more details at the next meeting.	LP
Youth Theatre club	Caroline would like to run a Saturday theatre club as a contractual partnership with the Egg theatre. With possible scope for shows. We agreed in principle and asked her to give us more details at the next meeting.	CH

Date of next meeting

21/06/2022