

Wells Operatic Society Limited  
Committee meeting minutes  
21st June 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** – Jo Scammell, Emma Lanfranchi, Caroline Hoare

Minutes of the last meeting Addition: Tree was sorted

Matters arising as of 21.06

Item	Raised by	Actions/outcomes	Person responsible
MD for Wizard of Oz	BB	<p>Still trying to find an MD. Have had a quote from Shaun - £2000 to MD, plus was suggesting 9 musicians at £500 each. Bobby has asked around, and his quote is competitive.</p> <p>Rehearsal room option of piping the sound through is possible with the new mixing desk but would need 2 sound engineers and camera and monitors (MD would be in the rehearsal room).</p> <p>Could it work with 6 or 7 musicians?</p> <p>Can get backing tracks for the show for £250. Are not keen on using them but may be an option.</p> <p>Piping the sound through live from the rehearsal room would give a better effect.</p> <p>For future reference, would the idea of having a 'theatre band' be an option, i.e., amateur musicians who meet up regularly to practice?</p> <p>Ticket prices discussed. Cannot raise much further, also raising prices by £1 does not make huge impact due to number of seats in the theatre.</p> <p>Realistically cannot afford £6000 costs for MD and musicians. Projected profit for the show is currently £7000.</p> <p>How to structure the year - just one musical a year going forward? Feel it is different for panto, as uses a smaller band.</p> <p>May be options for Christmas Shows that are not musicals.</p> <p>GW will ask Shaun if he would consider working with backing tracks.</p> <p>Will also see if Kate would MD if it was backing tracks rather than band.</p> <p>May need to consider shows in future which can be covered with keyboards rather than full band, and/or backing tracks.</p>	<p><b>GW</b></p> <p><b>BB</b></p>

Show Budgets		Covered at May meeting	
Donation from Alex Mnatzaganian		<p>Donation of, up to, £10k. Will use towards lighting. GW has spoken to a friend who has done a lot of theatre lighting, and they have had a look at what is in there currently. Has put together a quote/recommendation. 3 quotes -</p> <ol style="list-style-type: none"> <li>1. Replacing some of the lamps with LED lights, follow spots, and new lighting desk, = £11,862 incl VAT</li> <li>2. LED lights and lighting desk, no follow spots</li> <li>3. LED lights and follow spots, no lighting desk</li> </ol> <p>Would be 2 weeks installation time.</p> <p>KE to send the full quote to Alex to see if he would be happy to put his donation towards it.</p>	KE
Draft Disciplinary procedure		Has been emailed to everyone. Please read through for discussion at next meeting. Thanks to EL for the work completed on this.	All
Tree of doom		Has been pruned. No further work required for now.	
Microphone above stage		Not used by sound engineers. There are 4 new mics up there.	GW
First Aid Training		Still awaiting potential training date from SE	NH
Recycling		<p>GW has checked and quote is the same as previously. Plan is for 3 bins: mixed general, glass, other mixed recycling.</p> <p>Bins to be stored at the back of the theatre by the dock doors. Can consider gating them in if there are any issues.</p> <p>SE happy to wheel them out to the front on collection day.</p> <p>Confirmed to go ahead. GW to progress.</p>	GW
Email communications		Considering replacement to MailChimp - ongoing	AL
Open day, 2nd July	AL	<p>Agreed.</p> <p>Play readings on stage - Lois happy to run plays; agreed to print as needed. Make up in green room.</p> <p>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.</p> <p>Display boards with roles and job descriptions in bar - jobs fair style.</p> <p>10am-2pm.</p> <p>Have forms for people to complete if they are interested in joining.</p>	

		<p><b>UPDATE:</b> Will leave the costumes' sale rails in the rehearsal room upstairs due to the volume. Props display and a dressing up area will be put in the rehearsal room.</p> <p>Further reminder/advert to go out, including inviting people to come along if they want to get involved in the play reading.</p> <p>Lois has asked if 15 chairs can be set up on the stage for the play readings.</p> <p>Also need to put out an appeal for members to bring cake!</p> <p>Suggestion made to run Instagram 'story' updates during the day to help promote the open day locally while it is on.</p>	<p><b>AL</b></p> <p><b>KE</b></p> <p><b>AL</b></p>
120-year photograph	AL	Agreed 10th September. AL will confirm date with Greg and email members.	<b>AL</b>
NODA badges		PP to liaise with LC to pass on organisation of NODA badges	<b>PP/LC ongoing</b>
Bar Licence		EL has completed most of the course and is revising before doing the final test. Will need to then notify Mendip DC of the change of licensee for the building.	<b>EL</b>
Purchase of Photoshop		AL will progress this when needed	<b>AL</b>

Correspondence as of 21/06

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
NM and JM updates	Response emails sent. KE has had a further reply from NM. NM is likely to get more involved in the theatre again once she has completed current block of study. JM is unlikely to return due to GCSE exams and further studies.	<b>KE</b>

Treasurer's Report & Box Office as of 21/06

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
	<p>Made £700 from hosting the comedy festival. The cleaner did an amazing job afterwards - toilets were particularly bad.</p> <p>Will lose £4,200 per year as Small Steps hiring is finishing at the end of this academic year, as is moving to larger premises.</p>	

Membership as of 21/06

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
	No updates	

Publicity as of 21/06

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
	<p>14% of tickets sold so far for ATTWN.            Adverts for the play will be in Wells Voice August and September issue.            AL will be doing a Skype interview on Glastonbury FM next week and will be speaking to BBC Somerset radio in August.            Open Day is in Wells Voice July issue.</p> <p>NH noted we could also contact DH1 - local radio for Cheddar area.</p>	<b>AL</b>

Theatre renovations as of 21/06

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Workshop door	To be repainted - ongoing	<b>GB</b>
Dressing room monitors	Just need brackets & fittings - ongoing	<b>GB</b>
Parking in car park	Continue to monitor	<b>All</b>
Have LED floods for stage	Will be installed soon	<b>GB</b>
Repair of garage roof	MS has looked at it and the main issue is to replace the guttering by the container and fix a crack in the roof, which MS can sort out.	<b>MS</b>

Hire as of 21/06

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Small Steps x 2	Finishing July 2022	<b>SE</b>
Cosmo group	Ongoing	<b>SE</b>
Flower club	Once a year only	<b>SE</b>
Encore Youth Theatre	<p>Rehearsal room Thursdays 4:30 - 6:30pm in term time. Aiming to put on 'Matilda' the musical, school's version.            Proposed show dates 14th and 15th April with rehearsal, all day 11th April</p>	<b>LP</b>
Youth Theatre Club (affiliated to Egg theatre)	Still in planning phase	<b>CH</b>

Productions as of 20/05

<b>And Then There Were None</b> by Agatha Christie		<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>	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</b> by L.Frank Baum		<b>10th - 17th December 2022</b>	
<i>Director</i>	Bobby Bass	<i>Producer</i>	Niamh McGrogan
<i>MD</i>	TBC	<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>	
<i>Prompt</i>	Freda Brown	<i>Makeup</i>	
<i>Budget</i>	Agreed	<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</b> by David Tristram		<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</b> by Jeff Whitty		Ideally, Nick would like to put this on in the last week of April (he and Lucy are liaising regarding dates and use of the stage for her Youth Production).	
<i>Director</i>	Nick Barlow	<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>	
	Licence needs to be sorted asap - TC to speak to NB. Performing rights include practice puppets. Nick knows where he can hire professional puppets for the actual show.		<b>Action TC</b>

Proposed productions as of 21/06

<b>Production and Proposer</b>	<b>Proposed dates</b>
The Tempest by William Shakespeare Jonathan Sansam	September 2023 - KE to speak to JS to confirm plans. <b>Action KE</b>
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 NM is still currently happy to be producer for this production, but is focussing on her PhD currently. Adam is acting as Production Assistant and will cover any elements that need sorting before NM is available. Tom to check Licence rights. <b>Action TC</b>
Sweeney Todd by Stephen Sondheim Adam Lanfranchi	May 2025

Training as of 21/06

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>

Show reviews as of 21/06

<b>Show</b>	<b>Review</b>	<b>Reviewed by</b>
Matilda	Amateur production by Somerstage in Bridgwater. Was excellent, high standard of singing and technical elements were excellent. They used backing tracks and it worked fine.	<b>LP</b>
Duets - Strode Theatre Studio	Mixed quality. Worked well in the studio space (though £15 a ticket perhaps a bit much for amateur production in the studio).	<b>PP and GW</b>
The Play That Goes Wrong - West End Production	Very well put together and highly entertaining. Clever tricks with the set and excellent performances from the cast - good examples of physical theatre and comedy acting.	<b>LC</b>

Any other business as of 21/06

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Wheelchair seats in auditorium	AL has spoken to the booking portal company about ways to manage this - discussed at meeting, and our plan going forward is to reserve the wheelchair and carer spaces on all the booking templates. We will set up a separate email address for people to contact if they wish to book for them. The seats can be released for general sale on the week if the show is not sold (only likely to need to do this for the Christmas show, and other performances are not normally sold out).	<b>AL</b>
Outdoor lighting / decoration	TC noted how good the tree outside looked when it was lit up during the comedy festival, illuminated via different coloured spots. Suggestion made that we could do this during show weeks as well - we have suitable lighting that could be used. TC and AL to look into.	<b>TC and AL</b>
Car Park clean up	From 10am Saturday 25th June Email has gone out to theatre members requesting help	

Date of next meeting:

**Tuesday 19th July, 7:30pm**