

Wells Operatic Society Limited  
Committee meeting Minutes  
13th June 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** – Tom Creswick

Matters arising as of 13/06

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Awards and Summer Social	Roy Bevan award and NODA badges to be given out at the summer social on 15th July KE to arrange for the Roy Bevan trophy to be engraved. Invite for Summer Social and event details to be circulated to membership	KE AL
Safeguarding Policy	Draft document circulated to the committee prior to the meeting. Content and wording discussed, AL will make amendments and then recirculate.  Agreed will add a column to the children's sign-in sheet for who is going to collect them after a rehearsal or performance.	AL
Equality and Inclusion policy	Formal policy not required as there is already something in the theatre constitution. Proposed that 3 members of the Committee review each show plan with the Director to check how they are planning to interpret elements and ensure that it would be something that we can realistically put on at our theatre, with or without amendment, and having awareness of equality and inclusion.	All of us
Purchase of Mac and projector	Completed.	PP
Restock of bar	Ongoing	KE
Cleaning	PP noted that the theatre did look clean the day after the comedy festival this year.	PP

Correspondence as of 13/06

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Ina Cole the Tree of Doom	October is the best time to prune it. KE will contact Jake to try to book	KE

Treasurer's Report as of 13/06

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Avenue Q	Money from Avenue Q charity collection is still in the theatre safe. Nick is trying to get a response from the Connect Centre for how to transfer it to them.	<b>Nick Barlow</b>
Electricity and Gas bills	<p>Electricity was previously around £300 per month, and is now £500, gas previously around £100 now closer to £300 per month. PP raised concerns that we are wasting a lot of electricity.</p> <p>The boiler will only work in winter if there is an electric radiator underneath it. For the second year running the radiator has been left on for months more than required. The air conditioning was also found to be left on in the auditorium, and potentially it has been on since the end of Avenue Q.</p> <p>There is no-one with overall responsibility for these as we do not have a designated theatre administrator.</p> <p>As a minimum we need a sheet with instructions on it for what to check and turn off at the end of show weeks. Whoever locks up should do the checks, and/or a committee member doublecheck things are switched off on show clean-up day.</p> <p>PP noted we also need someone to organise the annual fire inspection. LC to check details with Emma who arranged it last year.</p> <p>Suggestion made to put smart plugs on the air conditioning and for the heater in the boiler room.</p>	<p><b>GB</b></p> <p><b>LC</b></p>
Box office for the Tempest	Julie is unavailable during show week. It was suggested we run some further training sessions for the in-person box office. Julie to arrange.	<b>Julie Webster</b>

Membership as of 13/06

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
New members	Application received from one of the new cast in The Tempest	

Publicity as of 13/06

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
The Tempest	<p>AL is leading the publicity for this, with TC shadowing. Leaflets are going out in the July edition of Wells Voice.</p> <p>Ticket sales currently at 5%</p>	<b>AL/TC</b>

Theatre maintenance & renovations as of 13/06

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Gate for side porch	Gates have been made (total cost £300, including fitting). GB to call in on the company later this week and try and organise a date they can fit them.	<b>GB</b>
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.	<b>Nick Barlow</b>
Ladies' toilets Signage Insulation above workshop Canopy by back door	The work has been booked and is due to be completed in July.	
New follow spots	Ongoing GW will check progress with Lewis.	<b>GW</b>
Lights in ladies changing rooms	Lights not working (may be a fuse gone). MS to ask Angelo to look.	<b>MS</b>

Hirings as of 13/06

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Cosmo group	Ongoing	<b>SE</b>
Wells Comedy Festival	PP reported that the theatre was looking clean and tidy the day afterwards. Daily fixed rate now charged rather than a percentage of takings, and invoice has already been paid. The festival appears to have been successful again and they have asked for similar dates for next year. We are happy to accommodate. PP advised that hiring costs will be reviewed nearer the time.	<b>PP</b>
Chorus of Disapproval	The whole theatre and bar are booked for the day and evening on 17th June for their summer concert. Doreen has offered to run the bar, Ken and Catriona have also offered to help.	<b>JS/MS</b>
Ukrainian dancer	Is now formally booking the rehearsal room and is running two small classes a week.	<b>PP</b>

## Productions

<b>The Tempest</b> by William Shakespeare		<b>13th - 16th September 2023</b>	
<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>	
<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>	Adam to ask Sally Trayhurn	<i>Tickets go live</i>	10th June

<b>Puss In Boots</b>		<b>9th - 16th December 2023</b>	
<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 GB noted that if any flashes are required they will need to be ordered in the next month. GW will check with Vicky.
<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>		<i>Rehearsal schedule</i>	Intro evenings [get from website] Auditions
<i>FoH</i>		<i>Tickets go live</i>	

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>	
<i>Costumes</i>		<i>Props</i>	
<i>Prompt</i>		<i>Makeup</i>	
<i>Budget</i>		<i>Publicity</i>	Tom Creswick
<i>Photos</i>		<i>Programme</i>	Adam Lanfranchi
<i>Ticket prices</i>		<i>Rehearsal schedule</i>	
<i>FoH</i>		<i>Tickets go live</i>	

#### Confirmed productions

<b>Production</b>	<b>Proposed dates</b>
Sister Act by Cheri Steinkellner and Bill Steinkellner Director Tom Creswick	6th - 11th May 2024
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
Equally Divided by Ronald Harwood Director Jackie Watts	March 2025

#### Training as of 13/06

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
First Aid Training	Reflex FirstAid can do a 6 hour Emergency First Aid at Work (EFAW) course for up to 12 people for £720. They would be able to run it at the theatre. They have weekend availability late July onwards. Question raised whether there will be an expectation that those trained will be around for performances etc? Need to consider training people who are actively involved in the theatre and would be happy to be designated first aiders during performances. AL to send out an email and see what response we get from the membership. EFAW certificate is valid for 3 years.	<b>NH</b>          <b>AL</b>
Safeguarding training	General overview of safeguarding for committee members - ongoing	<b>AL</b>

Show reviews as of 13/06

<b>Show</b>	<b>Review</b>	<b>Reviewed by</b>
An Inspector Calls at Bath Theatre Royal	Masterclass in acting and directing, absolutely brilliant. AL keen to stage it once the licence is available.	<b>AL</b>
Joseph at Wookey Village Hall	Very enjoyable and CH was excellent as the narrator!	<b>JS</b>

Any other business as of 13/06

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Office 365	We now have Office 365 from Microsoft for the theatre. This includes over 1000 potential accounts that could be created. This package includes installations of Word, Excel, PowerPoint etc. It is recommended that we start taking minutes with this new system instead of continuing to use Google Suit. AL will start setting this up.	<b>AL</b>
Theatre website	Nick is in the process of redesigning the whole site. New site should be up soon.	<b>Nick Barlow</b>

Date of next meeting:

Tuesday 11th July 7:30pm