

Wells Operatic Society Limited
Committee meeting Minutes
9th January 2023 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 – Bobby, Graham, Natalie, Lucy

Minutes of the last meeting - Agreed

Matters arising as of 09/01

Item		
<p>Presentation from Jim Boyd on proposed production 'The Pillow Man' by Martin McDonagh</p>	<p>It is a play written by Martin McDonogh, known for his black humour. He also wrote 'In Bruges' and 'Three Billboards'. Jim noted it is being reopened in the West End this summer. It would need to be marketed as 'the Dark Side' of Little Theatre.</p> <p>It is a great play to do - 4 speaking parts, but lots of non-speaking roles which act out the stories in the background that the main characters are narrating. Due to the themes, the play is suitable for age 16 and over. It is set in a fictional Eastern bloc country, 2 brothers in prison arrested on suspicion of murder.</p> <p>One of their stories could be enacted via shadow play. It does have some comedy in it, but very black humour.</p> <p>Casting: In the original it was 4 males, but it could be cast any way (sisters rather than brothers).</p> <p>It could bring in some different actors and audience. Proposed dates would be 13th to 16th March 2024.</p> <p>License cost £85 per performance.</p> <p>Pros and cons discussed. Pauline will check if the rights are going to be available and then a final decision will be made at the next meeting when all new show proposals are in.</p>	<p style="text-align: center;">PP</p>
<p>Donation from Alex (being used to replace lighting)</p>	<p>GW will message Lewis to see if the follow spots have arrived.</p>	<p style="text-align: center;">GW</p>
<p>Code of Conduct, Disciplinary procedure and Grievance Procedure</p>	<p>Email Notification has gone out to all members. Digital copy to be added to website and copy printed for handbook folder held on site.</p>	<p style="text-align: center;">AL/KE</p>
<p>Heating system</p>	<p>Gas meter has now been changed to a smart meter (is in the rehearsal room)</p> <p>Heating was variable around the theatre during Wizard of Oz show week. People brought heaters in from home for the dressing rooms. Air flow/temperature regulation around the theatre is not good. Also, not sure</p>	

	<p>that the thermostat is working correctly as it got very hot in the auditorium during Oz</p> <p>Agreed will look at new heaters for the dressing rooms. Suggested made for wall mounted electric heaters with individual thermostats. Tom will look at options.</p> <p>The previous quote from Pulse for replacing the boiler and heating system was coming in at around £50,000 so prohibitively expensive. Query made whether there could there be more energy efficient options, or grants for solar heating etc.</p> <p>Will try to find some suppliers willing to quote and see what options are available. Needs someone able to work on an industrial scale system, not domestic.</p> <p>Will also need to re-insulate the roof above the workshop, otherwise any heat in there will just get lost.</p>	TC
Box Office	Ideally will run another training session soon for people who are happy to volunteer for box office.	
Fire at Strode College	RE: Electrical fire in drama department at Strode College. We previously agreed we are happy for them to borrow anything from costumes and props that we are not using that might be suitable for their Spring show (Grease). GW contacted the college but did not get any response.	GW LC
Backstage helpers	<p>No additional volunteers so far.</p> <p>In the longer term, we do need to increase the pool of people able to help, particularly with set construction and as show crew.</p> <p>We are unlikely to be able to hire sets due to the size of the stage.</p> <p>Suggestion made to organising some Saturdays or a day in half-term so that any teenagers interested in helping out could get involved, as long as there was an official chaperone present. There is a group who regularly get involved in show tidy up and have now started helping with striking the stage.</p> <p>Recommended that show producers also send out general email notice to theatre members for 'come and help' sessions, as needed.</p>	MS
Roy Bevan award and summer social	<p>It was noted that we need someone to co-ordinate the Roy Bevan award.</p> <p>Jo will bring the shield in, and it can go behind the bar with the other trophies.</p> <p>Members send in nominations and the committee make the final decision.</p> <p>Ideally, we need to be booking a date for the summer dinner dance event. The last one was held at Wells Golf Club Caroline to make enquiries re cost and availability.</p>	To be decided CH

Correspondence as of 09/01

Item	Actions/outcomes	Person responsible
Letter from Patron Ruth Hudson	Letter received from Patron Ruth Hudson looking for a space for an Ukrainian lady to use to practice dancing, The rehearsal room is available in the daytime, but we would need to work out how she gets in. Suggested just asking for a donation rather than the standard hiring fee. Pauline will reply and see what day/time they are hoping for.	PP
Email received by PP from Norman Cowell	Norman feels he has kind of been forgotten about and that not a lot is being done for patrons. We noted that as a theatre we don't hold many social events now and also everything stopped completed during Covid. Agreed that it would be appropriate to make him a Life Member at the next AGM.	
Costume hirings	Email from Cathy Judge, she would like to hire the Wizard cloak for a small production of Aladdin in Chewton Mendip. Agreed, we are happy to hire it out for donation. Liz to finalise arrangements. Other items: Kelly has borrowed some police hats for a school production of Busy Malone. Mendip Players are borrowing one of our backdrops for their play next month for a donation. Agreed, we are happy to consider lending things on a case by case basis.	LC
NODA award	Pauline will send out an email to see if anyone wants their NODA award.	PP

Treasurer's Report as of 09/01

Item	Actions/outcomes	Person responsible
	Wizard of Oz made nearly £10,000 Generally sell around 200 programmes for the bigger shows, so just about covered costs on them.	

Membership as of 09/01

Item	Actions/outcomes	Person responsible
	The website is being updated, so please ignore it if you get multiple reminders to renew membership. Pauline is giving out parking permits if people want them. Comment made that the gate has helped a lot with preventing unauthorised use of the car park, so we will not worry about them too much about the permits at the moment.	

Publicity as of 09/01

Item	Actions/outcomes	Person responsible
Avenue Q	Adam will ensure that all publicity for Avenue Q states 'recommended for ages 15 and over,	AL
Tickets for Forget me Knot and Avenue Q	To go on sale on the same date. Agreed 4th February. It may be helpful to clarify on the website that the 'wheelchair' seat is a space, not a specialist seat, plus put a reminder that no children 3 and under at performances.	AL
Civic Night	Suggested that all patrons are invited to the reception before Avenue Q but offer them tickets to The Tempest as an alternative if they don't think that Avenue Q is something they would enjoy. Liz to send invite out asap.	LC

Theatre renovations as of 09/01

Item	Actions/outcomes	Person responsible
LED floods for stage	3 of them are now installed. Will be finishing off end of Nov	GB
Repair of garage roof	MS to try and find a suitable alternative builder for a quote. Are currently being told that it needs specialist builders due to the roofing containing asbestos.	MS
Repair of toilet plumbing	Angelo thinks that it just needs the inlet valves changing, which he is able to do (rather than needing to fully replace the toilets and cisterns) To be completed.	Angelo
Replacement for pendant lights in the bar	Lights have been changed to something more modern. Are still flickering, probably the light bulbs (now have the correct ones). If not, will need to look at the dimmer switches.	EL
	One of the windows behind the lighting box is broken / has a draught. Need to check it and work out what needs fixing.	AL
	Ladies toilets are working better, but still not perfectly. Disabled toilet also does not always flush well. Suggestion made to refurbish and refresh all of the bathrooms. Will depend on cost as there are other maintenance items that would take priority. Agreed will get some general quotes to give an idea of what it would cost. Consider whether it would be worth having a fold down baby change table in the disabled toilets.	

Hirings as of 09/01

Item	Actions/outcomes	Person responsible
Cosmo group	Ongoing	SE
Flower club	Awaiting reply re change of date	SE
Encore Youth Theatre	Currently, on hold The rights for putting on 'Matilda-schools version' have been extended.	LP
Adult panto	Enquiry made by Christian Trevelian about putting on an addition performance of Sinderella. It was not a definite, he wanted quotes for hiring the theatre with and without sound and lighting. Front of house is covered by their group, as they are going around different venues. If they are wanting a Tuesday night, it would need to have been early January. It has not been chased up by Christian. Adam will let him know that we cannot fit it in this time at short notice, but they can approach us again for future productions and we can check availability.	AL

Productions as of 09/01

Forget-Me-Knot by David Tristram		8th - 11th March 2023	
<i>Director</i>	Ken Edmonds	<i>Producer</i>	
<i>SM</i>	Charlie Watkins	<i>Lighting</i>	Graham Brown
<i>Sound</i>	Adrian Mitchell	<i>Projection</i>	N/A
<i>Costumes</i>		<i>Props</i>	Doreen Grant
<i>Prompt</i>	Freda Brown	<i>Makeup</i>	
<i>Budget</i>	Draft budget has been done	<i>Publicity</i>	Ken Edmonds Flyers will go out with Feb issue of Wells Voice
<i>Photos</i>	Adam or Greg	<i>Programme</i>	Ken Edmonds
<i>Ticket prices</i>	All tickets £12	<i>Rehearsal schedule</i>	Done
<i>FoH</i>	Ken has asked Sally	<i>Tickets go live</i>	4th Feb

Avenue Q by Jeff Whitty		24th to 29th April 2023	
<i>Director</i>	Nick Barlow	<i>Producer Assistant Director</i>	Tom Creswick
<i>Set design</i>	Emma Lanfranchi and Mark Wall	<i>Choreo</i>	Elisha Webster
<i>SM</i>	Emma Lanfranchi	<i>Lighting</i>	James Linham
<i>Sound</i>	Ollie	<i>Projection</i>	unsure
<i>Costumes</i>	Louise Sansom	<i>Props</i>	Sophie Kerton
<i>Prompt</i>	Freda Brown	<i>Makeup</i>	TBC
<i>Budget</i>	Full budget has been given to Pauline. Nick does not think it will change much from this	<i>Publicity</i>	Adam Lanfranchi Will include a 15 age rating on the publicity
<i>Photos</i>		<i>Programme</i>	Adam Lanfranchi
<i>Ticket prices</i>	All tickets £16	<i>Rehearsal schedule</i>	In place
<i>FoH</i>	Tom to ask Sally Treyherne	<i>Tickets go live</i>	4th February

The Tempest by William Shakespeare		13th to 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	<i>Projection</i>	
<i>Costumes</i>	Louise Sansam	<i>Props</i>	
<i>Prompt</i>	Freda	<i>Makeup</i>	
<i>Budget</i>		<i>Publicity</i>	Adam Lanfranchi?
<i>Photos</i>		<i>Programme</i>	Adam Lanfranchi?
<i>Ticket prices</i>		<i>Rehearsal schedule</i>	Intro evening 10th May Workshop 12th May Auditions 14th May
<i>FoH</i>		<i>Tickets go live</i>	

Ken will email Jon to chase up additional production information.

Puss In Boots		December 2023	
<i>Director</i>	Glynn Webster	<i>Producer</i>	Vicky Orman
<i>SM</i>	Mike Scammel + assistant (awaiting reply from Sarah Galton)	<i>Lighting</i>	Graham Brown / Olly
<i>Sound</i>	Adrian has been asked - awaiting confirmation	<i>Projection</i>	
<i>Costumes</i>	Louise Sansom	<i>Props</i>	TBC
<i>Prompt</i>	Freda Brown	<i>Makeup</i>	TBC
<i>Budget</i>		<i>Publicity</i>	Adam Lanfranchi?
<i>Photos</i>		<i>Programme</i>	Adam Lanfranchi?
<i>Ticket prices</i>		<i>Rehearsal schedule</i>	Intro evening 10th May Workshop 12th May Auditions 14th May
<i>FoH</i>		<i>Tickets go live</i>	

Proposed productions as of 09/01

Production and Proposer	Proposed dates
The Pillow Man by Martin McDonagh Jim Boyd	March 2024 - under consideration
Sister Act by Cheri Steinkellner and Bill Steinkellner Tom Creswick	May 2024 - licence is currently available
12 Angry Men Proposed by Matthew Maisey	September 2024 - under consideration

Training as of 09/01

Item	Actions/outcomes	Person responsible
First Aid Training	Ken to check if Nat has contacted the lady at Reflex first aid to check her costs and availability. Ongoing.	KE/NH
Safeguarding training	LP and AL to look into prices for formal safeguarding training for the committee. Agreed we would benefit from having a Designated Safeguarding Lead on the committee. AL and LP both have level 2 safeguarding training and are DBS checked for their work, so will discuss the DSL role further and determine what additional training might be required.	AL/LP LP/AL

Show reviews as of 09/01

Show	Review	Reviewed by
Prince Andrew The Musical on Channel 4	It was TV not live theatre, but it was hilarious.	AL
Cinderella panto at Hippodrome	Enjoyed it a lot. Has some superb actors of all ages, including the link man role being a more experienced actor. Some of the 'improvised' elements such as dame's wig falling off are all scripted, but commented it is part of the skill to make it seem spontaneous.	GW

Any other business as of 09/01

Item	Actions/outcomes	Person responsible
RE; Hirings – Sharon no longer working at Connect Centre	Sharon has moved jobs so is no longer able to let people into the building during the daytime or put bins out. Angelo has taken over doing the bins for now. Glynn also offered to sort them if he is here for rehearsals. Sharon is happy to remain as contact for theatre hiring requests for the time being. We will need to consider what to do if there are regular daytime hirings - not an issue currently.	All to note GW
Show refreshments	Query made about selling ice creams, as someone had asked during Wizard of Oz. It was confirmed that we do not have a freezer so have never sold ice-creams, we just do the sweets stand during some of the bigger shows.	
Front door	It was reported that the front door does not seem to be opening with the current code. Pauline to email Angelo to ask him to check it. Adam noted that the lower catch may be sticking.	PP
AGM	Liz to send AGM invite to the mayor	LC

Dates of next meetings:

- 1) Monday 13th February
- 2) AGM Friday 31st March
- 3) Monday 17th April