

Wells Operatic Society Limited
Committee meeting Minutes
4th October 2022 at 7.30pm

COMMITTEE

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

Apologies – Tom, Glynn, Jo, Mike

Minutes of the last meeting - agreed

Matters arising as of 04/10

| Item | Raised by | Actions/outcomes | Person responsible |
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| Presentation to committee with show details for 'The Tempest' | KE | <p>Presentation by Jonathan Sansam Ideally cast of around 15 Play is 2.5 hours with no cuts. Jonathan is editing it down slightly but plans to do a read through prior to the intro evenings to check the timings. Details of themes and production plans given. Is planning to use the stage extension. Jonathan noted he has done some training with the RSC and will be bringing some elements of that to the rehearsals.</p> <p>Ken will send Jonathan a budget form (note from Pauline that costs need to include VAT)</p> | KE |
| Licence for Sister Act | | Tom has checked the rights and the licence is still available. | TC |
| Donation from Alex Mnatzaganian | | Order for lighting has been placed. Once items are in place. Ken will invite Alex back to have a look and will ask again what he would like written on the plaque. | KE |
| Code of Conduct, Disciplinary procedure, and Grievance Procedure | | <p>Thank you to Kylie and Emma for putting them together. Suggested amendments were sent to Ken and have been collated and recirculated.</p> <p>Discussed clause relating to not carrying out work after having consumed alcohol. Change wording so refers to 'Should not be excessive alcohol consumption or compromise safety', Will also remove the second clause relating to sexual harassment (5th bullet point) in the code of conduct, as it is already covered in part 4.</p> <p>Will send out the policies to all members once amendments completed.</p> | <p>All</p> <p>KE</p> |

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| Main noticeboard | | Committee members' details are up on the noticeboard in the bar | PP |
| Front of House | | Committee to be given the list of people who have been involved in front of the house and bar for each production so that a thank-you email can be sent out afterwards. LC to contact Sally to ask for the list from ATTWN. Bar Supervisor will be a full theatre member and will have general responsibility on the night. | LC |
| Recycling | | New bins are in place. GW has received the collection schedule, and this has been passed to Sharon, who is happy to put the bins out when needed. | GW/KE |
| General risk Assessment / Maintenance walkabout | | Completed 10th September. List compiled of maintenance tasks required - some have already been completed. Fire escapes and signage were all checked during the walkabout, and all exits were accessible. Additional chairs currently in the lobby to be moved to the container. Carousel Horse in the lobby to be disposed of | MS/LC AL AL |
| First Aid Kits | | Mike and Jo are getting new items to replenish the kits | MS /JS |
| Heating system and bar fridges | | Bar fridges checked and appeared to be working fine. Will monitor. Gas meter is being changed on 11th October. Heating in the bar can be checked after that. | |
| Bar Licence | | Have Mendip DC changed the registration details? EL will chase this as MDC have still not replied. As it is only a minor change, we are still covered to open the bar to the public during the show performances, even if the new certificate to display in the bar has not arrived. | EL |
| Theatre Social Events | | KE and SE are holding a birthday party in the bar on 15th Oct (invitation has gone out to theatre members). Will aim to open the theatre for members on Carnival Night 18th November. Pauline has not been approached by anyone from the Carnival to use the car park for a food van on the night. Potentially plan to put a combination padlock on the gate to prevent authorised parking on the night. Caroline will put together a rota for the bar and door cover. Might try and plan a carols and mince pies event again and possibly a New Year's social. | CH AL CH |
| Show Proposals | | Reminder - All shows from Jan 2023 need the Director to give a brief presentation to the committee (can be via skype or in person). | |

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| | | Also, all key positions are in place before the Director is given the go ahead to proceed with the show dates. | |
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Correspondence as of 04/10

| Item | Actions/outcomes | Person responsible |
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| Adam received a lovely letter from an audience member, Richard Hanks, saying how much he enjoyed And Then There Were None, and made lots of positive comments | Adam has sent him a Thank-you letter in reply. | AL |
| Sid Michelmore has sent a £2000 donation (from Glastonbury Festival Stewarding) | Pauline has replied and thanked him | PP |
| Request made for some NODA forms to be printed off so that people can request their service awards, | | PP |

Treasurer's Report & Box Office as of 04/10

| Item | Actions/outcomes | Person responsible |
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| ATTWN sold well (87%) and made a profit of £8370 Have also had a lot of positive feedback for the programmes | none | |
| Box Office Manager. | Julie Webster has volunteered to become the new Box Office manager. Caitrina will show her what to do on Saturday when the box office is open for Wizard of Oz. Box Office email is now set up and will appear in details on the website. Do we need to make sure that it is clear that it is for queries rather than bookings? Agreed we will monitor for now and see what happens | |
| Insurance - members over 80 are not covered for accidents at the theatre, so will be involved in the theatre at their own risk. They are still covered under public liability if the theatre is at fault. | Notification to be sent out | KE/AL |

Membership as of 04/10

| Item | Actions/outcomes | Person responsible |
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| New member applications | Pauline has printed off some new member forms, which are in the drawer of the box office desk. | |

Publicity as of 04/10

| Item | Actions/outcomes | Person responsible |
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| | Publicity for Oz has started. Leaflets to go out with November edition of Wells Voice. Forget Me Not will be announced during Oz rehearsals. Intro evening is 8th November, so To go out before then. | AL |

Theatre renovations as of 04/10

| Item | Actions/outcomes | Person responsible |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Dressing room monitors | Just need brackets & fittings - ongoing | GB |
| LED floods for stage | Will be installed soon | GB |
| Repair of garage roof | The builders that Mike has spoken to will not work on it as due to its age it contains asbestos. If it is cement asbestos, then it is fine to work on as long as the builder has the correct disposal licence. MS to try and find a suitable alternative builder for a quote. Even if we decide to knock it down and have an extra parking space, there would still be demolishing and disposal costs. AL will also make some enquiries to builders | MS AL |

Hirings as of 04/10

| Item | Actions/outcomes | Person responsible |
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| Cosmo group | Ongoing | SE |
| Flower club | Once a year only. Annual meeting is scheduled for 8th November 2022. Have requested early access to the theatre to set up. Normal booking if from 2pm. Need to speak to Sharon for costs and access if want to come sooner. Includes Graham doing lighting for them. | SE |
| Encore Youth Theatre | Currently, on hold | LP |

Productions as of 04/10

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|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|------------------------------|
| The Wizard of Oz by L.Frank Baum | | 10th - 17th December 2022 | |
| <i>Director</i> | Bobby Bass | <i>Producer</i> | Kylie Siggs |
| <i>MD</i> | Phoebe Lynch | <i>Choreography</i> | Zoe Davis (with Chloe Mason) |
| <i>SM</i> | Charlie Watkins: set | <i>Lighting</i> | Olly and Graham |
| <i>Sound</i> | Has put out a request for a volunteer Phoebe will be controlling the music backing tracks herself so it will just be the additional sound effects. Adrian is happy to train someone. Will speak to Erin and Olly - Erin may be happy to help with lighting and Olly may be prepared to do sound instead. Bobby will speak to them. | <i>Projection</i> | |
| <i>Costumes</i> | Nat Hope and Louise Sansam | <i>Props</i> | Jacqui Watts |
| <i>Prompt</i> | Freda Brown | <i>Makeup</i> | Sophie Kerton |
| <i>Budget</i> | Agreed | <i>Publicity</i> | Adam Lanfranchi |
| <i>Photos</i> | Greg Tresize | <i>Programme</i> | Adam Lanfranchi |
| <i>Ticket prices</i> | £13 adults £11 children | <i>Rehearsal schedule</i> | In place |
| <i>FoH</i> | Bobby to email Sally | <i>Tickets go live</i> | 8th October |

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| 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 |
| <i>Prompt</i> | Freda Brown | <i>Makeup</i> | |
| <i>Budget</i> | Draft budget has been done | <i>Publicity</i> | Adam Lanfranchi |
| <i>Photos</i> | Adam or Greg | <i>Programme</i> | Ken Edmonds |
| <i>Ticket prices</i> | All tickets £12 | <i>Rehearsal schedule</i> | |
| <i>FoH</i> | Ken to ask Sally | <i>Tickets go live</i> | |

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|--------------------------------|------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------|
| 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 | | |
| <i>SM</i> | | <i>Lighting</i> | |
| <i>Sound</i> | Olly | <i>Projection</i> | |
| <i>Costumes</i> | | <i>Props</i> | |
| <i>Prompt</i> | | <i>Makeup</i> | |
| <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 £15 | <i>Rehearsal schedule</i> | |
| <i>FoH</i> | | <i>Tickets go live</i> | |

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|-------------------------------------------|-----------------|-------------------------------------|-------------------------------------------------------------------|
| The Tempest by William Shakespeare | | 13th to 16th September 2023 | |
| <i>Director</i> | Jonathan Sansam | <i>Producer/ Associate Director</i> | Lois |
| <i>SM</i> | Charlie? | <i>Lighting</i> | Graham |
| <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> | |

Proposed productions as of 04/10

| Production and Proposer | Proposed dates |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Puss in Boots by Vicky Orman Glynn Webster | December 2023 Need exact dates and a brief synopsis ready for publicity info that goes into Wizard of Oz programme |
| The Pillow Man by Martin McDonagh Jim Boyd | March 2024 |
| Sister Act by Cheri Steinkellner and Bill Steinkellner Tom Creswick | May 2024 |
| 12 Angry Men Proposed by Matthew Maisey | September 2024 |
| Sweeney Todd by Stephen Sondheim Adam Lanfranchi | May 2025 |

Training as of 04/10

| Item | Actions/outcomes | Person responsible |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| First Aid Training | Planned trainer is no longer available. Need to find someone else now. Nat can contact the lady at Reflex first aid to check her costs and availability. Request also made for ice packs to be kept in the freezer. | NH |

Show reviews as of 04/10

| Show | Review | Reviewed by |
|--------------------------|--------------------------------------------|--------------------|
| ATTWN | Brilliant! | |
| Noises off in Bath | Very well done | PP |
| Six - Bristol Hippodrome | Cast of 6 and minimal set, but lots of fun | CH |

Any other business as of 04/10

| Item | Actions/outcomes | Person responsible |
|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Discussed giving members opportunities for input into upcoming productions | Agreed. Ken will send out a notification to all members asking if there is anyone with specific plays or shows that they are interested in Directing or Producing from Sept 2024 onwards. Suggestions to be received by 31st Jan 2023 (can send out a reminder in the New Year as well). | KE |
| Donation for Wizard of Oz props received from another theatre company | Total props budget is £300. Not all the items are suitable to use. Agreed £30. Bobby to let Pauline know who to send it to. | BB/PP |
| We have been gifted a set of mourning suits that are from an ex-hire company. These include some bigger sizes. | Nat to send the lady's details to Liz to send a thank-you letter. They are in the costumer store - will let Lou know in case she wants to check through them, | NH/LC NH |
| Discussed the need for the theatre and theatre publicity/social media to remain politically neutral | To be included in theatre policy | KE |
| Quote needed for a plumber to repair the toilets. They are not flushing properly again. May need to fully replace the toilets and cisterns. | KE and GB will try plumbers they use | KE/GB |
| 120-year photo | Should be available soon. Logistics discussed. Confidential minutes recorded and stored elsewhere on the website back end. | KE/AL |

Date of next meeting:

Monday 7th November at 7:30pm (known apologies from Pauline, Nat and Tom)