

Minutes of Big Bad Wolf Children's Theatre Company

15 September 2013

Dobbie Hall, Larbert

Present: Grant, Iain, Colin, Agnes, Karen, Vivien, Linda, Lynn, Hilary, Kathryn, Shirley, Fiona

Apologies: Graeme, Tracey, Susan

Agenda Item	Action
New Parents Meeting	<p>Grant said he felt the new parents meeting went well and that the handout Fiona prepared was a good idea. Fiona will send the pdf of the handout to Iain so it can be put on the website.</p>
Actions Arising	<p>Linda is working on the obituary for Mike which will go on the website.</p> <p>Fiona and Hilary met with lecturer from Forth Valley College and he has visited the workshop. Hilary will meet with Gavin before the October holidays then pass on requirements to FVC for set for Pan. Iain (FVC) told Hilary that the other half of the workshop is a fire hazard, our half is ok. Hilary will design the set and give FVC production requirements. FVC do not have expertise in safety requirements for set so Hilary will approach the Pavilion to ask their advice. BBW will be responsible for transporting any set made from FVC to our workshop but this should not be an issue.</p> <p>Agnes will contact parents to ask again that kids are not dropped off more than 10 minutes before they are called for rehearsal.</p> <p>Susan has been working on publicity and will email her plans to the committee. Carried forward to next meeting.</p> <p>Iain has finished the video for Act 1 of Annie. Two copies of the video are required as there were two casts. He estimates that the full version will be available in three weeks then credits will be added.</p> <p>Fiona will liase with Susan regarding the feedback from the questionnaire. Carried forward to next meeting.</p> <p>The FDACC link is now on the website. Also the cast list for Seussical and a cast photo. Unique log ins are in progress. It may be possible to add a short video from the costume meeting and backstage guidelines.</p> <p>FDACC contract included water and electricity which are now not being provided. This is a change of our conditions of contract. Should we receive a reduction in our rental?? We may be asked, in the next few years, to move from the premises and should be actively looking for new premises. It was suggested that a sub group meet to facilitate this. Iain suggested approaching companies with vacant units and offering advertising for the use of premises. The company would not pay rates if they give us the use free of charge.</p> <p>Agnes will speak to her brother about the possibility of using a vacant barn. BBW would be happy to look into any work which may be needed in the barn.</p>
Treasurer	<p>The closing bank balance is £23,000. Profit of around £4000 on the year. Bank balance today was £27,000. Reports have been submitted to OSCR and there was no issue with the bank balance. Grant will chase up the invoice from Deaf Connections. Agnes will call Strathcarron as the cheque</p>

	<p>issued to them has not been cashed. Karen suggested approaching Matthew with a budget for Sound and Light for Suessical. Iain and Karen will look into the previous costs. Lighting should be simple for Seussical. Karen will give Iain fixed costs for lights, sound and band. Iain, Grant, Karen, Colin and Hilary will meet to work out budget. Lynn will check if there will be any costs to BBW for costume this year. Karen has put in another Gift Aid claim this year.</p>
Secretary	<p>The final two new members joined the company today. Tracey has done the Parent Rota. Waiting on the Rehearsal Schedule from Gavin. Some t-shirts have to be returned as the logo is splitting. We should be covered at rehearsals for First Aid. There is a girl on a make-up course at Forth Valley College who would love to help during the show. Vivien says it is not necessary for her to have PVG check. Jess Caie will need to complete PVG. Production Team all have new forms. Emma will need PVG too. It was a success asking for fees to be paid before auditions as there are only a few now outstanding. Iain will look into purchasing a new printer. Karen can do printing so Iain will email a script to her. Annie props have to be collected from St Bernadette's Hilary will contact them. It is Stenhousemuir's responsibility to get the props back to us. Agnes will book the kitchen at the Town Hall for the duration of the show run.</p>
Fundraising	<p>Fiona suggested running Stars in their Eyes in March. We will need a disco, venue and names of people who wish to participate (individuals/groups). They are responsible for their own costumes and props. Everyone will be given a voting paper and pencil to vote at the event. Fiona is completing her Personal Licence on 3 October after which she can run the bar at events. She can also train committee etc. Hilary will organise the Rag Bag collection. Colin will check if we can apply for grants from Schools Charities Board. We need to fundraise for the extra costs for next year. Fiona thinks we should have a fundraising target this year to include for extra costs next year.</p>
AGM	<p>Notification of the AGM has been issued. Agnes has not received any replies as yet. Emma would like to volunteer for the committee. Graeme wishes to stand down from the committee at the AGM. Grant will ask Graeme if he is still willing to co-ordinate programme. The minimum target for fundraising should be set before the AGM. We will need to know in advance if there is likely to be a vote for new committee members. All agreed to hold a Macmillan Afternoon Tea after the AGM.</p>
AOCB	<p>All kids taking part in the Dance Competition in Blackpool on 8-10 January should complete an extra Activities Form. Sheila and Romy will be away. Vivien, Colin, Grant and Hilary will meet with Production Team next Sunday at 1pm regarding ex-members helping at rehearsals and the dance competition.</p>

Meeting closed at 4.55pm.

Next meeting after AGM on 29 September in Dobbie Hall.