

Minutes of Big Bad Wolf Children's Theatre Company

3 November 2013

Dobbie Hall, Larbert

Present: Grant, Iain, Colin, Agnes, Emma, Vivien, Linda, Lynn, Shirley, Fiona

Apologies: Karen, Tracey, Hilary, Kathryn, Susan

Agenda Item	Action
Budget	Grant, Iain and Colin met with Gavin before meeting today. Lighting and sound were discussed. 20 mikes are required for this show. Gavin will forward his requirements to Grant asap.
Christmas Lights	Christmas Lights dates are now confirmed. Agnes has emailed for volunteers. Hotdogs will be on sale to kids at the Erskine Church after Falkirk switch on. Lynn will ask Gina Marshall about providing hot dog buns.
Care Homes	Care Homes dates – Burnbrae House Tue 3 Dec and Harley Court 10 Dec. Linda will risk assess Burnbrae House beforehand.
Charities Day	Charities Day raised £135. We had received good prizes for the Tombola and the new banner and pull-up worked well. We will keep the tombola in mind for future events.
Fundraising	Fiona is meeting the Community Champion at Asda in Stenhousemuir this week. She will ask about handing out flyers at the events in the store and about putting a banner up. Fiona passed her license exam and can now train people for working the bar. Stars in their Eyes - Adults may provide 'entertainment' during the vote count – one number!! Rag Bags are due in by 24 November. We have been offered a Fashion Show in Matalan in November 2014.
Seussical	Graeme has a good price for the programmes for Seussical. Backstage, Stage Crew and Front of House lists are up for volunteers to sign up. Iain suggested the possibility of providing a meal for the stage crew between the Saturday shows. Fiona suggested offering 'non family' helpers free pizza during the Sunday tech/dress rehearsal. Grant suggested extending the offer of a meal both Sunday and Saturday. Agnes will speak to caterers to get costs for Saturday between shows. Costume Parade 19 January and Costume Photos 25 January. Agnes is sending out invites this week for the VIP night. Agnes will contact Forth Childrens Theatre. Grant spoke to Gavin regarding having a signed performance again this year. Grant will contact Deaf Connexions and send them a script to see if the show can be interpreted. If so we will then target market that performance to local deaf schools and societies. Grant has orchestral scores. Either 14 or 17 band members but Grant will check Johnny's requirements. Colin will ask Box Office for updated ticket sales. He will also clarify requirements to purchase Group Tickets. Agnes will email company regarding the wrong show time which was printed on some tickets for the Saturday night.

	<p>Grant will contact Susan regarding targeted publicity.</p> <p>Agnes will contact the Falkirk Herald.</p> <p>Grant will check if our license allows for the show to be filmed.</p> <p>Fiona thinks we need someone to read the concept of the show before each performance. Perhaps an introductory paragraph.</p>
Production Team	<p>Grant met with Gavin to discuss clarity of the roles within the Production Team</p> <p>The wheels have been repaired on the piano. We are still looking to source a second hand piano. Iain suggested we spend £500/600 on a second hand Clarinova. Iain will look for one within that budget.</p>
Treasurer	<p>A question was put forward at the AGM asking if the accounts are independently audited. Iain will ask Karen about this. Agnes may then ask for volunteers from the parents within the company to complete this.</p>
Secretary	<p>Some Santa hats need renewed. Agnes will source these.</p> <p>Lola Lemon has asked if they can sponsor the show again this year although Enjoy-a-Ball have also expressed an interest in sponsoring. Lesley McDowall had asked if she could be considered as the photographer this year. The committee agreed to stick with Terry. Iain will speak to Terry to ask about getting all the stage shots on one disk which can then be sold.</p>
AOCB	<p>Agnes emailed Marion Dixon to inform her the company were not in a position to contribute towards Lewis's school trip to Cambodia.</p> <p>Lindsay suggested that new member auditions should be in March next year as they are hoping to run workshops between Easter and Summer in Stage Fighting etc. in readiness for Peter Pan. Suggested dates 29/30 March for auditions. It was suggested we approach Connor Cloughley regarding sword fighting. Workshops would be compulsory. Maybe run in two four week blocks to allow for kids who have other activities. Shirley will check regarding safe use of trampet workshops.</p>

Meeting closed at 4.45pm.

Next meeting 1 December in Dobbie Hall.