

Minutes of Big Bad Wolf Children's Theatre Company

5 January 2014

Dobbie Hall, Larbert

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

Apologies: Kathryn, Susan

Agenda Item	Action
Welcome and Apologies	Grant welcomed everyone to the first meeting of the new year. Karen stood down as Treasurer after the last meeting. Steven McMullen was co-opted onto the Committee as Treasurer. Agnes has all the new forms for changing the signatories at the bank. Emma, Agnes, Steven and Colin will be added and Vivien will also remain as a signatory.
Fundraising	Fiona has cash from the Carol Singing and Hamper which will be used to pay Lesley Liddell what she's due for costume. All recent events went well. The bag pack raised a fabulous £850! We hope to have Carol Singing again this year in Asda Stenhousemuir, Grangemouth and Falkirk. As we would need around 15 kids per performance this would mean all members should take part in a minimum of one performance. Fiona suggested setting the dates early to fit round school dances etc. Iain has included a thank you to Asda Stenhousemuir in the programme.
Seussical	<p>Ticket sales are a lot lower than last year. Agnes will text all parents again about ticket sales. It is important to get as much publicity as possible now. Nethermains Primary will confirm their final numbers by 17 January for the Saturday Matinee show. Agnes will contact Nethermains about their group booking and Colin will deal with the Box Office. Fiona suggested that all seating should be open from the start of ticket sales as currently the balcony remains closed until a certain number of tickets are sold. Colin will speak to the Box Office regarding this.</p> <p>Lynn said Sheila will take a group booking for NRG and she will speak to her about this. Tracey will ask Nadine if she would be interested in bringing a group.</p> <p>Lynn's mother-in-law will speak to the Herald if Agnes does not get a positive response when she contacts them tomorrow. Hilary will speak to her contact and try to get the show mentioned on Central FM.</p> <p>We need to focus on trying to sell to schools. Grant will ask Susan to contact schools again. Jenna will talk to Larbert High. It was suggested we set up a database of people who make group bookings, for future use.</p> <p>Agnes is putting a competition on Facebook tomorrow. Shirley will contact Margaret Foy at Howgate to enquire about taking the kids in to sing one Saturday.</p> <p>Colin is concerned that there is no mention of Seussical on the Community Trust website and the banner was in the Town Hall for two weeks before they put it on display.</p> <p>Agnes has invited Bridge of Allan and Callendar Operatic Societies to the VIP night. Agnes will contact Ewan Cameron to invite him to the VIP night.</p> <p>The programme will go to the printer this week. We are one programme ad down on last year but the space will be filled with an obituary for Mike Benzie.</p>

	<p>Iain has asked Johnny for the details for the band so we can sort their fees.</p> <p>Tracey asked if we are filming the show this year. Lynn volunteered Alan. Shirley will contact Alison Harris to ask if Nigel is available. Also to ask if George would accept an onscreen ad in lieu of payment for providing the disco at the After Show Party.</p> <p>Iain has spoken to Gavin regarding sound and lights for the show. The budget is £5000 and there is no flexibility. So far we have £2191.60 for sound and £3308.42 for lights plus £723.60 for extras. This is too high. The sound costs are ok but the lighting must be cut back. Iain will speak to Gavin again today. We have been advised that some of the Town Hall decking has been condemned. We need to check this. Hilary suggested we may have to make our own now. We hired staging from Matthew last year and have been quoted for the same this year. Colin, Grant and Iain will meet Gavin after rehearsal today.</p> <p>Tracey has a list of gifts given last year. Iain will send an updated list to Tracey. The Stage Crew will be given gifts on the last night but not on stage. Shirley will deal with any gifts for Dressing Room helpers. Colin suggested that committee with no kids in the company should not get gifts. Three committee members voted against this but it was agreed by a majority.</p>
Catering	<p>Agnes has contacted the catering company. They will provide food for the VIP night at £3 per head. They will also provide buffet food between the rehearsals on Sunday and shows on Saturday at a cost of £5 a head. Lasagne, chicken curry, vegetarian option etc. We need to know who will be provided with a free meal. It was suggested that we get stickers/tickets for meals. Food has to be paid upfront by 26 January. Agnes will send out an email. H & R Catering will receive an onscreen ad for the reduction in cost of catering service. Linda suggested those who have no kids in the company and are giving their time for free should receive a free meal. All agreed. Iain will give Agnes a list of who will get a free meal. Agnes and Vivien will provide sandwiches for band for Sunday morning. Vivien and Linda will make rolls on Saturday morning.</p>
NODA	<p>Vivien has not received the certificates yet. These will be presented after the show on Wednesday.</p>
AOCB	<p>Fiona will book Dobbie Hall for Saturday 25 January 10am until 4pm. Agnes will email offering slots for photos. Vivien/Shirley will meet Parents next Sunday regarding Backstage Guidelines. Lesley McDowall has volunteered to sell raffle tickets for £100 note raffle.</p>

Meeting closed at 4.35pm.

Next meeting 19 January after Costume Parade in Dobbie Hall.