

Minutes of Big Bad Wolf Children's Theatre Company

5 October 2014

Dobbie Hall, Larbert

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

Apologies: Linda, Emma, Kathryn

Agenda Item	Action
Welcome and Apologies	Grant welcomed everyone. The New Parents Meeting was well attended. Agnes has emailed the information from the New Parents Meeting to any who could not attend.
Matters Arising	Grant and Fiona met Gavin to discuss Prompt/Production Assistant role. It was agreed that Iona will be in the pit during the show acting as Prompt and will also be the Production Assistant this year. We need to be made aware ASAP if there are any issues. Vivien has completed the PVG forms for Iona. We were advised that the Box Office has changed their systems and there will only be one person at the Steeple and 10 telephones lines available. Due to the changes tickets will now go on sale to members from 25 October and public from 1 November. Group booking will only be available through BBW and Iain has set up a separate email address for this. Agnes will provide Box Office with lists of company members, Production Team and Committee. Gavin is keen to have a signed performance. Grant said Larbert Rotary will be happy to fund the cost for the signer. The committee agreed in principal for this to be on the Thursday performance. The entries have been received for the programme artwork competition and the Production Team have picked a winner. We will be allowed to put a banner up in Tesco at Redding. Iain will order 4 banners and 5000 flyers. Fiona will email Julia Harkness about putting the banner up at the Town Hall. Grant will put together written protocols for the audition process. Fiona has booked the Rotary Hall for the AGM.
Peter Pan	Agnes raised the issue of gifts. Gifts will be given on the final performance to senior Production Team only. Everyone else will be invited on stage to take a bow but will not receive gifts. Agnes suggested only those with no family in the company receive gifts. Shirley suggested we set a cost limit on gifts. Tracey will put together a list of people who will receive gifts. Tracey has the Parent Rota ready for issue. Shirley will put up lists requesting help for Front of House, Backstage and Stage Crew. Lynn raised the issue of rudeness of parents at the Costume Meeting. The Costume Team are still trying to contact some parents to pass on costume information!! Iain suggested that a note was put in with offer of place to new members stating the commitment required from parents too.
Treasurer's Report	The accounts are more or less ready for the AGM. There is around £24000 in the bank. Accounts will be independently checked by Kathryn Higgins. Steven will set up a meeting with Kathryn.
Secretary's Report	See Box Office notes.

AGM	<p>Grant is keen to get the committee back to 15 members. Currently there are eight places available but some current members will come back on to the committee. Kathryn has intimated that she does not wish to remain. Fiona suggested that Agnes text out and let parents know that there are eight places available. Iain suggested the fundraising tea/coffees be before the AGM. Fiona has the Rotary Hall booked from 1pm. We could possibly accept donations for the cake and candy on Friday night at rehearsal. Agnes, Steven and Grant will present their reports. Shirley to contact SANDS for promotional material.</p>
Fundraising	<p>Fiona, Agnes and Tracey decided on a 'Braw Draw'. It was suggested member put £5 in an envelope with their name on it to take part. It was decided that the draw would run in November as we are selling Fashion Show tickets in October and the Hampers will be in December. So far they have a Hudl tablet from Tesco, Afternoon Tea from Airth Castle and a voucher from Johnstons. There will be bag packing at Asda Stenhousemuir and Tesco Redding. Fiona will meet with Matalan about the Fashion Show this week</p>
AOCB	<p>Grant will check the dates for the Christmas Light Switch Ons. There is an issue with behaviour of certain members. We will monitor this and refer to the Conduct and Bullying Policies.</p>

Meeting closed at 16.45.

Next meeting 26 October after AGM.