

Minutes of Big Bad Wolf Children's Theatre Company

14 December 2014

Dobbie Hall

Present: Grant, Iain, Agnes, Stuart, Fiona, Shirley, Hilary, Claire, Laura

Apologies: Steven, Tracey, Gemma, Emma

Agenda Item	Action
Welcome and Apologies	Grant welcomed everyone and intimated that Lynn McConachie has tendered her resignation from the committee. Fiona suggested we run with the committee as is for now. All agreed.
Matters Arising	<p>Fiona has asked Gavin to announce that help is still required during show week, when the parents come in for the raffle draw after rehearsal today. Agnes will email to ask all parents again too.</p> <p>Agnes is waiting to hear back from the Herald about using our own photos. She will contact Kirsty Beaton.</p> <p>Iain suggested leaving the banner up at the Wheel until Christmas Eve then moving it to the Town Hall.</p> <p>Agnes has had to contact the Box Office every week for ticket sales updates. Currently 117 – Tue, 106 – Wed, 158 – Thur, 252 – Fri, 310 – Sat Mat, 307 – Sat Eve.</p> <p>Laura suggested putting every parent's name on a list and asking them to sign against it when they have put up when they are helping during show week.</p> <p>We have a slot from 11 - 12 noon on Sat 21 December for singing in the Howgate. We can put a Pan poster on BBW pull up banner but cannot hand out flyers. We can also collect for our funds.</p> <p>Bag Packing in Asda Stenhousemuir on 27 December. Carol Singing Asda Stenny 16 Dec and Tesco Redding 18 December.</p>
Peter Pan	<p>Programme – Shirley will email Iain with all the names of the show week volunteers.</p> <p>Agnes has spoken to Kerry who will check with Bev the requirements for makeup. Are there students helping? Are Parent volunteers required? Kerry also needs to check with Gavin re. makeup required and will get back to Agnes.</p> <p>Claire had a print of the suggested design for the coins. They would cost around £4.76 per coin, minimum order 100.</p> <p>Laura suggested some are given as gifts to Production. We have to pay for the coins upfront, when ordered. Iain suggested slightly changing the coin design and that we charge £6 per coin. Claire will order 100 coins.</p> <p>Iain and Grant suggested that we use the same company as last year for the catering. Stage Crew will be provided with a meal free of charge. Blair needs to let them know this year.</p> <p>Agnes will contact the caterer to request price for Sunday, Wednesday and Saturday and ask if we could have a discounted rate in return for an onscreen ad.</p> <p>Agnes will contact the butcher and ask if he will provide sausages for Saturday set up in return for an onscreen ad.</p> <p>Fiona has booked George Harris for After Show Party on 21 February.</p> <p>Agnes will text out to inform parents there will be no Tuck Shop at the remaining rehearsals.</p> <p>Fiona suggested that kids should be allowed to socialise backstage, once they are ready for opening, until 15 minutes</p>

	before the show starts. The kids will be told that if it is not working the privilege will be pulled.
Treasurer's Report	Steven was not present.
Secretary's Report	
Fundraising	Agnes will send an email requesting volunteers for the Asda Bag Pack.
AOCB	<p>Iain asked about buying our own PA. Maplin currently have one available for £220. There are others available for £179 from other sources. Procurement (Iain!!) will purchase with mike stands.</p> <p>Fiona suggested there should be no BBW email from 19 December until 3 January.</p> <p>It was suggested that we approach David Haddon to be a Patron. Iain will contact him and will pass his details on to Agnes.</p> <p>Gavin suggested "All Shook Up" as our next show. We will require a view of the script before a decision can be made.</p> <p>Grant said that no announcement should be made until we have the licence.</p> <p>The Parent Meeting will be held on 11 January.</p>

Next meeting 11 January – Production Team then Committee.