

Minutes of Big Bad Wolf Children's Theatre Company

16 March 2015

8 Gartcows Drive, Falkirk

Present: Grant, Iain, Agnes, Stuart, Fiona, Shirley, Hilary, Gemma, Tracey

Apologies: Steven, Claire, Laura, Emma

Agenda Item	Action
Welcome and Apologies	Grant welcomed everyone and thanked Hilary for hosting our meeting. Grant congratulated everyone on Peter Pan. He felt the kids really connected with the show.
Peter Pan – Outstanding Actions	<p>It was felt the closed rehearsals worked well and we will continue with that.</p> <p>Our Catering costs were higher than last year. We were charged for 80 on the Sunday. There may have been a possible issue.</p> <p>There was an issue with the lack of heating in the Town Hall. They said they had a considerable cost to hire temporary heaters and only offered a small discount on our costs. All present agreed that this was not our problem and the discount offered was not acceptable. Agnes will get a letter to Grant and he will contact Julia Harkness. Agnes had been approached by Julia Harkness about an argument between Town Hall staff. It was felt it was not our issue to provide statements for something they were already aware of.</p> <p>Total Sales from Box Office were £21347 less around £200 for printing tickets. We need to discuss the provision of carer tickets with the Box Office before our next show.</p> <p>We need to check how any programmes were sold at the new price of £3 and discuss the costing again. Only one payment outstanding on programme adverts.</p> <p>The retiral collections were down this year. We will take a view on topping up charity donations once the collections have been counted.</p> <p>There were no issues with backstage and it all seemed to work well.</p> <p>Iain is still waiting on DVD of the show. There will be a charge to members for copies of the DVD this year due to the cost of licensing for filming. Grant will contact Lindsay regarding any cost for filming the show.</p> <p>Claire managed to sell 60 Peter Pan coins. She now has a Paypal account set up so members can order coins.</p>
Production Team	<p>There were issues with make-up this year. It was taking too long for some characters make-up and Kerry was taking photos for her portfolio. Parents need to be involved in future to help with hair and make-up, as they did in the past.</p> <p>It was agreed to offer positions to Gavin, Jonny and Sheila and ask them to nominate their assistants.</p> <p>Hilary and Iain suggested bringing Brian in earlier next year as Lighting Designer. In previous years Hilary had been invited to a meeting with Production and Lighting to discuss how sets were lit. We need to bring everyone together earlier to agree on what is required. Grant will meet Gavin to let him know. Everything should be agreed early with no late changes. Brian and Hilary should work together more.</p> <p>Iain will send out letters of invite to Production Team.</p> <p>Beverley and Lesley have stood down from Costume. Lynn McConnachie will now lead Costume Department. Six</p>

	<p>people have offered to help. Lynn will draft a brief of what will be required from volunteers and this will be sent out to them to ask if they still wish to be involved.</p> <p>Fiona suggested we ask Gavin for a Rehearsal Schedule as this has been useful in previous years.</p>
Treasurer's Report	<p>Steven was not present. Current bank balance £26223.20. Royalties cost still to be paid to Weinberger. Last year this was £3500 and it is likely to be similar this year.</p>
Secretary's Report	<p>Membership Fees will be £95 (£75 plus Hall Fees of £20). New members will be £105 including their t-shirt. Agnes will be sending out Membership Forms soon.</p> <p>Fiona brought up the commitment of members and number of members missing rehearsals. Hilary suggested that if members do not attend a set number of rehearsals their membership would be withdrawn. Iain suggested looking at setting a number of rehearsals required. Agnes will put together a breakdown of members missing for sickness, dancing, parties etc. Iain feels there should be some come and go so we don't lose kids. This issue will be carried forward to the next meeting.</p>
Auditions	<p>No date set yet. It was suggested open auditions should be around the second week of May and possibly June for cast auditions. Agnes will check with Gavin for suitable dates. She will close the audition list on 31 March.</p>
AOCB	<p>The number of Committee Members will be taken forward to the next meeting.</p> <p>Grant is keen to have someone responsible for ticket sales from now.</p> <p>Hilary asked if someone should be responsible for checking for availability of shows for the future. Iain will keep an eye out for suitable scripts.</p> <p>Gemma offered to research possible group bookings. Grant will email Claire to ask if she will help Gemma with ticket sales.</p> <p>We will organise debrief with Production Team before the next Committee Meeting to allow us to put forward some issues raised. It was suggested we meet on Monday 27 April at Hilary's. Grant will talk to Agnes then get an email out.</p> <p>Stuart will keep a look out for possible properties for a new workshop. He will need to know preferred size and budget. Iain suggested £1500 if the unit has power.</p>

Meeting closed 9.35pm.

Next meeting 27 April with Production Team.