

Minutes of Big Bad Wolf Children's Theatre Company

20 September 15

Dobbie Hall, Larbert

Present: Grant, Agnes, Iain, Claire, Laura, Tracey, Gemma, Fiona, Shirley

Apologies: Emma, Steven, Stuart, Hilary

Agenda Item	Action
Welcome and Apologies	Grant welcomed everyone and suggested we focus this meeting on activities required from now until Christmas.
Outstanding issues from Auditions/New Members/Fees/Royal Visit	<p>There are currently three on the waiting list but we are not looking to take on any further members. One new member is not coming back as they do not like dancing. We currently have 76 members. Eve Mallon and Rebecca Doherty have requested a year out.</p> <p>Agnes will send an email informing members that they must attend rehearsals if they are called. She will also confirm the show dates and stress that members must take part in every night of the show run.</p> <p>Agnes requested that Parents are given information on what's expected from them when they are on duty. They must arrive early to help set up hall. Iain said there is a list for rota duties on the website. Agnes will email this out to all parents and a printout will be placed on the table at each rehearsal.</p> <p>Fees are coming in. The date has been extended to 27 September. Balance is £60.</p> <p>Grant received a thank you letter from Tim Roberts, Private Secretary of the Earl of Wessex. Agnes had to contact Len as the other Hall keeper had put photos from the event on the Dobbie Hall Facebook page. All photos had to be approved by the Royal Press Office.</p>
Treasurer's Report	Grant noticed that BBW had been flagged up on OSCAR website as being late in submitting our accounts. This year's account should be submitted asap. Grant will speak to Steven about this. Iain suggested checking if there's anyone in the company who can take on the Treasurers role as Steven will be leaving at the end of this year. It would be prudent to have someone shadow Steven this year with a view to taking on the position next year. We will ask for volunteers at the AGM. We are currently sitting with around £18000 in the bank, before fees are lodged.
All Shook Up	<p>Ticket prices will remain as last year.</p> <p>Iain and Grant met with the Town Hall staff. There were issues again with them not having our booking even though Agnes had sent it Recorded Delivery and it had been signed for the day after she posted it. We must hire follow spots from Trust, if they are required, at a cost of £600. We are not allowed to provide our own and they must be staffed by Trust. We will be charged £50 to have a photographer in the Town Hall. The additional costs from Community Trust will be around £1000 this year.</p> <p>Show dates are 2 – 6 February 16.</p> <p>Iain said the Trust has a facility to sell tickets online this year. We must take a block of tickets from the Box Office to do this. It is not possible to offer all tickets online. The block will be decided after the tickets have been on sale to members only. Fiona suggested giving Sheila a block of tickets to sell earlier this year. Agnes has a group booking</p>

	<p>for 50 tickets for the Matinee. These tickets will be blocked before they go on sale. Laura asked if it would be possible for the Job Centre to have a group booking. This was agreed as they are a recognised social group. Tickets will go on sale to members from 24 October then on general sale from 2 November. Agnes will block the VIP tickets before tickets go on sale.</p> <p>Iain needs the artwork to produce flyers. Competition finishes next week. He asked if the winner could be decided at the start of the rehearsal to allow the flyers to be ordered asap.</p> <p>Gemma suggested doing a mail shot to all the groups mentioned in the Falkirk Herald community pages. Claire will email or send letters to them and will take on the group bookings email address.</p> <p>Laura had suggested we put a list of all parent up and ask that everyone signs up for two sessions to help, either Front of House, Backstage or Stage Crew. This will be done and put up at next rehearsal. Fiona suggested we also ask for parent helpers for hair and make-up.</p> <p>Lynn has asked to have the Costume Meeting on 3 October. The rehearsal is due to be at Carmill Studios that day as Dobbie Hall only available until 3.30. Possibly have the Costume Meeting in the Dobbie Hall. Agnes will talk to Gavin about the rehearsal.</p> <p>We had a three year arrangement with MM Sound and Lights which has now expired. Grant and Iain met with an alternative provider. We are waiting on Gavin's requirements then will put out the Spec for quotes. We need to check the quality of alternative providers before making a decision.</p>
<p>Activities from September until December</p>	<p>Fundraising – Fiona has emailed Asda in Stenhousemuir and Tesco in Redding to ask about times for Carol singing this year. Shirley will send Fiona the details of the Howgate contact. Fiona is hoping to have the Christmas events dates before the AGM. Light Switch Ons are Bo'nness/Grangemouth 21 November, Falkirk 22 November and Denny/Stenhousemuir 28 November.</p> <p>The bucket collections from the last show will be presented soon. It was suggested we use this in the Herald to promote All Shook Up.</p> <p>Programme costs increased to £3 last year. Iain asked if we made more money but sold less programmes. This will be carried forward to the next meeting. Fiona suggested giving the kids their programmes earlier this year. It was agreed they would be given out on the Wednesday.</p> <p>Iain has the Master Copy of the Peter Pan DVD. Iain is happy to produce the DVDs but asked that someone else take on the selling of them. Agnes will send out an email with DVD order form. This should be returned by the end of November.</p> <p>Blair spoke to Grant to enquire about receiving a 'gift' for helping in the workshop and being Stage Manager. Fiona will contact Opus to check costs of using them.</p> <p>Agnes will contact the golf club to check if catering available for show week as previous caterer has closed.</p>
<p>AGM</p>	<p>The AGM will be on 25 October, hall permitting. Agnes suggested that Chair and Vice Chair remain in place this year and are also shadowed to allow for continuity. Agnes will send notice of AGM to all members. 21 day notice required. Any new parents interested in joining the committee should inform Agnes by 18 October.</p> <p>We will have a coffee morning at AGM with funds going to Cot Death Trust and Strathcarron. Agnes suggested asking Lynn and Rebecca if they would like to take a table to sell</p>

	<p>their goods. Possibly with a percentage of their takings going to the charities too.</p>
<p>AOCB</p>	<p>New Town Hall – It was initially proposed to build two new auditoria – one seating 300/350 and another larger venue. Grant and Gavin plan to attend the meeting on Wednesday at 6pm in the Town Hall Studio to discuss the proposals. It appears that there may be a venue built at the new Falkirk College seating 300. This would have a smaller stage with no wings or flies. It is feared that if this venue is built they may then decide not to proceed with a larger venue. There would be more opportunity for revenue from a larger venue. There is also a consultation meeting on the future of the Dobbie Hall on 7 October from 2 until 4pm.</p> <p>Chris Judge had booked his Voicejam show for 22 January. Agnes contacted him as a lot of BBW members would be involved. Chris kindly changed the Voicejam show date to March so it doesn't impact on BBW rehearsals. Agnes gave Chris a gift to thank him.</p> <p>Agnes spoke to Kerry as we will need a list of what will be required for Make Up for the show this year. Also, we will need to complete a PVG for Kerry.</p>

Meeting closed 3.25pm.

Next meeting 18 October.