

# Minutes of Big Bad Wolf Children's Theatre Company

5 November 2015

Dobbie Hall, Larbert

**Present:** Grant, Agnes, Emma, Evonne, Louise, Claire, Fiona, Gemma, Stuart, Shirley, Laura, Karen, Gordon

**Apologies:** Tracey, Michelle, Steven

Agenda Item	Action
<b>Welcome and Apologies</b>	<b>Grant</b> thanked everyone for coming out on a miserable day to the first 'proper' meeting of the new committee. The minutes of the meeting on 26 October were taken as read. All the committee introduced themselves.
<b>Committee Roles</b>	<p><b>Steven</b> will continue as Treasurer this year. <b>Gemma</b> 'volunteered' to act as Assistant Treasurer to learn the ropes. <b>Agnes</b> will get signatory forms to add <b>Gemma</b>. <b>Gordon</b> volunteered to deal with Publicity. <b>Iain</b> will continue to upload information to the website. <b>Stuart</b> will put together the artwork for the advertising banners for the show. <b>Shirley</b> will order them through Costco. <b>Tracey</b> will continue to put together the Parent Rota. <b>Fiona</b> will deal with Hall Bookings. <b>Laura</b> will continue with Tuck Shop. This will only be run when we're in the Dobbie Hall. <b>Shirley</b> will continue with Backstage. <b>Louise</b> volunteered to help. <b>Shirley</b> and <b>Louise</b> will stock kitchen during show week. We will put out an Honesty Cup for donations to BBW charities. <b>Stuart</b> is taking over Programme. <b>Iain</b> is happy to continue to take photos. <b>Gordon</b> asked if any member parents are photographers. <b>Agnes</b> will email to check. <b>Fiona</b> will take on NODA awards from Vivian and will be NODA Rep. <b>Grant</b> will take on sourcing Lights and Sound for the show. He has had an initial meeting with <b>Gavin</b>. It should be cheaper this year. Our agreement with M and M has now finished so we're free to shop around for quotes from other companies. <b>Tracey</b> will continue to co-ordinate gifts for show week. <b>Shirley</b> will continue taking Minutes. <b>Karen</b> will become Registered Person for Child Protection. <b>Grant</b> will get more details for the Mobile Phone contract, carried forward to next meeting. <b>Gordon</b> will be responsible for contracts for Musicians and Production Team. <b>Fiona</b> said NODA musician rates now available. <b>Louise</b> will check rates paid by other companies. <b>Agnes</b> will forward current contracts to <b>Gordon</b>. <b>Evonne</b> will take on FDACC. <b>Grant</b> will continue at Dobbie Trust and will be Town Hall contact. <b>Claire</b> will don the Wolf costume as long as someone can look after Lily at events, if need be. We need to find where the Wolf suits are. <b>Karen</b> will stand in for <b>Claire</b> as needed. <b>Fiona</b> will take responsibility for speakers, pull up banner etc at carol singing. <b>Gemma</b> will cover Wheel. <b>Emma</b> will continue to organise Front of House.</p>
<b>Treasurers Report</b>	<b>Steven</b> was not at the meeting. <b>Grant</b> will request an up to date statement and circulate it to committee.

<p><b>Secretary's Report</b></p>	<p><b>Agnes</b> has received an email from Burnbrae Nursing Home asking if the kids could provide entertainment in run up to Christmas. <b>Agnes</b> will reply to say this is not possible. It was decided to continue with carol singing in supermarkets rather than visit care homes.</p> <p><b>Agnes</b> suggested that kids are asked to provide their own plain Santa hat this year. Words should be decorated for switch ons etc. but no lights, tinsel etc.</p> <p>Group bookings are going well and we have 4/5 bookings already.</p> <p><b>Agnes</b> has been forwarding the ticket sales reports to the committee. <b>Fiona</b> suggested this information be shared with parents too. There are around 1000 tickets sold of the 3000 available. <b>Agnes</b> will forward ticket sales to parents. She has made a comparison table with last year and this year's sales.</p> <p><b>Claire</b> offered to help <b>Agnes</b> with the BBW Facebook pages.</p>
<p><b>All Shook Up</b></p>	<p><b>Stuart</b> has contacted many companies regarding advertising in the programme and onscreen during show week. Half page programme ad is £50 or £80 to include onscreen advert during show week. He is happy to contact any other leads. 2 programme adverts to confirm and there is currently 1 space after that. It may be possible to take more programme adverts and cut back the number of rehearsal photos in the programme. <b>Agnes</b> will email to check if any further interest in advertising. On screen still available. Good luck messages should be in by next week. Deadline for Programme items is end November.</p> <p>Iain will film a promo video for the show which can be uploaded onto the website and Facebook. <b>Agnes</b> will email to check if any parent interested in taking on filming in future.</p> <p><b>Claire</b> is happy to continue with Group Bookings and has sent out emails and letters to many groups. <b>Agnes</b> will give <b>Claire</b> contact email for Morag Cloughley's Rainbows.</p> <p><b>Stuart</b> will email Group Booking address with his BB booking. <b>Grant</b> has a group booking too. Tickets are reserved at the Box Office for Group Bookings and are then paid for when they're picked up.</p> <p>There were issues on opening day for ticket sales at the Box Office. Problems with their card machine. People were left queuing while staff took telephone calls. There was a block of seats unavailable for Friday night performance. No seats reserved so <b>Agnes</b> will email Box Office to check why seats blocked off.</p> <p><b>Grant</b> suggested trying to get more articles in the Herald.</p> <p><b>Agnes</b> suggested we run the Facebook competition for two show tickets again.</p> <p><b>Grant</b> will chase up orchestral parts as we have not received them yet. He explained to the new committee members that the rights were all paid up front for the show this year.</p> <p><b>Agnes</b> has spoken to the caterers. They are ok to provide buffet between tech and dress rehearsal on Sunday and for Hospitality night on Wednesday. It will be £5 per head on Sunday, as last year, £3 per head for Wednesday. She is still checking if they require an on screen advert. It was decided not to try to source a caterer for between the shows on the Saturday. <b>Louise</b> will ask her brother for a price for catering. Approximately 80 for Sunday buffet and 30 for Hospitality night.</p>
<p><b>Events/Fundraising/Matched Funding</b></p>	<p><b>Fiona</b> has put up the lists for Carol Singing etc.</p> <p><b>Stuart</b> had emailed Persimmon to ask if they would be interested in advertising in the programme. They replied to say they provide matched funding of up to £1000. BBW can apply and <b>Stuart</b> has the link to the forms to apply. <b>Stuart</b> is happy to submit form and will check if there is a closing date.</p>

	<p><b>Gemma</b> can apply for a volunteer grant of up to £500 through her work.</p> <p><b>Gordon</b> will put together a 'blurb' for the applications. <b>Stuart</b> will forward <b>Gordon</b> the link and <b>Grant</b> will proof check the application.</p>
<p><b>BBW Redesign</b></p>	<p>The future plans for a new smaller Town Hall may impact on the company. It could be a 400 seater venue. Not a traditional design and there may not be a flying tower. There is a lack of suitable shows becoming available for the company. We are not doing panto. Do we revisit previous shows? Split into Children's and Youth Theatre? Look at different types of productions? Drama? Festivals? Should we look at extending the areas we gift? Governance? <b>Fiona</b> is concerned about setting up and suggested reducing the age limit for the company from 18 to 16? <b>Agnes</b> suggested no new member auditions during Town Hall transition year.</p> <p><b>Fiona</b> was concerned there would be enough parents involved. <b>Grant</b> suggested it may be a different set up. <b>Iain</b> has offered to research issues. Is the company set up in the right way? <b>Grant</b> said we should take stock and see if the company is set up in a way that is fit for purpose. <b>Claire</b> asked if kids in Children's company guaranteed a place in Youth Company. <b>Grant</b> said it would be a committee decision on membership, rather than external. All agreed that <b>Iain</b> should take on Redesign Proposal for BBW. Plan now to have new Town Hall completed by 2018. There is the possibility of using Falkirk High or St Mungo's to stage a show if Town Hall not on schedule. There are still lots of decisions to be made regarding the new Town Hall and the proposal is going to council in December.</p>
<p><b>AOCB</b></p>	<p>No light switch on in Denny this year. Council keeps changing timings for other switch ons.</p> <p>It is sometimes necessary to make decisions within the committee by email. Please Reply All when replying.</p> <p><b>Hilary</b> is concerned about the workshop door. <b>Peter</b> at FDACC has said the door is safe but will not visit the workshop to see the door. <b>Karen</b> is concerned that, if we repair it, we're then liable if anything happens. <b>Grant</b> will write to <b>Peter Donald</b> (FDACC). Although the building is owned by Scottish Canals the responsibility for repairs is with FDACC. <b>Laura</b> asked if FDACC would be willing to lock up the warehouse every night to lessen risk of BBW helpers being injured. The problems are causing delays in the workshops. Birds got in the space in the door frame and damaged a cloth. <b>Laura</b> suggested withholding rent but <b>Agnes</b> said FDACC would just refer us to Sheriff Officers. <b>Hilary</b> suggested we should withhold one months' rent for the period we could not use the workshop.</p> <p>We have access to a kitchen at Trinity church (rehearsal on Falkirk Lights day). <b>Fiona</b> will check with <b>Vivian</b> if we can borrow the hot dog machine. <b>Shirley</b> will check cost of hotdogs and rolls.</p> <p><b>Louise</b> asked about Committee Duty. There is always one Committee Member on duty at each rehearsal.</p> <p><b>Fiona</b> attended the NODA meeting last Friday. There will be an Area 3 concert in 2017. <b>Agnes</b> will receive an email inviting BBW to take part.</p> <p>We are still hoping to have a separate show celebrating 10 years if the company.</p>

Meeting closed at 16.40.

Next meeting - 6 December.