

# Minutes of Big Bad Wolf Children's Theatre Company

10 January 16

Dobbie Hall, Larbert

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

**Apologies:** Steven

Agenda Item	Action
<b>Welcome and Apologies</b>	<b>Grant</b> welcomed everyone. He thanked Gordon for stepping in at short notice for the last meeting, and everyone for all the messages of support.
<b>Previous Meeting</b>	<b>Gordon</b> has sent the Funding Application to Persimmon. <b>Grant</b> received a response from Peter Donald regarding the workshop. He will circulate it to committee. As far as FDACC concerned there is no risk at the workshop and they are not willing to spend money on repairs. We need to continue to look for an alternative workshop. The request for payment for Stage Manager will be looked at in overall company review being undertaken by Iain. <b>Fiona</b> has NODA certificates in hand. Belinda (Express Taxis) has requested an invoice for their sponsorship of the show. <b>Stuart</b> will send this out. <b>Agnes</b> hasn't had an update on ticket sales but will chase it if she hasn't received it by Tuesday. <b>Agnes</b> has a few additions to pass to <b>Stuart</b> for the Programme.
<b>All Shook Up</b>	<b>Grant</b> suggested we try to get 2/3 articles into the Herald over the next few weeks promoting the show. <b>Gordon</b> will contact Jill Buchanan. <b>Gemma</b> asked if we will be running Facebook competition this year. <b>Agnes</b> will be putting it on this week. <b>Agnes</b> suggested that entrants to Facebook competition could be linked to voting for the company on the Scotland on Stage awards. <b>Fiona</b> suggested inviting James Trimble (Herald) to come to watch a rehearsal. <b>Agnes</b> will send him an invite to watch a rehearsal and come to VIP night. <b>Evonne</b> offered to hand out flyers at the Young Americans event in Grangemouth. <b>Tracey</b> suggested contacting Drama departments at local schools. <b>Claire</b> suggested telling each school the pupils involved from their school. <b>Agnes</b> will forward Claire a list of each members' school. <b>Laura</b> suggested contacting other local theatre companies. <b>Louise</b> will speak to Ewan Cameron's wife (Radio Clyde). <b>Fiona</b> will call Julia Harkness to enquire about putting the banner up at the Town Hall. <b>Gemma</b> will get the banner from the Wheel. <b>Stuart</b> asked if the banner could be put up at the Helix, if we can't put it up at Town Hall. <b>Gemma</b> will check. <b>Agnes</b> will send up to date ticket sales to company and ask everyone to push sales. Programmes will not have a cost printed on them. This will be decided before show starts. <b>Stuart</b> asked that any extra thank you should be forwarded to him by Monday. It was suggested that we put a slip in each programme asking people to vote for the company in Scotland on Stage awards. <b>Agnes</b> will also email parents asking them to vote for BBW. <b>Agnes</b> will email parents to say Onscreen Advertising still available. <b>Stuart</b> suggested giving each advertiser a programme. All agreed. <b>Shirley</b> will write kids names on

	<p>each programme as they're being handed out. At the beginning of the week rather than on last day. Sign-up sheet worked better for getting volunteers to help during show week but we should include a space for names, rather than just a tick, next year.</p> <p><b>Agnes</b> has spoken to Kerry. Joyce and <b>Tracey</b> will help with hair during show week. One new parent is a make-up artist and has offered to help. Kerry is keen to involve parents in make up this year. All members must provide their own make up this year including a sponge. A new chunk of bath sponge every night is probably most hygienic. <b>Agnes</b> will speak to Kerry to check what's needed.</p> <p><b>Michelle</b> asked for a schedule of Front of House duties to be drawn up. <b>Emma</b> already has roles for everyone but, unfortunately, not everyone does as they are asked. <b>Emma</b> will come along to Parents Meeting for Backstage on 24 January to cover roles for Front of House.</p> <p>It will be closed rehearsals on Sunday and Monday. Terry is booked from 9am to 2pm on 23 January for costume photos. <b>Stuart</b> will be there in the morning. <b>Agnes</b> has emailed out with slots for bookings. <b>Stuart</b> will check if Terry can come along on Sunday and Monday dress rehearsals to take photos.</p> <p><b>Evonne</b> had contacted North Star but they cannot provide the number of pizzas required. <b>Shirley</b> will contact Pizza Hut/Dominos to check with them.</p> <p><b>Claire</b> had contacted several places to get quotes for VIP night food. M&amp;S came in around £70 so <b>Claire</b> will order from there.</p> <p><b>Shirley</b> will check with Vivien about the food required for the Stage Crew on Saturday 30 January. <b>Agnes</b> has spoken to the butcher and he's happy to donate bacon, sausages etc. for an On Screen Advert.</p> <p><b>Tracey</b> has the gift list. She will meet <b>Grant</b> to check and update the list. Gifts will be stored in Quick Change area as some went missing from Kitchen last year.</p> <p><b>Agnes</b> will forward band contracts to <b>Gordon</b> so he can send them out.</p> <p><b>Claire</b> suggested blanking out the back of coins from last year to try to sell more. <b>Karen</b> suggested giving parents another chance to buy last years' coins before this is done. <b>Karen</b> suggested keeping the coins until 10<sup>th</sup> show then printing commemorative backs.</p> <p><b>Fiona</b> asked if cheque for George (After Show Party DJ) could be written before show week as he was very late in receiving this last year.</p> <p><b>Fiona</b> said Gavin had decided, in December, all boys should be a different Elvis for the Finale of the show. She felt this was very short notice for additional costumes to be bought. She said there had been no input from costume and she felt Gavin should be made aware that he cannot make decisions like this. <b>Grant</b> will talk to Gavin.</p>
<p><b>AOCB</b></p>	<p>Production Team met in early December to discuss options for next year's show. There is still no decision and <b>Grant</b> feels we should not rush to choose a show before this year's show week.</p> <p><b>Stuart</b> asked if we should include a thank you in the programme to the Claremont for donation and allowing kids to fundraise Sunday before Christmas. All agreed.</p> <p><b>Gordon</b> shared that the Town Hall is now not closing.</p> <p><b>Fiona</b> will check with Julia Harkness about parking at Town Hall on Saturdays.</p> <p>There will be meeting for all parents on Sunday 24 January to explain what's expected backstage and front of house during show week.</p>

**Meeting closed 3.50pm**

**Next meeting – 24 January.**