

Minutes of Big Bad Wolf Children's Theatre Company

3 May 16

Plough Hotel, Larbert

Present: Grant, Agnes, Gordon, Steven, Louise, Fiona, Gemma, Stuart, Shirley, Karen, Claire

Apologies: Emma, Laura, Tracey, Evonne

Agenda Item	Action
Welcome and Apologies	Grant welcomed everyone and thanked them for coming. He intimated that, as we are hoping to put on two shows next year, this meeting was to specifically look at costs to try to make our money go further.
Matters arising from Treasurer's Report	<p>Steven handed out draft receipts and payments.</p> <p>Karen questioned costume hire income. Fiona said this had possibly come from hiring out Beauty and the Beast costumes.</p> <p>We looked at possible options for the future. There was a discussion on increasing the fees. Gordon said people may balk at paying over £100 in fees. Fiona suggested changing membership fees to £100 then charging £20 hall charges on top. Grant queried why we only use Larbert High on a Friday. Fiona said this was because it was initially free. Agnes suggested increasing fees by £5 and hall charges by £5. Gemma didn't think it would be a problem to increase the charges by £10. All agreed.</p> <p>Grant felt it was not unreasonable to increase ticket prices as we are still the cheapest in the area. Agnes suggested an Early Bird offer for first month tickets go on sale for Tuesday and Wednesday night performances. Agnes suggested that members could order tickets but not have to pay for them until they go on sale to the public. Agnes is happy to set this up as she has spreadsheet. Louise asked if Town Hall tickets are available online. Community Trust still charge 10p per ticket to print them but no commission charge if we sell the tickets ourselves. Karen suggested if Agnes is taking on ticket sales that she could delegate another of her duties to someone else. Karen suggested ticket prices of £12/10. All agreed.</p> <p>Early Bird offer – All Tuesday/Wednesday tickets £10 until the end of November. All agreed.</p> <p>Steven suggested increasing cost to advertise. Committee not keen. Iain has a new, cheaper option for programme printing. Stuart suggested instead of a free advert offer we could offer a reduced cost advert. Stuart said the new printer reduces programme costs by a third. Agnes said we raised £997 from programmes this year. Stuart said there would be no reduction in costs if we buy less programmes/flyers. Grant suggested that we should probably still buy banners too.</p> <p>Karen suggested selling hamper raffle tickets earlier, maybe November. Grant suggested we plan for the session so costs are spread for parents. Agnes suggested keeping a note of sold raffle tickets. Fiona will try selling the raffle tickets after the October week. Claire suggested selling them within rehearsal. Grant suggested we have a plan for the whole session fundraising.</p>
Sound/Light	Grant said that Greig Shankland is keen to bid for next year. It was felt we need to explore options for our next production. Grant said that the committee need to take control. He suggested that we request the spec by October. Fiona

	<p>suggested end of September. Agnes said bids should be in by end of October. Karen asked if we will be giving Gavin a budget for sound and lights. Louise said it is the committee's job to get quotes in below the budget. Steven suggested a budget of £6500 for sound and lights. All agreed. Stuart said that there may be an extra cost next year for the flies.</p>
<p>Workshop</p>	<p>Grant said that FDACC has no money so repairs and rental cost increases for workshop will be passed on to companies. There is possibly one company pulling out so costs would be split four ways instead of five. We pay one third of the costs as we have workshop space as well as storage. Stuart has checked locally for facilities and most are £4000 plus. Set hire costs around £2000. We may have to consider hiring instead of building set in future. Grant said that the current workshop is time limited anyway as British Waterways are developing canal side. Gordon asked if we have a formal lease for the workshop. Stuart said the workshop is likely to fail any Health and Safety inspection. Fiona asked if we chose to hire in set would Hilary co-ordinate. Karen thinks we are unlikely to get another workshop. Karen would still like to be involved, adding extras. If Hilary is prepared to still be involved she could co-ordinate hiring the set. Agnes is really keen to keep Hilary involved. Gordon said it is possible to 'tweek' a hired set. Karen said we may lose props we re-use. Fiona suggested we could look for storage to keep costume and props. Agnes said we need to look at costs related to building a set compared to hiring one. Steven asked if moving to hiring set will impact on choice of future shows. Fiona suggested it would be possible to catalogue costumes and props if we move to hiring set. All agreed to try for a hire set.</p>
<p>Production/Band</p>	<p>Grant asked if we should move to an 'annual' gift for Production Team. Fiona suggested we set a band budget too. We may have to get the band to fit the budget this year. Agnes said a parent had said to her that Romy had hardly been at rehearsals this year. We may have to set a minimum number of rehearsals attended to receive 'gift'. Fiona said we need to set budgets for all departments. We cannot set budgets for some and not others. Gordon asked for whose benefit was the company being run. Our responsibility is to the future of the company. Louise said if we don't have assistants do we have a plan B in case director leaves. Stuart suggested we 'gift' Director/ Musical Director and Choreographer then it's up to them if they pay an assistant. Grant said – in principle – we move away from split payments and onto an annual payment. We restrict the value of the gift then it's up to Director/MD/Choreographer to decide if they have an assistant. There will be a separate payment for the rehearsal pianist. Grant suggested we set a value. Gordon suggested we carry forward setting a band budget. Fiona said we need to let Jonny know there will be a budget for the band. Grant said we are not currently informed enough to set the band budget. Gordon said we need to know what is required from the band. Grant suggested we set a 'unit' cost for the band. Fiona said we need to set a 'unit' cost per band member. Karen suggested we set the cost at £500 per person, up to a maximum of £4000 including Jonny and Sheena. Louise said that Jonny should receive the band payment on top of his 'gift' as he still needs to be there during the show. Grant said that we need to talk to Production before letters go out. Gemma suggested £1800. Fiona suggested £2000 for Gavin and Sheila, Jonny £1200 and Sheena £775. Agnes said that there should only be one representative from each at the</p>

	auditions – Sheila, Gavin and Jonny. The gifts have to drop as we need to cut costs.
Open Auditions	We still do not have a date for open auditions. Fiona will check the cost for hiring Larbert High at weekends. All agreed to stick with the Dobbie Hall for now.
Other costs	Our insurance is provided through NODA so no way to cut costs. We will try to cut miscellaneous costs. Stuart said if we don't get back on track there will be no funds for a 10 th anniversary show. £2000 limit for miscellaneous.
Action Points	Grant will arrange an early meeting with Jonny, Sheila and Gavin. Grant will speak to Hilary separately. Agnes, Steven, Gordon and Grant will meet with Production.
AOCB	Agnes said that Iain has All Shook Up DVD ready so we will let him know how many copies we need. Grant said as we have had resignations from Stage Manager/Costume and Make-Up we need to thank them and find replacements. Rebecca, Gemma and Heidi Helmsley (Rowan Brockie's Gran) are interested in costume. We will check if Lynn will talk to them about what would be required. Agnes suggested we approach Joyce Gallagher, Candice Sinclair and Tracey Kildare to take on hair and make-up. Possibly Candice to head up team? Claire and Agnes have contacts for dance costumes. Finn's Dad may be interested in Stage Manager. Fiona asked that committee are shown Blair's resignation. Karen wondered if it would still be an issue for Blair if the set was being hired in? She said he still wants to be involved.

Meeting closed 9.00pm

Next meeting – To be decided after meeting with Production.