

# Minutes of Big Bad Wolf Children's Theatre Company

30 October 16

Dobbie Hall

**Present:** Grant, Agnes, Fiona, Gemma, Tracey, Shirley, Claire, Laura, Stuart

**Apologies:** Gordon, Emma, Evonne, Steven, Karen, Louise, Michelle

Agenda Item	Action
<b>Welcome and Apologies</b>	<b>Grant</b> welcomed everyone and thanked them for coming.
<b>AGM</b>	<p><b>Agnes</b> has text out to ask for cake and candy donations.  <b>Shirley</b> will bring coffee, tea, milk, sugar etc.  <b>Agnes</b> said that she had had a couple of enquiries about joining the committee. At this stage it would not be necessary to have an election for committee. Agnes will confirm tomorrow as the closing date for interest was today.            There have been no requests for changes to the constitution.  <b>Steven</b> will provide a full set of accounts plus commentary as he is unable to attend. <b>Gemma</b> has not had a chance to shadow <b>Steven</b> this year. <b>Grant</b> suggested we have four signatories on the account.            There will be a meeting straight after the AGM to elect the new office bearers.</p>
<b>Pinocchio</b>	<p><b>Agnes</b> forwarded an email from Hilary regarding the transportation of the cloths. Everyone agreed it would be best to pay for the cloths being delivered.  <b>Grant</b> met with <b>Lindsay</b>. She has found a nose online for Pinocchio which costs £84 plus postage, around £100 in total. <b>Grant</b> asked <b>Lindsay</b> to check with Duncan and his parents that he's happy to wear the nose. <b>Grant</b> will circulate the email link to the mask. All agreed to purchase.  <b>Agnes</b> asked what the deadline for programme adverts was. <b>Stuart</b> said he needs all programme ads within the next two weeks. Programme messages should be in by end November. £408 for programmes. Stuart will check costs for extra pages in the programme. All agreed to go with the new company for programmes.            Flyers look great. We will consider double sided next year as extra printing cost is minimal.            We will have one projector this year so the ads will be on the gauze.  <b>Agnes</b> will ask Belinda if she would be interested in being the main sponsor again this year. <b>Agnes</b> will also email the companies about adverts.  <b>Stuart</b> will speak to Iain about getting new Production Team photos.  <b>Stuart</b> has spoken to Terry and he's happy to continue.  <b>Agnes</b> suggested 11 December for full cast photo and that rehearsal photos are taken then too. Or 13 November, if that date doesn't suit.  <b>Lindsay's</b> projected timetable for Sunday Tech/Dress Rehearsal is 1pm for principals only for a walk through. 3pm for the whole cast/band call. Then 6/7pm for Full tech/dress rehearsal. <b>Stuart</b> asked if this would be ok with the set.  <b>Grant</b> will check with Hilary if she thinks there are likely to be any issues so that these can be covered in the afternoon. All agreed in principle.  <b>Agnes</b> said that <b>Emma</b> has over £3000 to bank for ticket money, around 300 tickets sold to members. <b>Agnes</b> was asked by the Box Office for a week to check that the right seats had been blocked for member sales before tickets go</p>

	<p>on sale to the public. <b>Agnes</b> asked if we can print our own tickets for the ones <b>Emma</b> has sold and save us 10p per ticket. <b>Iain</b> had said it would be possible to print our own tickets. <b>Grant</b> said that the Town Hall was expensive enough for what we get, so better to save cost of printing tickets for BBW.</p> <p><b>Grant</b> said that <b>Lindsay</b> may require the spots this year. <b>Fiona</b> asked for a budget for costume for Lynn of around £200 to buy hats which will then go into BBW storage after the show. Everyone agreed so <b>Fiona</b> will let Lynn know.</p> <p><b>Claire</b> kindly offered to organise the buffet for VIP night again. <b>Agnes</b> suggested <b>Claire</b> should receive a free advert for donating the buffet. <b>Grant</b> asked if there was anyone else we should invite to VIP night. <b>Tracey</b> suggested Alison Harris as she is now a local MSP. <b>Laura</b> suggested inviting the Lord Lieutenant. <b>Fiona</b> suggested inviting Terry and his wife. <b>Grant</b> suggested inviting Gavin and Sheila. <b>Grant</b> suggested inviting Town Centre contact (Margaret Foy) If anyone thinks of anyone else please let <b>Agnes</b> know. The criteria should be that the company should benefit from inviting guests.</p> <p><b>Fiona</b> will co-ordinate NODA certificates again this year. <b>Agnes</b> asked if the kids received a NODA award to mark 10 years. <b>Fiona</b> said no. <b>Grant</b> suggested we have a think of ways to celebrate Members achieving 10 years with the company.</p> <p><b>Fiona</b> brought up that Sheena had suggested inviting parents in to watch rehearsals, though <b>Fiona</b> said it may not be as pressing as we don't have issues now.</p>
AOB	<p><b>Agnes</b> said she had heard back that the council are happy to pay £75 per event for the light switch ons. <b>Agnes</b> will ask the parents to buy the kids their own Santa hats again this year.</p> <p><b>Agnes</b> has now text out the Parent Rota.</p> <p><b>Agnes</b> will email out to ask for volunteers to help Front of House, Stage Crew and Backstage during show week.</p> <p><b>Stuart</b> will order three banners and a canvas of the programme design.</p>

**Meeting closed 4.00pm**

**Next meeting – after AGM.**