

Minutes of Big Bad Wolf Children's Theatre Company

7 October 16

Larbert High School

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

Apologies: Emma, Evonne, Steven, Karen, Michelle

Agenda Item	Action
Welcome and Apologies	Grant welcomed everyone and thanked them for coming.
Actions arising from last meeting	Our last meeting was primarily about the workshop move. Stuart said that there has been an amazing amount of work put in – things moved and set getting built. Karen has received a text from Fred to say he's coming back to do the props. It was requested we purchase a solar light for outside the workshop. All agreed so Louise will source. As far as we know all leases signed.
Pinocchio	<p>Grant has orchestral score which will be passed on to Jonny on Sunday.</p> <p>We have had really positive feedback on new Production Team. Different approach and, therefore, a different outcome at rehearsals. Kids' feedback is that it's more fun. Fiona said the team seem to be working well together. Agnes said Jonny had said they are getting ahead quickly. Tracey almost has parent rota ready, just waiting on final confirmation of rehearsal schedule from Lindsay.</p> <p>Tickets are on sale to members. Emma has taken over organising this. Sales going well. Saturday matinee is most popular. Tuesday/Wednesday sales going well with the early booking incentive. Thursday is down a little. Money coming in well for tickets. Tickets need to be paid by the end of October or they will be released to the Box Office. £9 per ticket for group bookings. £12/10 full price/concessions. Agnes said the production team have asked if we can purchase an iPod to use for recording at rehearsals. No objection in principle from committee. Agnes will ask Jonny exactly what is required.</p> <p>Lights/Sound – Lindsay met with Hilary to discuss and they have worked up a spec. On the basis of last year's costs this should come in around £5500. The budget set was £6000. Lindsay has sent spec to Greig Shankland. Fiona will check Grangemouth company for prices and info. We are looking to go out to tender this year. Grieg has said he has an initial cost in mind and is keen to work with BBW. Matthew had emailed Grant. Lindsay will give Grant the spec to pass to Matthew for price. Lindsay thinks this should be a relatively easy show to light. We must stick to £6k budget. Grant asked if the committee should be involved in the meetings. Fiona suggested Iain Gillies be asked to help.</p> <p>Matthew Dunsmore has requested to film BBW to put together a short production for his college course to celebrate 10 years of BBW. He was at the rehearsal watching tonight. He has to produce a 9 minute video for his course but will give us the full version for BBW to use. He will put a storyboard to committee for approval. Agnes has a permission slip which will go out to members for parental permission.</p> <p>Costume meeting is booked for 23 October with Costume Parade on 22 January. Gemma said Iain has built a prototype of the extending nose.</p> <p>Stuart asked if Blair was a first aider and if we need a new</p>

	<p>first aider? Evonne, Claire and Lindsay may be qualified? Grant will check the risk assessment. Grant said it would be good practice to have a first aider. Agnes said it was possible to train in first aid using funding from an ILA account. Agnes will email to check if any workshop or stage crew are trained in first aid.</p> <p>Grant will approach a contact he has regarding Stage Manager role.</p> <p>Stuart asked if we will be able to do the flies this year. Grant says we cannot do the spots ourselves. It has to be manned by Town Hall staff and we will be billed accordingly. We need to wait on Terms and Conditions coming back from the Town Hall then we can check what the requirements are.</p> <p>Agnes said the artwork competition was decided last week and was won by Sarah Williamson. Iain has drawn up an ad for the Town Hall magazine and Bohemians.</p> <p>Stuart asked if we wanted to order flyers. 5000 A5 flyers would be £48. 1000 programmes would be £476. Fiona asked if it would be worth putting an advert in the Falkirk Herald when tickets go on sale to public. Gemma suggested contacting the Herald to try to get an article instead – possibly from the documentary angle – celebrating 10 years of the company. Tickets go on general sale at the beginning of November. Claire volunteered to look into angles to generate interest in Herald.</p>
<p>Secretary's Report</p>	<p>Agnes has asked for all fess to be paid by this weekend. There are still a few outstanding.</p> <p>Scarlett Ribbons asked if the choir wanted to come to their event again this year. Fiona said the kids got nothing out of it last year. Only Scarlett Ribbons was open. Agnes will reply to say that the company have too much on this year. We need to agree a fee for the Christmas Light Switch Ons. We were paid £50 per performance last year. Fiona suggested £75 per performance. Grangemouth and Bo'ness 26 November. Falkirk 20 November. Stenhousemuir 3 December. No performance in Denny this year. The spot should be 20 – 25 minutes. Jonny would like to change the format for the Christmas spots this year. Holy Night, a couple from the show plus others. There will be a different child introducing the show every night during Pinocchio. Same for light switch ons.</p>
<p>Fundraising</p>	<p>Fiona has all Christmas supermarket slots booked. She has also spoken to Margaret about organising a Race Night. First date available is 3 December. All agreed this was a good idea so Fiona will ask Margaret to book it. Tesco Redding 14/15/20 December. Howgate 10 December 11am – 1 pm. Falkirk Wheel 17 December. Grant asked if we would have an opportunity to sell tickets at the Falkirk Wheel. Agnes said we could block them out for that week with the Box Office then release any unsold. Stuart said there isn't actually a Box Office at Falkirk Stadium, just a phone number to call. Agnes suggested making up Christmas Gift boxes to sell at the Wheel including show tickets plus sweets etc. Raffle tickets will be given out after October week holiday. Hamper Draw 18 December.</p> <p>Fiona will forward an email to Agnes to send out for fundraising activities once she has checked with Margaret about the Race Night.</p> <p>Pinocchio advertising - £50 per programme or on screen ad. £80 for both. Agnes will email parents. Stuart will contact advertisers from last year. There is the possibility of adding extra pages to the programme. The butcher is happy to provide bacon and sausages for set up day in return for an onscreen ad.</p>
<p>AGM</p>	<p>Grant said that a date should be set before 2 December.</p>

We must give three weeks' notice. Date set for 6 November. Committee Membership is 15 members but can increase by up to 2. **Grant** wanted to check how many vacancies there were and how many people we would like to run with. **Fiona** asked why **Agnes** has so many duties while others in the committee do nothing. **Fiona** said she was concerned that we ended up in the same situation as when we lost Mary with only one person having access to all things BBW. **Agnes** said that Google Drive is set up with all the documents on it. **Tracey** said that often the same people don't come to meetings or help. **Grant** said the more people involved the better – spreading the risk. **Agnes** is happy to hand the t-shirt ordering on to someone else. **Agnes** said that the Parent Rota is more than just sitting in at rehearsal, help setting up and tidying up is expected too. **Tracey** will speak to **Michelle** about Meet and Greet as this has never happened. **Grant** asked **Louise** and **Evonne** to start looking for shows for next year and check set availability too. Ideally we'd like to have purchased rights by early next year with a view to announcing our next show during Pinocchio. **Agnes** will ask for volunteers to join committee when AGM notification is sent out. Also for any proposed changes to the constitution. **Fiona** said we need to know who's willing to re-stand. Possibly two spaces on the committee. **Steven** is not returning. **Fiona** will book Rotary Hall. We hope to serve coffee and cake at AGM raising funds for Strathcarron and Scottish Cot Death.

Meeting closed 9.10pm

Next meeting – 30 October.