

Minutes of Big Bad Wolf Children's Theatre Company

9 August 16

Gordon's, Carron Village

Present: Grant, Gordon, Fiona, Gemma, Tracey, Shirley, Karen, Claire, Michelle

Apologies: Agnes, Emma, Laura, Evonne, Louise, Stuart, Steven

Agenda Item	Action
<p>Welcome and Apologies</p>	<p>Grant welcomed everyone and thanked Gordon for hosting the meeting. The main reason for the meeting was to discuss the goings on and activity around the workshop as not everyone had received all the emails regarding this so many people were out of sync. Grant suggested we cover what was decided in June, what's happened since and ensure we have covered all bases. Fiona asked if FDACC have been informed that we will be leaving the workshop. Gordon had given notice to FDACC. Fiona said that we should ensure that all the committee are on the one page, no bickering or one-upmanship. Grant said that one of the company's strengths is a strong committee. Grant said we also need to look at protocols within the committee. He is uncomfortable with where things are at the moment.</p>
<p>Workshop</p>	<p>At our last meeting in May we decided to look at hiring set for Pinocchio. Grant met with Hilary in June and she informed him there were cloths available but no bespoke sets. There was still no decision on workshop costs and availability then. After the meeting Gordon looked at Smith Street for the next show only. Blair had visited Grant to ask if he wanted him to look at Smith Street. Karen said that the workshop volunteers would prefer Smith Street, as long as there were no additional costs to BBW. Fiona's interpretation was that we would be moving the set build to Smith Street. As we stand we will move to Smith Street as this removes the uncertainty around the canalside site and should be cheaper. We still have to make a decision for the future, beyond the next show. We will monitor the costs for the next 6 months and consider the future costs of set. Grant said we need to keep on top of costs. We will sign a lease for a year at Smith Street. Costs £130 per month. We should receive a discount of 80% per month on rates as we are a charity. We pay electricity, water and insurance on top of this. Gordon chased Gordon Campbell for lease. Grant proposed we sign the lease for a year and keep the situation under review for costs. Revisit this in 6 months. Fiona said we should also consider the cost of hiring an 'average' set. We will review costs before we commit to the next show.</p> <p>Smith St v Camelon – Grant spoke to Hilary for her opinion, as she's there the most, then brought to committee for decision. Gordon attended a meeting with FDACC. We should vacate the premises by 31 August but they are flexible. Gordon said we need to look at the practicalities. We need to audit what's in the workshop. We need more volunteers from the parents. Hilary is happy to coordinate the audit and move. Gordon suggested we give Project Theatre first refusal on anything we don't need. Gordon suggested we could offer other companies any set we don't need. Fiona suggested we set a date for move. Karen said Hilary suggested we could start putting up shelves and Hilary could start sorting the workshop before her holiday. It is good that FDACC are willing to be flexible. Grant suggested</p>

	<p>possibly hiring a skip for what we don't need. Gordon suggested we talk to Hilary first. Karen will liaise with Hilary regarding timescale and audit. Karen will find out suitable dates from Hilary which she will pass on to Agnes so we can ask for volunteers from company parents. Gordon will collect keys for old workshop. Grant asked if we had a decision from Blair on Stage Manager. Fiona suggested we should have a Workshop Manager. Grant said there was never a Workshop Manager appointed. Gemma asked if we need a new Stage Manager. Grant said Blair was given first refusal but we have not received a response. Fiona said we need to go back to Hilary regarding workshop. Will she be Set Designer who co-ordinates the workshop? Grant said we need to set budgets. Gordon will get in touch with Hilary to see how we move forward and let her know Karen will be her point of contact. Fiona suggested that Agnes send an email to Blair with a specific date to reply by.</p>
<p>Protocol</p>	<p>The Committee should always work in the best interests of the company. All correspondence should go through the BBW email address then be fed out to committee. Anything which needs decision should be 'reply all'. Once a decision is made within the group this should be carried forward and no further discussion. Grant will continue to be Committee/Production liaison.</p>

Meeting closed 9.00pm

Next meeting – Second week back at rehearsals.