

Minutes of Big Bad Wolf Children's Theatre Company

15 February 17

Station Hotel, Larbert

Present: Agnes, Emma Watkins, Candice, Lynn, Lindsay, Shirley, Grant, Emma Wilson, Susan, Mandy, Gemma, Karen, Fiona, Hilary, Stuart, Evonne, Louise, Laura, Gordon

Apologies: Ronnie, Jonny, Tracey, Nadine, Sheena

Agenda Item	Action
Welcome and Apologies	Grant welcomed everyone and said he hoped everyone had recovered from Show Week. It is good to have the debrief meeting so close to the show. Grant said he had really enjoyed the show and had received three very positive comments. We had also had a good NODA review.
Box Office/Town Hall	Grant and Laura had a real problem with the Box Office. People had been calling and not getting any response. They were blaming BBW. There often was no-one in the Box Office able to sell tickets. People were told BBW were holding tickets back. Agnes had told the Box Office the only tickets blocked off were the ones BBW had already sold. The issues would have had an impact on ticket sales. Hilary was told there was no way of paying by card as their machines were down. They took all blank tickets away from Town Hall so Front of House helpers had to write seat numbers on pieces of paper. Really unprofessional. Iain has everything set up to allow us to print and sell our own tickets next year. Grant said we need to progress with this. David (Town Hall Manager) has said that only certain societies are allowed to sell their own tickets. Laura suggested there should be a link on our Facebook page as people would buy tickets that way. Agnes suggested having a unit in the Howgate once a month. Stuart said the package Iain has has the ability to price our own tickets. Agnes said a FoH mum had suggested tweeting all the schools. Our Twitter account has been reinstated. Agnes asked that everyone shares all links from BBW page. Fiona said we need to have approached Brownies and other groups by the end of March for Group Bookings. There should be a concerted effort in March/April to secure group bookings. Grant said we also need to look at our ticketing system. Agnes said she had returned a 'No' to the bar being open during show week but the Town Hall staff opened it anyway. Everyone agreed we do not want the bar to be open during the run of the show. Lindsay said we need to advertise for boys and girls basketball players for the next show. Grant suggested having a Boys Only audition.
Stage Manager	Ronnie sent an email to Agnes and Grant as he was unable to attend the meeting. He expressed his thanks to everyone for making him feel welcomed into the team and said he really enjoyed working with everyone. His goal was to create a feeling of teamwork within the cast, stage crew and backstage team and to establish an atmosphere of calm and quiet confidence among everyone before and during every performance, where everyone knew where they should be and what they should be doing. He felt that this was achieved. The 'Get In' – Ronnie felt this went very well with plenty of volunteers on both the Friday, to load the van, and the Saturday to build the set and hang the cloths. They had time

	<p>after the build to set up each scene, mark the floor accordingly and plan each scene change for the crew.</p> <p>The Stage – He felt the masking of the wings needs to be addressed by the Town Hall as there were only running tabs available. These were set at the beginning of each show but with them moving in and out during the show it was not possible to position them exactly in the same spot every time. Town Hall staff did provide an extra black leg stage right at the front but they could not provide any more for the mid and rear tab areas. It would help if the Town Hall could provide further black legs for masking. Gauze was hung on the wrong rail for our needs. Lindsay said if we move the gauze it should not be an issue in the future.</p> <p>Tech Rehearsal – Ran out of time on Sunday afternoon but this was not an issue as we still had two full dress rehearsals to sort any scene change problems. Ronnie suggested going forward it may be better to have the full company in for the Tech Rehearsal and carry out a 'Top and Tail' run through each scene to ensure there is enough time for the stage crew for each change. In addition this allows the cast to see what is required in each scene change and be ready to go on when required. Lindsay is still not keen on having the full cast at Tech Rehearsal and felt it went well as was.</p> <p>Dress Rehearsals – Ronnie found that having two Dress Rehearsals was ideal. He felt that with this being the first time cast were on stage it was important that cast, crew and backstage team were able to find their feet on the first one then use the second one as a 'full speed run through'. He felt it allowed cast and crew to gain confidence in working on the stage. There was not a full run through of the videos due to technical problems and this reflected in the first show where there were problems with some of the videos and with music that was to accompany them. This was quickly sorted before the second show and worked well throughout the rest of the run.</p> <p>Show – From Ronnie's point of view the run of the show went well with the crew working well together. Ideally the same person would fill the same role every night but, as this was not possible, crew members were able to fill in without any difficulty where required, especially on front and rear tabs which required strict timing. The timings between the lighting and stage crew became slicker as the run progressed and worked well. There were technical issues with sound and light during the first couple of shows but this was addressed as the run progressed. All committee agreed that Nicole Cook was amazing with the mikes. Hilary said that there was nothing written and she would have preferred to have had written cues. Iain Gilles had said it was good working with Ronnie and the new Sound/Light Team.</p> <p>The 'Get Out' – Again this was slick with plenty of volunteers.</p> <p>Ronnie would like to note the help provided by the Town Hall Technician, Ross, and said he was a great help during the run of the shows. He helped with the flies, mikes and any general items which cropped up.</p> <p>Ronnie felt the show went really well with a very talented cast being able to perform to their best in what was an excellent show for children. He said that it was a pleasure to work with everyone.</p> <p>Agnes added that the kids loved working with Ronnie.</p> <p>Louise still hasn't had a refund for the van deposit which she paid. Agnes suggested that maybe we could hand in a cheque beforehand in future so that no committee member is out of pocket.</p>
Sound and Light	Agnes had a complaint about e-cigarette. This should not

	<p>have been used within the building. Fiona felt there were issues with sound. Lindsay said sound was increased from Wednesday. Gordon felt there was an issue with the use of walkie talkies. They used headphones for the latter part of the week. Grant asked Lindsay if she would use the same company again. Lindsay said she would as they did everything asked of them and they were good to communicate with. Grant said that M&M had been at the show on Tuesday and they totally intimidated the new sound and light company. They also ripped into them and BBW on Social Media and said that BBW had not asked them for a quote. Lindsay had asked them for a quote then chased up a response when they did not reply!!</p>
Producer Feedback	<p>Lindsay found it stressful, being her first show. It was a total team effort and everyone kept her sane. She loved working with everyone. She felt nothing changed in how rehearsals and show worked. The kids seemed to enjoy it. Grant said the feedback had been very positive with parents commenting how relaxed rehearsals had been. Emma Wilson said it had been a great experience for her. Lindsay and Emma Wilson had had a ball.</p>
Musical Director Feedback	<p>Jonny was happy working with team. He said there was a small issue with the sound at start of the week. Grant said we had a predominantly young cast this year. Pinocchio was definitely the right show for the company this year.</p>
Choreography Feedback	<p>Emma felt that it was rushed at the end of rehearsals. Some numbers were still not set in January. Fiona said she thought Emma was holding the fort most Sundays. All agreed that Emma was very good with the kids. Lindsay said that the kids respected Emma. Grant said hats off to Emma for doing a great job. Emma felt Parent Helpers weren't helpful in controlling the noise level at rehearsals. Agnes has a sheet of duties for Parent Helpers which is on the table at rehearsals. Nadine said onesies were not good for the Tech Rehearsals. T-shirt and leggings would be better. And no bare feet!! Gordon felt that there were the same people in every dance. Emma said they picked the best kids for each routine. Lindsay suggested we may have a Dance Core again next year. Perhaps even a junior and senior one.</p>
Set Designer/Workshop	<p>Hilary said they were more comfortable in Smith Street and safer too. Hilary was happy with how the set looked on stage. Felt there was not enough set as some scenes were too bare. Fiona felt the animals scene was too bare. Lindsay said there was a forest cloth during the animal scene. Fiona had not noticed. Lindsay said she'd tried to keep it simple this year. Hilary said there was not enough help at workshop to get any more set made anyway. The hazer was needed this year to show up the lights. Hilary felt the Sound and Light Team were helpful. Lindsay and Emma Wilson helped in the workshop and this was appreciated by the volunteers. The workshop had to be shut at some points as there were not enough volunteers. Hire sets are not specific for each production and we couldn't add things on. Hilary felt she didn't have the same back up this year. Hilary handed her resignation letter to Grant. She feels there is not enough help to enable them to build a set for High School Musical. Grant said there are not enough 'new' helpers to keep set building sustainable. Fiona said she felt there was not the same commitment as there was 10 years ago. Lindsay said there were 2 parts re-cast as people missed 3 rehearsals. Gordon said we had struggled for Stage Crew. Karen said the numbers were healthy to start with but many went to do other things. Lindsay said there is a hire set available for High School Musical. Grant</p>

<p>Costume</p>	<p>thanked Hilary for all her work over the years.</p> <p>Lynn said they thought it looked fab once on stage but that many people were very last minute. She was getting questions emailed to her on Hogmanay. Fiona suggested at New Parents Meeting that we stress that costumes need to be made and costs borne by parents. Lindsay said that Lynn and the Costume Team did an amazing job. Lynn said part of the problem was a lack of dressmakers. Heidi had offered to run classes to teach parents but there were no takers. Lynn was £300 out of pocket. Lynn suggested that before a place in the company was accepted parents should be made aware that costumes can cost £100. Fiona said the registration desk should be in the foyer. Susan suggested we put more info in the Audition Packs. Susan suggested a Parents Meeting every 6 weeks. We could also then make the parents aware where we're short of help – workshop etc. Grant suggested we put together something to go out with the Audition Packs along the lines of – this is what you're signing up to. Attendance should also be mentioned in the Audition Pack. These addendums should be signed by the parent. Stuart said that there were parents not buying tickets for the show and suggested we set a minimum number of tickets to be sold by each family. Heidi may be out of pocket for costume. Agnes will text her to check. Karen suggested Lynn is stricter and if no cash is paid the costume item is not ordered. Karen said that parents should be made aware that most of the people involved in the show are not paid – Costume, Make-Up, Set Design/Builders etc. Lynn said she felt overall it looked amazing.</p>
<p>Hair and Make Up</p>	<p>Candice said she had a great week and loved working with everyone. Emma Wilson said they all looked amazing. Lindsay said Carrie was a great help. She had enjoyed it and would like to help again. Duncan was a wee star and never once complained about wearing the mask.</p>
<p>Backstage</p>	<p>We need to inform kids of housekeeping before we move into the Town Hall – where the toilets and fire escapes are etc. There was an issue with Dressing Room 1 behaviour. Lindsay spoke to the kids and the behaviour improved. Louise said that during the Tech Rehearsals is when the Dressing Room issues are sorted. One parent kept demanding information from runners and was rude. Agnes said that Iona had been rude to a few people and had demanded a copy of the letter from Parliament. Mandy shared the Dressing Room incident which affected Room 1 and 2. She felt it had been blown out of proportion.</p>
<p>Front of House</p>	<p>Laura said that it had gone ok other than the issues with ticketing. Emma had all the duties plotted so everyone knew what was expected of them. Agnes had received a complaint about photos appearing on Facebook. It is illegal for other people to take photos of children then post them without their parents' permission, and the kids stated this every night during the welcome speech. There may also be an infringement of copyright. Fiona said we had, as a committee, agreed that Claudia would not be allowed to take photos from the wings but she was there on the Thursday night. Grant had agreed with Lindsay that this would be allowed but had not informed the committee of the change. Louise spoke to Claudia and told her she could not use the photos anywhere. Lindsay thought she was only there for practice. Claudia is supposed to be sending the photos she took to Agnes for BBW use. Gordon said there needs to be better communication. Agnes said the audience should not be taking photos. Fiona said she felt some kids were under rehearsed with opening speech. Lindsay said she was just</p>

	giving kids a chance to try it.
Terry Hughes Photography	Terry would be happy to do extra photos, maybe during the Sunday rehearsal. Lindsay suggested in the Lesser Hall on the Monday may be better. Only as a catch up though. Lynn was concerned that anyone going into the Town Hall can buy the kids photos. This issue needs to be addressed. Lindsay suggested we put it to Terry. Gemma suggested photos are done on an order basis. Photos may be paid for then, once printed, are given to the child's parents to distribute. This issue will be taken forward.
Pranks	Gordon said he felt that last night pranks shouldn't be done as it makes the company look unprofessional. Karen said she felt it's really important to keep kids spirits up. Lindsay said they only pranked kids they knew could deal with it. Karen said that should be ok as long as it's only done in fun.
Treasurer	We took in £758 from programmes with a cost of £428. Two programmes for £3 worked well. Raffles took in around £900. Tickets sales on the night were £1622. There was £12300 of tickets sold by BBW. Agnes said there was a cost of £88.80 for ticket printing. We received £9000 from Box Office for 887 tickets sold. Agnes received a full breakdown of costs from the Box Office this year. Grant sent the Royalty Return on the Box Office ticket sales. Agnes said a big well done to Emma Watkins for organising the initial Ticket Sales. We need to remember there is no seat in H1. Everything is paid up to date. The cost was taken off by S&L company for lights which we didn't use.
MSP Letter	This is now on our website.
BBW X	Fiona suggested this should go ahead. Maybe two nights at the Dobbie Hall with rehearsals over the summer. We have been invited to take part in Warriors Fun Day on 28 May – 3 x 20 minute slots. Agnes said we have also been invited to the relaunch of Zetland Park on 27 May. Agnes said we may struggle with older members for these events as it is exam time. This will be carried forward.
New Member Auditions	Hopefully this will be before Easter. Lindsay suggested we may need a boys only top up audition, maybe in June. It was suggested that we go to local high schools and try to recruit boys in to the company.

Meeting closed 10.30pm

Next meeting – 28 February