

Minutes of Big Bad Wolf Children's Theatre Company 3 December 2017 Dobbie Hall

Present: Agnes, Louise, Paul, Gillian S, Gillian W, Renatta, Heather, Brendan, Gemma, Mandy, Gordon, Candice, Susan, Diane

Apologies: Lynn, Claire, Stuart

Agenda Item	Action												
Welcome, apologies and previous minutes	Previous minutes approved by Heather and seconded by Mandy. Nothing arising from previous minutes.												
Correspondence	Agnes had received mail from the bank about charges refunded. She will pass to Gemma.												
Show Update	<p>Ticket sales to date as of 29.11.17 – sent to all members</p> <table> <tr> <td>Tuesday 30th January</td> <td>135 sold/reserved-389 left to sell</td> </tr> <tr> <td>Wednesday 31st January</td> <td>187 sold/reserved-337 left to sell</td> </tr> <tr> <td>Thursday 1st February</td> <td>98 sold/reserved-426 left to sell</td> </tr> <tr> <td>Friday 2nd February</td> <td>217 sold/reserved-307 left to sell</td> </tr> <tr> <td>Saturday Matinee 3rd February</td> <td>292 sold/reserved 232 left to sell</td> </tr> <tr> <td>Saturday evening 3rd February</td> <td>289 sold/reserved-235 left to sell</td> </tr> </table> <p>Whilst initial sales within the company were going well, sales have slowed down with sales not as far ahead as usual for this time of year . Thursday and Tuesday shows have lots of tickets remaining There was a discussion over things that we could try to boost sales.</p>	Tuesday 30th January	135 sold/reserved-389 left to sell	Wednesday 31st January	187 sold/reserved-337 left to sell	Thursday 1st February	98 sold/reserved-426 left to sell	Friday 2nd February	217 sold/reserved-307 left to sell	Saturday Matinee 3rd February	292 sold/reserved 232 left to sell	Saturday evening 3rd February	289 sold/reserved-235 left to sell
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Promotion of Show	<p>It was suggested that extending the Early Bird special offer might encourage further sales on the Tuesday and Wednesday. However, tickets had already been sold for full price so this would not be viable at this stage. It was decided to run promotions for local associations such as Falkirk carers – Gordon will follow-up. Schools would be targeted to advertise through leaflets – these would handed out by the committee members who had links to schools and it was proposed to ask the company if any child at the local High schools could ask for permission to distribute leaflets at school. Everyone was encouraged to push sales as much as possible.</p> <p>Last week, they ran the first act for the first time and this went well. Friday 22nd December is penciled in for principals only.</p> <p>It was suggested trying sponsored Facebook promoting the show. Agnes was not sure if this would allow more people to view as they are getting in excess of 3844 views but sponsored promotion would only boost to 2000. Agnes is going to look into seeing if the boost would reach a further, wider audience and if this might be worthwhile trying.</p> <p>Primary Times – to investigate if the publication would promote the show.</p> <p>It was suggested that there was a competition for the cast member who sold the most tickets to win a prize/voucher.</p> <p>Hospital been in touch for group to sing and dance. Decision made to do this January. A date to be checked so doesn't clash with photographs. Possibly 20th for photos and 13th January for hospital. It was thought that getting more small groups into homes, etc. would be a good way to promote the show next year.</p>												

	<p>When signing at Howgate, Susan will set up table to book tickets and encourage sales. Hospital may not be able to provide signal to allow Susan to book tickets from there.</p> <p>Agnes will contact Falkirk Herald to see if they can promote the show this year. It was also suggested we contact Central FM and could perhaps offer tickets for them to run a competition/promote the show.</p>
Committee Duties	<p>Gordon to take on timeline for all duties. Starter booklet was provided by Shirley, which will help provide a structure and a guide to ensure all duties are carried out within an appropriate timescale. This can be saved in the BBW Google drive.</p> <p>Parent rota needs to be set up for next session by one of the members.</p> <p>Gifts on Saturday night – if a volunteer does not have a child within the company, a small gift will be presented to them as a means of thanking them for their time and contribution.</p> <p>Committee members can order hoodies or polo shirts if they wish to do so. ?Costs to be confirmed.</p>
2019 show	<p>Two shows were available from the choices put forward. Productions team think that the cast will be suitable for both. It was suggested some of the older members might leave if the show was not appealing enough for them. Everyone was in agreement to pursue the rights for the final choice. Everyone agreed it was upbeat and would appeal to the younger generation although it was also recognised that some themes need adapted to suit the ages within the company. Louise will request the rights to the show ASAP and will announce to the company once confirmed.</p>
AOCB	<p>2020 show – several options discussed. Louise to suggest to production team.</p> <p>There will be a parent's meeting on the day of the costume parade to share information about the show week with parents.</p> <p>Set design – It was discussed the need for a new set designer with the alternative being buying in the set at a large cost and having to increase membership and ticket prices. Although the ideas come from the director, we need someone to bring these ideas to life. We discussed how we might encourage people to the workshop to share the vast array of skills that people can offer. It was suggested higher art students might be able to help. It was decided to start a new team once a set designer was appointed. Agnes will e-mail members of the company requesting help. There was a discussion over hiring out sets but it was noted that in the past, things have been handed back in very bad condition.</p> <p>Photographer – Mr Hartel to support photos of cast and company. Cast to be all in black with BBW t-shirts.</p> <p>Absences – Production team to make a decision about using understudies, as there has been a high level of absences this year. Towards the end of the meeting, the production team came back to say that they felt the show was too far on to understudy parts. However, they will meet with the principals to say that they will need to monitor further absences and appoint an understudy if absences continued. Moving forward to next year, there would need to be clear guidelines set from the start that members should have no more than 3 absences over all rehearsals. It was also thought that having an understudy appointed from the beginning, would be best. Gemma also suggested that the other curricular area form should be revamped in line with the new absence procedures.</p> <p>Backstage – Paul said that things need to be sorted for backstage arrangements: this is to be discussed further at the next meeting. It was noted that there is</p>

	<p>not enough help backstage and for front of house yet so Agnes will message to remind parents to sign up.</p> <p>Sound and lighting – booked but not paid yet. Arrangements set to be confirmed 16th December.</p> <p>Costumes – Candice confirmed that costumes were organised and there were no issues she was aware of.</p> <p>First Aid – Gillian S's husband will train committee members and members of production team on basic first Aid. Gillian will get back with the details about what is covered but thinks this will take 2-3 hours of training. A date is to be issued in January.</p> <p>Agnes reported that the new laptop was ready to use.</p> <p>Gemma asked if an accountant was required to audit the books. In the constitution it says someone should independently verify and therefore, it was confirmed that it didn't have to be an accountant, it just had to be a second opinion.</p> <p>Christmas jumper day – last Sunday 17th. No donation required. Selection boxes to be bought by Agnes.</p> <p>One member will be getting an operation and will be unable to take part in the show. It was agreed to get members to sign a basketball and get a company photograph framed and signed for him.</p> <p>Electronic payments were discussed but Gemma said charges might be included and there may be difficulties keeping track of who has paid. Gemma will investigate charges and practicalities further.</p> <p>Claire had previously suggested that the new committee should go for dinner together. It was decided that the best time for this would be in the New Year before the show.</p>

Next meeting – 7th January 2018