

Minutes of Big Bad Wolf Children's Theatre Company 21st February 2018 Maggie's Kitchen – debriefing meeting

Present: Lindsay, Emma, Jonny Mhairi, Sheena, Heather, Ronnie, Agnes, Louise, Paul, Renatta, Heather, Gordon, Candice, Susan, Diane, Lynne, Stuart

Apologies: Gillian W, Brendan, Mandy, Claire

Agenda Item	Summary and Actions
Welcome	<p>Louise welcomed everyone to the meeting</p> <p>Agenda – debrief with all in attendance followed by committee meeting to discuss future plans</p>
Production Team feedback	<p>Director feedback was very positive. Lindsay felt that it had been a brilliant show where everyone had excelled. Furthermore, children had enjoyed the production. The only change for next year would be selecting the children who would deliver the opening speech before the tickets went on sale. This would allow family members the opportunity to attend the show on the night they knew their child was involved in the opening speeches. Lindsay also noted that it was a great idea to use the Lesser Hall for the cast to have the opportunity to come together to celebrate the end of show week. Due to the success of this event this year, it will be further promoted next year.</p> <p>Mhairi concurred with all producers' comments and further emphasised the success of this show.</p> <p>Musical Director Feedback – proposed auditions were held in August as had happened last year. Jonny felt that 3 hours was the optimum time for rehearsal for the main company so to retain focus. Overall, Jonny and Sheena were happy with the performances. This production was challenging due to the level of rearranging required to suit the wide range within the cast.</p> <p>Choreographer – children getting on well in the company. Some children finding it difficult when others are praised. The boys workshop worked very well this year – it meant they bonded well and had a head start in learning routines.</p> <p>Stage manager – Ronnie was very complimentary about the week and felt this was one of the best shows he's been involved in. There was great teamwork and a great positive atmosphere from everyone working backstage. The fixed set was an added bonus, which Ronnie felt worked well. When asked if the plans came with measurements, Ronnie said that he produced his own plan relating to stage dimensions. The get in and get out went really well and were finished earlier than anticipated. Initially, they were short of crew but helpers were very positive about the experience and volunteered to return to help. Ross (FTH) was a great help. We now need to think of succession planning by having an understudy manager to shadow Ronnie. Next years show has complete scene changes – with roll on and rolls off – which we will need to consider when considering set hire or commissioning a set designer.</p> <p>Costume Inc. Hair and make-up – The hair and make up team are all new and they felt that this show was a learning curve for them but were very happy. They thought the cheerleading and basketball costumes looked great on stage and were worth the cost.</p> <p>Backstage – great behaviour. – so much so that the reward system put in place was not required and, as such, all children will be rewarded with the photo booth at the after show party. The company were really gelling together. Was a great team effort.</p> <p>Front of house – Susan shared the ticket sale figures. 38% of tickets were sold by Ticket source, which is impressive for first time. Some discrepancies in the figures but</p>

	<p>we need to get more familiar with the system in order to address these. Susan felt that next time she would do some things differently – for example, by taking more detailed notes of ticket transactions. It was agreed that only one person should have access to the system, which would eliminate, any confusion over ticket swaps and complimentary ticket allocations. Susan confirmed no refunds were asked for or given.</p> <p>Sound and lighting – massive difference this year – everyone really happy with the quality. However, further discussions to be had as billed for speakers as contractor used his instead of FTH's speakers. However, this was done without consultation.</p> <p>Town Hall – very helpful staff. Will feedback to them that there was a problem with the curtains whereby backstage was visible at parts. Four seats broken. Ran out of ice creams. Overall positive</p> <p>Festival Theatre – There is an amateur company in Edinburgh performing Footloose the Musical in The Kings Theatre, Edinburgh. Agnes will look into provisionally booking tickets for the Saturday matinee (17th March 2018), which is when we felt most children, would be able to attend. Gillian will look into whether her contact can provide a bus for this date. Agnes will e-mail the company to gauge interest.</p>
Show preparations 2019	<p>Advertising – It was decided that we should target care homes, woman's guild, and other groups. The goal is to prepare two core groups of children to perform a rehearsed showcase. The purpose of having two groups would be to ensure there are always children available even if others cannot attend. Central FM link was positive and Facebook advertising reached an extra 9,000 people.</p> <p>Cast– there will be no plans to assign an understudy this year as the musical directors have to change the songs to suit the key of the individual.</p> <p>If we retain the number of buys in the company, there will be no need for further recruitment.</p> <p>New members auditions will be April/May. Agnes will e-mail members return forms so that we know numbers of members staying by the first week in April.</p>
Treasurer	<p>Money not yet through from Ticket source - £9,590 owed.</p> <p>We saved money this year on programmes, the band and posters.</p> <p>A large amount of money was spent on the set and for extras - £750 for after show party, £800 for 10th anniversary party and boy's treat through summer rehearsal. Now time to budget wisely.</p> <p>E-mail to be sent out to parents to ask if anyone is in a volunteer scheme at work.</p> <p>Gordon has looked into Gift Aid and confirms we can claim money back and start Gift Aid. Gordon will follow up on paperwork and Agnes will issue to company.</p> <p>Fees for members were agreed will stay the same - £105 members and £115 for new members, which will include their t-shirt. Members will now be able to pay online.</p>
Workshop/ Set design	<p>A large amount of money was spent on hiring the set this year. However, if we hire the se again, we need to consider the value of having the workshop, which costs £130 a month. The discussion concluded that we put the task to tender. Ask Ronnie about contacts and include previous set designer to express interest. Agnes to also send an e-mail to ask parents about skills they can offer.</p>
Production team	<p>The committee were happy to bring back the same production team next year. Agnes will send invites to them.</p>
AOCB	<p>Fundraising – race/truck night – to be arranged for end of April/May. Possibly look at links with Falkirk Wheel to showcase at the Winter Wonderland and possibly summer</p>

	<p>event.</p> <p>Hire of hall costs increasing. Claire to be asked to contact Bowhouse community and other suitable sized venues to see if savings can be made.</p> <p>NODA – Callum Campbell – investigate if he can provide workshops for members. Renatta to be added to distribution list for invites NODA meetings in order to share information.</p> <p>Technical /Rehearsal Food – VIP night went well. Some negative comments about pizzas with concern that some people who had not ordered ate pizzas leaving some people without.</p> <p>Preview of show should be earlier.</p> <p>Explore new possibilities for professional photographs.</p> <p>DVD's – lots of orders. Discussed possibility of another camera further down during rehearsal which would allow a different angle – speak to Ian regarding the possibility of this,</p>

Next meeting – TBC