

Minutes of Big Bad Wolf Children's Theatre Company Wednesday 26th March 2018

Present: Agnes, Louise, Heather, Gordon, Candice, Susan, Diane, Lynne, Gillian, Brendan, Claire, Gillian

Apologies: Gillian S, Brendan, Gemma, Mandy, Paul, Renatta, Candice, Stuart

| Agenda Item | Action |
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| Welcome, apologies and previous minutes | Purpose of meeting is to discuss points from agenda and points from the previous meeting that require further action |
| Correspondence | Sarah Millar – letter of thanks and appreciation sent |
| Treasurer's report | Apologies from Gemma. Gemma had sent an update on finances stating that, at present, the company has around £18,000 in the bank. It costs around £21,000 to run a show. Fundraising should boost the account and it was also noted that some money was still to be received – e.g. for DVDs and payment for Christmas light switch on. |
| Actions to be followed up from last meeting | <p>Check if Stuart is prepared to take on responsibility of organising banners. Brendan happy to liaise. Claire is going to speak to a contact first regarding pricing. Costco also an option to source from.</p> <p>Set hire – Louise had discussed with Ronnie the costs to design and build the set. This was estimated at £4000, which was a similar cost to hiring in the set from 'Scenic'. Louise has another contact, Alison Morrison, who is a graphic designer. The committee believes it's in the best interest of the company to have a set designer who can liaise with Lindsay and try to bring a new team together to bring the production team's vision to life. Although a payment will be offered, the company are keen to get the best possible deal and will explore further options to make sure the best match is made for the company, as well as ensuring sustainability.</p> |
| Fundraising/concert party | <p>It was agreed to hold a fundraising Midseason party evening on 12th May at Bowhouse Community Centre. Contact Renatta to enquire about costing of disco and booking. Hall hire will cost £120 – Claire to confirm booking. Tickets to be sold for £5 and will be open to guests of members as well. Tables to be set up around the side. Further fundraising activities for this evening to be discussed at further meeting. (e.g. games, tombola, raffle).</p> <p>Agnes will explore Prize Bingo night at Scott's in Grangemouth possibly for a date in September/October.</p> <p>Claire will contact local businesses asking for any donations to support these events in return for a free on-screen advert at the show.</p> <p>Possible further fundraising to explore – Tesco Bags for Life and lottery grant.</p> <p>Ask Renatta to liaise with Tesco to book dates for Carol singing this year. Further explore links with Tesco with store partner. It was noted that Tesco in Redding has a community room suitable for 15 people to meet. Note – all fundraising collection buckets should be closed during collections.</p> |

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| <p>Auditions/ Rehearsals</p> | <p>It was decided that once we know who is returning to the company, two groups representing the company will be selected to perform at events, promoting the company and the show. Possibly looking to represent during the summer at the Falkirk Wheel and sheltered housing. Rehearsals to start in May. If ready in time, a group will be invited to attend Emma's wedding reception to perform. This will allow more members to be involved. It was thought it would be advantageous to continue summer workshops for the boys.</p> <p>New members auditions are on 12th and 13th May. There are over 50 applicants. It will not be known how many places there will be until responses of current members are returned. At present, there is only confirmation of one place.</p> <p>With higher hall costs at Dobbie Hall, Claire looked at prices for other halls. The most suitable venue was at Bowhouse Community Centre for rehearsals. The hall is £8 per hour. However, there are a few dates that are not available so alternatives will need to be booked. Claire will confirm booking with Bowhouse and look for alternatives for the three other dates.</p> <p>Timings for rehearsals were discussed with the agreement that cast could be called from 1pm – 2pm and full company presence would be required no longer than 2pm – 5pm. The Friday rehearsal schedule needs tightened with calls for rehearsal only going to those who are required and a more focussed approach on what would be achieved during that time. Claire cannot book the hall for Friday rehearsal until August.</p> <p>Check with Mandy to see if she is OK continuing with tuck-shop. If not, Gillian and Lynne will take on this duty. Careful consideration regarding the content to ensure there are some healthier options on offer.</p> <p>Johnny has requested piano score for Footloose. Potentially £120 but Louise has sent a resource and is awaiting to hear if this is suitable.</p> |
| <p>Gift Aid</p> | <p>Bank details required. Forms to be filled in by Gemma, Louise, Gordon and Agnes. Can claim back up to 4 years. Copy of constitution required. Agnes will try to find and e-mail Gordon an electronic copy, otherwise Gordon will use online version. It was agreed that the two officials to represent the company would be Gordon and Gemma. Register with HMRC first.</p> |
| <p>AOCB</p> | <p>It has been brought to the committee's attention that some cast members believe that some individuals have been earmarked for parts. It was discussed the importance that all parts are fairly auditioned for and that the decision as to who will play parts is not a matter for discussion until after the audition process. Agnes was asked to send an e-mail to the production team highlighting this matter. It was also noted that language used needs to be mindful of the ages of all cast members.</p> <p>Locks at storage have been changed. There needs to be a inventory to ascertain which tools and materials are available. Anything not belonging to the company needs to be cleared out.</p> <p>To discuss further at next meeting – further ways of promoting shows, e.g. live feeds, asking Town Hall to advertise shows</p> <p>We discussed data protection in line with new GDPR training. It was felt that all procedures were in place at this time.</p> <p>Falkirk Council gave a rebate for £4000 for water rates.</p> |

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| | <p>The company had been asked to take part in Grahamston Galaday however, the company felt that we had too many other commitments at present.</p> <p>Rebecca Anderson had been in touch to highlight a musical theatre workshop by an actor who had been a main character in many shows. This is also not something we will pursue at this point but may be considered in future meetings.</p> <p>Erskine light switch on – dates to be confirmed and Erskine hall booked.</p> |
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Next meeting – Tuesday 1st May.