

## Minutes of Big Bad Wolf Children's Theatre Company Sunday 25<sup>th</sup> November 2018

**Present:** Agnes, Louise, Paul, Gordon, Candice, Diane, Gillian, Gemma, Susan, Renatta, Brendan, Stuart, Lynne, Stuart and Elizabeth attended part of the meeting (NODA)

**Apologies:** Gillian S, Heather

Agenda Item	Action
<b>Welcome and previous minutes</b>	Awaiting approval as not been sent out to committee yet. Reports to be sent to Diane to combine AGM statements.
<b>Correspondence</b>	Complaints from Bowhouse regarding mess left by the company. Some confusion regarding the booking of the hall as foyer needs booked if required. The janitor said there were sweets on the floor and the girl's toilets. Committee members said they were unaware of any mess and all committee members and parents on rota will need to be more vigilant to ensure the hall is left in a tidy state. It was suggested that a picture was to be taken to show how it has been left after rehearsal.
<b>Treasurer</b>	Nothing to report. Gemma to check names and complete required forms
<b>NODA</b>	Getting more involved with Noda competitions and recognising what they can do to support the company. Also it would be helpful to see how other companies work and raise awareness of BBW company. Stuart, who sits on the National Council and is the Noda representative for Scotland, and Elizabeth, the district representative attended for part the meeting to discuss their roles. There are meetings Noda run 3 or 4 times throughout the year when they discuss how they can support clubs around Scotland. They provide workshops for budgeting, marketing, child licensing, ticketing, etc. at no cost. They have "Dare to Dream" workshops building up skills and confidence for around 20-25 young people - there is a small cost for this. Noda also have factsheets to support companies on GDPR, contracts for directors, risk assessment, etc. Noda have conferences for members to network. Their magazine is available electronically online and they advertise what's on in their listings. Noda have an active Facebook, which companies can use as a support or to advertise events. This can be used to ask for support - e.g. for set design (Jack Murdoch was mentioned as a possible support for set design in the future). The noda.org.uk website has lots of information and a members section with additional information. On the website, they will list our forthcoming shows. Callum, as youth advisor, can help and support if required. He can come to shows or rehearsals to allow them to see how NODA can support. Stuart explained about child licensing, which has been in place for years but ignored by many groups. The licensing rules do not apply to school groups or productions that don't take place in a licensed venue. Permission is required for each child on stage to perform. At present, local authorities do not have a consistent approach towards child licensing. Advice is to wait for further guidance and Noda plan to present a fact sheet to clarify. At present, Noda offer a summer school for adults but are investigating a Youth summer school which would run for a week and be accessible to children. However, there is uncertainty over whether it will be ready to run next year but will be discussed further in January to see if it would be viable. Five or six bursaries are available from Noda for summer school. Noda have various awards available. There is an award for technical excellence- there is no need to enter. There is an award for programme and poster - to enter 6 copies must be submitted and full details and criteria for scoring can be found on website. A key feature for the programme is to ensure that it is

	<p>an interesting read. The Lumsden trophy is an award for the best overall experience - Stuart decides the winner of this from the shows that he attends. There is a Utopian Youth Award decided by a judging panel - the criteria for this is being reviewed in January. The final award is a 'courage' award. Stuart was invited to the show - Agnes will follow this up with an e-mail. Stuart was asked about the role of the committee in regards to the relationship between committee and production. He stressed there should be collaboration but advised that the committee should only get involved with the production if there was an issue. He also said we must get away from the thought that things should be done because they have historically been done that way - this hinders progress. Elizabeth has been given an open invite to attend any rehearsals as it suits.</p>
<p><b>Fundraising/concert party</b></p>	<p>BBW concert party represented the council very well at the provost's memorial concert for WW1. Any videos/photos will be posted via Lix Wolf Facebook page. This was good exposure for the company. New Carron still to come on Monday 17th December - this is for concert party only. Tesco fundraising is open to all company members. The fundraising buckets need to be found, as no one is aware of where they are at present. At these events, there was a discussion regarding contact and medical details being available in case of emergencies. Diane to send thank you notes to companies who supported the bingo event. One company asked which other charities we support - it was clarified these were Strathcarron and Scottish Cot death and the company also give back by supporting community events.</p>
<p><b>Footloose</b></p>	<p>Set coming along well. Alison to be messaged to support with adding the fine detail before painting. Ronnie will support with the construction of window and bridge. Still intending on meeting at 7.30 on a Monday but further days are required to ensure set will be ready in time. VIP list to be brought to next meeting to review and add to. It was decided that the photographer from previous years would be invited as a guest but he would not take photos this year. Diane and Paul will meet next week to plan the programme. Stuart has given a comprehensive spread sheet timetabling what needs to be completed. An e-mail account will be set up to receive good luck messages with a two-week window for families to respond. Niall to be contacted to see if he would like to take the principles and cast photographs this year for the programme. There was discussion regarding new inclusions to the programme with consideration to cast descriptors and signposting supports for mental health. There will also be a memorial page for Luc. FTH have now said no hot food is allowed downstairs. Confirmation with FTH is required. Thereafter, Stuart will discuss with the Browns the butchers. Someone needs to contact Dominoes for a deal soon as orders and money need collected at the start of January. Ideally looking for costs to be around £5. VIP night - Brendon happy to continue with organising this. Claire to be contacted to see if she wishes to continue sponsoring this. Agnes to contact express taxis to see if they wish to remain main sponsor for the show. Diane to provide Agnes with Montana details to contact with receipt of donation. It was agreed to go with Matthew's company for sound and lighting. However, to lower costs, the starcloth and hazer will be taken out. It was felt Town Hall sound and lighting was not suited to the needs of the company. Lesser Hall is booked for after show. Ian to be asked to see if he wishes to record the show. It was agreed that children were expected to take part in every show and this should be made explicitly</p>

	<p>clear to all members. Foyer booked until Sunday 16th (last rehearsal in Bowhouse).</p>
<b>Costume Parade</b>	<p>Girls in one room and boys at the back. Date needs decided to book the rooms for additional space - Sunday 13th January at 11am is the date proposed. It was also noticed that the rooms have cameras - this will need to be investigated further if children are changing in these rooms. New parent meeting to be held after the costume parade.</p>
<b>AOCB</b>	<p>Someone will be required to take on the duty of hall bookings in the future.          Agnes will phone to investigate if the workshop is covered under our current insurance.          All matters arising from WhatsApp committee chat should be noted in the minutes the following week.          Gifting to be discussed at next meeting. Handbook and timeline will also be discussed at the next meeting.          It was agreed to get the children selection boxes on behalf of the company.          Some members had asked if the Luc memorial trophy could be open to the girls as well as the boys. It was agreed to go back to the family and ask - the company will respect the family's decision. It was also suggested that Mental Health support group would be invited to the show. The committee needs to ensure identified jobs are distributed - someone is required to help pick up t-shirt order; coordinate child protection/PVG; take over hall bookings (Brendon volunteered for this task) and DVD orders (Gemma volunteered to take over).          E-mails taking longer to send out due to technical issues. There was discussion to find a solution and options to be explored with Ian, Susan and Agnes to see if another device can be used to complete required tasks.          In Bowhouse, there are no notices informing of video recording. This needs further explored.</p>

**Next meeting –Sunday 16<sup>th</sup> December 2018 at Bowhouse Community.**