

# Minutes of Big Bad Wolf Childrens Theatre Company Committee Meeting

**Monday 13<sup>th</sup> May 2019**

**Present:** Agnes, Louise, Paul, Candice, Gillian W, Gemma, Sandra, Renatta, Gordon  
**Apologies:** Lynne, Gillian S, Stuart, Susan, Heather, Brendan

<b>AGENDA ITEM</b>	<b>ACTION</b>
	Welcome and discussion of previous minutes
<b>Auditions</b>	<p>It was agreed previously that kids no longer need to prepare a separate audition piece of their own, this went well.</p> <p>Agreed that Chairperson will sit in on auditions from now on (new member auditions, and parts for the show)</p> <p>New auditions went well. There has been 17 places offered taking us to 80 members</p> <p>New members deposits to be paid by 4<sup>th</sup> June</p>
<b>NODA</b>	<p>Only one person to be correspondent for NODA. Renatta will be their point of contact.</p> <p>Still awaiting the correct NODA certificates from show.</p> <p>Paul to arrange to send programme for NODA competition this year.</p> <p>Look into badges for the kids</p>
<b>Treasurer</b>	Gemma confirmed accounts looking healthy just now
<b>Fundraiser</b>	<p>Louise reminded everyone there is fundraising night out organised at the Three King on 22<sup>nd</sup> November</p> <p>Back packing arranged for 2<sup>nd</sup> June Tesco Reading</p> <p>Gillian to contact Smyths to try to arrange a bag packing for December</p> <p>Gillian and Gemma to take on Fundraising</p>

<p><b>Body of Persons Approval Licence</b></p>	<p>All changing room helpers will now have to be PVG'd, we will start with doing PVG's for all committee members.</p> <p>We need to appoint a child protection officer and a child protection policy. One of the members parents is a child protection officer so we will contact them for advice.</p> <p>All children will need to be registered, Louise will liase with council re this.</p>
<p><b>Committee</b></p>	<p>Some tasks still to be agreed as not everyone was at the meeting.</p> <p>Tuck shop – Lynne and Gillian</p> <p>NODA - Renatta</p> <p>Tickets – Susan (plus a new person to help out). Look into setting up a sub groups to take on advertising the show, ticket sales, social media etc.</p> <p>Brendan – buffet (TBC)</p> <p>Gillian props (TBC)</p>
<p><b>AOB</b></p>	<p>Signatures for bank account to be amended to Gemma, Gordon, Louise and Agnes in order to set up internet banking</p> <p>AGM to be brought forward to 15<sup>th</sup> September this year</p> <p>Dates to be set for workshops for summer holidays</p> <p>Hall needs to be booked for Falkirk Light switch on</p> <p>Lynne will email Gemma with tuck shop float money</p> <p>Date still to be arranged to clear out workshop</p> <p>Date to be arranged for a pre summer holiday workshop</p> <p>Look at buddy system this year. Try to get kids close to their own age</p> <p>Lyndsay working on editing the DVD from the show</p> <p>Discussed buying or hiring video cameras for this years show at next meeting</p>

**Next meeting – 17<sup>th</sup> June 2019**