

Minutes of Big Bad Wolf Children’s Theatre Company
 Committee Meeting
 Monday 17th June 2019

Present:

Agnes, Louise, Candice, Gillian W, Gemma, Sandra, Gordon, Susan

Apologies

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Lynne, Gillian S, Stuart, Heather, Brendan, Paul, Renatta

AGENDA ITEM	ACTION
	Welcome and introduction to guest Alastair Robertson who will be advising us on child protection policy/Body of Persons Approval license
Body of Persons Approval Licence	<p>Alastair has offered to write a draft of our Child protection policy</p> <p>PVG only required if any adult was to be left alone with children but advises that best practice would be to have some people with a PVG</p> <p>Alastair advises we should have a lead Child Protection person that is not a voting member of the committee to avoid any perceived conflict of interests. Alastair is offering to take on this role He also recommends that one other person work along with him to learn child protection role, this can be a committee member but should this person then assume the lead role they would need to stand down from the committee.</p> <p>Alastair offering to provide training on child protection – date not confirmed but likely to be when we return in August</p> <p>GDPR – We need to have a policy for data protection on any info we hold regarding parents/children</p> <p>Parents need to be made aware of our policies and where they can access them</p>
Previous minutes	Discussed and approved by Gemma and Gordon
New Members	One new member has now withdrawn, and a place will now be offered to someone on the waiting list. Agnes has this list and will choose someone at random.
NODA	<p>Need to check with Paul if Footloose programme has been submitted for NODA competition</p> <p>NODA conference 25th-27th of October, Peebles Hydro Agnes will forward email regarding this.</p>

Correspondence	<p>Agnes has received an email from Falkirk Arts Festival asking if we wished to take part in their event occurring from the 21st-29th Sept. Agnes will reply that we can take part on either Saturday the 21st or 28th and will request a spot in the atrium.</p> <p>Discussed having artwork competition completed prior to this to allow us to advertise Copacabana at this event. Plan to advise kids of artwork competition over the summer holidays with entries being accepted when we return in August.</p> <p>Discussed having ticket sales open by then also to allow us to sell tickets at the event. Members will be given priority ticket sales as usual prior to opening sales to the public.</p>
Fundraising	<p>£530 raised from Tesco bag packing – Louise emailed Tesco thanking them for offering this slot to us.</p> <p>Have not yet received all monies from advertising – agreed that we are no longer going to pursue these monies due to the time lapse. Not out of pocket financially for this.</p> <p>Three Kings – 22/11/19 – Louise will forward email regarding costs for this fundraising night</p> <p>AGM 22/09/19 – Plan to sell Halloween costumes and cake sale on this day</p> <p>Smyths bag packing arranged for 30/11/19</p>
Treasurer	<p>Agreed that all monies should be paid directly to Gemma. Gemma will have a basket at registration table where children/parents can leave payments (fees, t-shirt orders etc) to allow Gemma to collate money and keep an accurate record. Receipts need to be given for any monies received.</p> <p>Signatories to be changed on bank account as previously agreed.</p> <p>Register for digital banking</p> <p>Charity money will be sent at end of year</p> <p>Awaiting HMRC charity number to allow us to then apply for Gift Aid Gift Aid needs to be applied for ever year</p>
2021 Show	<p>Louise looking into this, considering -</p> <p>The Wiz Beauty and the Beast Aladdin Rock of Ages</p>
A.O.B	<p>Discussed using the Lix Wolf page more effectively. Agnes and Louise administrators and Gemma will now be added.</p>

	<p>Cameras – will look into costs for hiring and having someone record the show.</p> <p>T-shirt orders to go out for existing members</p> <p>Need to confirm dates for summer workshops</p> <p>Auditions will be held 31st Aug – 1st September</p> <p>Buddies will be allocated on first day back in August (25/08/19)</p>
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Next meeting 25/08/19 – during rehearsal