

Minutes BBW Committee Meeting

3rd Nov 2019

Present: Louise Harland, Heather Riddoch, Gillian Walker, Paul McGuire, Susan Johnstone, Candice Sinclair, Lynne Black, Brendan Cannon, Gillian Scrymgeour

Apologies: Sandra Allan, Gillian McDonald, Gordon Gallagher, Stuart Williamson, Gemma McDonald

1. Minutes from Previous Meeting – 6th October 2019

Propose: Gillian S

Seconded: Susan

2. Correspondence

Belinda (Express taxis) agreed to sponsor show.

Text re absences. Warning issued to member re absences had 5 already. Standard message to be sent out when they are hitting triggers 5 absences.

Email re hall booking on 15th Feb 2020. Agnes advised booking been made for 22nd Feb for the aftershow party.

Light switch on time received. Slot is 15 mins 4.30pm – 4.45pm. Need to arrive backstage 20 mins prior to slot. Wristbands required for backstage asked for some for committee members and for all production team.

Panto money to be paid in cash as Agnes needs to pay with card.

3. Fundraising

Gillian McDonald has made contact been made with Central FM, Tesco and Thistle Centre, Howgate. Still awaiting feedback.

Bag packing at Smyths 30th November. Slots are 11-1, 1-3pm, 3-5pm. Covering 4 tills. Text to be sent out asking for names to be put down

4. Three Kings

54 tickets sold so far. Louise to e-mail asking if children can attend fundraiser and also help to sell tickets to increase sales. Louise to let Agnes know outcome of this so text can be sent out if required.

Lyndsay suggested doing fundraising concert in September 2020 similar to a Big Bad Wolf's Got Talent open to children and parents. Louise to speak to Lyndsay re dates and bring back to next meeting.

5. Ticket sales

Susan advised that website set up. Emailed Ian to look at site before it goes live. Sales can go on sale to company from next week – 10th November to 1st December 2019. Paul to send synopsis from previous show to Susan. Tuesday and Wednesday set up as 2 for 1 tickets.

Brendan updated re Primary Times and costs for advertising in the magazine. Discussed and agreed it was considered too expensive and that we would leave it this year.

Brendan made contact with schools spoke to Falkirk Council Liaison – Paul Wilcox. Details have been sent to him in an email re completion for local schools who can sell most tickets that a class will win tickets to the show. No pressure on people to sell tickets. Brendan to chase up this week.

Discussed and agreed that competition would be to offer a school 35 tickets for Thursday night.

Discussed and agreed the competition would be done asking for nominations for school's that want to be involved via Facebook. Agnes to put info together regarding how many times a school can be nominated but only one nomination per person. Falkirk Herald to be contacted re photo with winning school.

Closing date for nominated school will be 30th Nov.

Agnes to check insurance re dog being used in the show.

6. Show Update

Costume info out to all parents – money to be collected in asap so costume team can order what they need to.

Discussed idea of show hoodie/t-shirt for members and front of house. Agreed to go ahead with this. Candice and Heather to come up with ideas and feedback to next meeting.

7. Set

Paul updated on how the set is progressing – progressing well.

Advised that Landlord has discussed issue with neighbours as space outside has not been cleared.

Lyndsay asked for 4 cloths approx. cost is £700 – discussed and agreed to get them.

Agreed to cost brick cloth as it is likely we will use it for We Will Rock You – Louise to do this before ordering the 4 required.

8. **Flyers**

Flyers are done and printed – copy shown at meeting.

Canvas will be ready for next week.

Programme's to be started next week – bios with main principals to be started next week.

Once ticket sales are online next week flyers to be handed out to company members.

Still to organise photographs and DVD.

Discussion took place re photographer used last year and ask him to capture all the kids rather than just main principal cast. Paul to double check with Sharon.

Agnes to send out Noda text to members.

Scott met with Ian re website and can now make changes to this. Paul to send The Wiz artwork so it can be put on the website.

9. **AOCB**

Louise to print off rota's for front of house etc so they can be put up.

Hamper lists to be put up also.

Next Meeting

Sunday 1st December.