

Minutes of Big Bad Wolf Children's Theatre Company

2 October 2011

Erskine Parish Church

Present: Blair, Kevin, Iain, Susan, Julie, Fiona, Shirley, Linda, Beverley, Hilary, Grant, Karen, Mary

Apologies: Colin

Previous Minutes

Still a temporary website. **Kevin** confirmed that he hopes to have the new website up and running in 7 to 10 days. **Kevin** will contact a parent who has offered help with the website.

Actions from Previous Minutes

The Box Office only kept a tally of sales when tickets were just on sale to parents. An email will be sent out to parents asking if they could try to sell 30 tickets per family. **Mary** has created a chart to log sales when kids register at rehearsal.

Blair took the Gift Voucher and flowers to Sheila. We received a lovely email thanking us.

Mairi Summers has been invited to attend Committee Meetings.

Grant contacted Action on Hearing and Deaf Connections to try to find someone to do the signing at a performance. Costs . Action on Hearing £450 . 500, Deaf Connections £500. He also checked with Donaldsons school who have a teacher available but the cost would be £1400. **Grant** advised that Larbert Rotary had offered to sponsor the signer. It was agreed that the Wednesday performance would be best. It was unanimously agreed to go ahead with a signed performance and that we would engage Deaf Connections as they are the company used by Falkirk Council. Donaldsons may bring a group along. We should market the signed performance through the Falkirk Herald to generate further ticket sales. **Blair** has spoken to **Gavin** regarding the positioning of the Signer. They could be on the side extension. The signer will receive a script in advance and may come along to a Dress Rehearsal. **Beverley** will ask **Mairi** to come up with some marketing for Deaf groups. **Grant** will contact Deaf Connections to confirm availability. **Blair** will contact the Production Team to confirm that a signed performance will take place and to finalise the signers position.

Karen confirmed five payments are still outstanding from last year's on-screen advertisers. They will be asked, again, to pay. Bad debtors will not be approached again for advertising. This year they will be invoiced before the show.

Susan has set up a database. She has mailed schools and bowling clubs. **Iain** will email the new flyer to **Susan** to send out. It will be sent to Youth Groups, Care Homes BB& etc. with an updated sheet on the background of the Company. **Hilary** has still to approach St Mungo's. **Blair** has emailed all local High schools Rectors. Larbert High School is interested on a tour before Thursday performance. Tours will be available Wednesday, Thursday and Friday. Numbers are required as soon as possible. Denny High School is interested in coming too. We will contact local schools to set up a flyer bag drop in December. **Linda** has contacted **Fiona McFarlane** who is happy to arrange the Hospitality. **Iain** will email a pdf of the show poster to **Fiona McF**.

Beverley confirmed we should receive £800 for the hire of the ballgowns. The costume for the Ballroom of the Banished Souls requires 7 metres of fabric at £2 per metre. It was suggested that the company arranges for the make-up of the costume at an approx. cost of £1000 for fabric plus £1000 for make-up then charges £10 per person to hire the costume (roughly 70 costumes). The cost to the company, once we receive the hire charges and funds from hire of the ballgowns, would be £480. **Beverley** suggested buying wigs for the company at a cost of £3 per wig. Total cost to the company for costumes and wigs would be £700. **Beverley** also suggested purchasing Grim Reaper costumes at £25. Mary will send Beverley an updated company register. The costume

budget should still be under £1000. There should be a tick list for costume return. Costumes would be collected on the last night, as last year, by the Dressing Room Helpers.

We will emphasize, at the Costume Meeting, the need for helpers backstage. An email will be sent out as we do not currently have enough volunteers, which is a Health and Safety issue.

The Costume Meeting should be next Sunday. An email will be sent out after the team meet tonight.

We have a problem with applying for a Falkirk Council Grant as we are a selective company and audition prospective new members. Our application is in for a grant from Real Radio/Weatherseal and we are awaiting a decision. One of our company Mumsgworks in Royal bank of Scotland. We will approach her to enquire about the possibility of a grant.

Blair and **Mairi** made a decision to offer Chris at Enjoy-a-Ball advertising at £100 to sponsor the show plus £20 for a projection. Any programme advertising will cost extra. **Blair** will do a speil before the start of each show mentioning Enjoy-a-Ball. Chris is thinking about it and **Mairi** will check for a decision.

The six week trial for new members is now up. **Kevin** suggested emailing their parents to ask how the kids are settling in. The Production Team are happy with the new members. Their fees can now be paid over the next three months.

Dracula

Iain confirmed the cost for the programmes will be £910. He will need a list of all helpers for the programme. There are 5 confirmed advertisers and we are waiting for replies from a few more. Advertising costs £50 per half page, £100 for full page. **Mairi** has contacted over 250 businesses including previous advertisers. **Mairi** is preparing a statement for the media. Could we do PR on the High Street? Our chosen charities for this year are Macmillan Cancer Support (100th Anniversary) and Strathcarron Hospice (30th Anniversary), agreed by committee. There will be collection buckets at each performance. We will check if it's possible to get show flyers into Strathcarron shops.

Other suggested fundraising ideas were bag packing and Christmas spots at supermarkets. **Iain** will send logo to **Fiona Y** so she can send out letters.

Would it be possible for **Mairi** to set up Twitter for Lix so he can tweet updates? Can we contact Cineworld regarding promoting the show during Breaking Dawn, which opens 18 November?

Mairi offered to make up a Costume info pack like last year. **Beverley** will email **Mairi** to let her know they are not required this year as there's not too much info and the Costume Meeting should be next week.

Blair will get ticket sales update from the Box Office on Monday.

Groups booked . Larbert and Denny High schools. **Susan** will contact Care Homes.

There will now be a rehearsal on the Friday before Christmas (16th).

Is it possible to have Set/Costume updates with the **Production Team**?

There may be problems within the **Production Team**. Should the committee become involved? **Blair** has spoken to the Team regarding their requirements for the show. There may be problems with the quality of the opening of the show. Feedback from the kids is that it's not good, boring. A group from the committee will meet the Production Team after rehearsal next Sunday to talk about the show.

Update post meeting: Unfortunately, this meeting did not happen due to time constraints and some Production Team members unavailable. Meeting will be rearranged, probably on 23 October.

Set

Hilary has done wonders. We have a list of things to be done. **Kevin** will email contacts for help. An email will be sent out asking to borrow Halloween Costumes and props . tombstones, skulls etc.

Programme

Mention Friends of BBW+in programme. People adding their names to our Mailing List will be allowed to purchase tickets in advance.

Make-Up

Blair has approached **Lindsay D** regarding make-up. She's not needing much as there was make-up left from last year.

Payments

Payments will be made on the final night of the show. **Karen** will have cheques ready.

Pizza

Karen will organize an order for pizzas between the Tech and Dress Rehearsal on the Sunday.

Advertising

Let **Mairi** know if you contact prospective advertisers. Target restaurants (close to Valentine's Day).

John D Situation

Kevin has emailed for the views of all involved and the decision taken. John did not turn up for rehearsal and there was no contact at the time. As **Gavin** was blocking the scene he decided he couldn't wait and therefore decided to give the part to Ryan. **Gavin** should have contacted John but, due to extenuating circumstances, he didn't. John arrived at rehearsal the following week with his Dad. He then left and did not return to rehearsal. Breakdown in communication. **Kevin** will email **Gavin's** response regarding the situation. It should be the Production Team who apologise for not informing John of their decision. **Mary** will text **Gavin** to contact the Dick's regarding the situation. **Gavin** was too busy at work so no contact was made. It was a collective failing. **Blair** should have also followed up on the situation. **Kevin** spoke to Billy Dick. Billy asked John to remove Facebook posts on the situation, which were taken down the following day. John and his parents should have been informed the day the change was made. **Blair** suggested there was a meeting between **Gavin**, John and Ryan. Also, John has to realize his reaction to the situation was not acceptable. Possibly John should apologise to Ryan. It is important to repair the boys' friendship. **Gavin** should speak to Billy Dick tonight regarding the situation but only for not contacting the family on the day he made the change.

Hall Fees

Lesley G has proposed that we charge Hall Fees again this year. **Fiona Y** proposed £20 per family. Carried unanimously. **Mary** will send out an email.

Extra Activity

Mainly impact on Friday night rehearsals. The **Production Team** will be asked for monthly updates on the Rehearsal Schedule.

AOB

Mary has purchased stock for the Tuck Shop. She asked if anyone was willing to take this on, going forward.

Laura Santi has asked to take a year out. It was decided that she could take a year out but her fees would still be due.

Unfortunately, due to time constraints, the full agenda was not covered. As the main topics were covered the remaining items will be rolled over to the next meeting.

Meeting closed 5.05pm

Next meeting Sunday 30 October.