

# Minutes of Big Bad Wolf Children's Theatre Company

30 October 2011

## Dobbie Hall

**Present:** Blair, Kevin, Iain, Julie, Fiona, Shirley, Hilary, Grant, Colin

**Apologies:** Susan, Linda, Karen, Mary

Beverley has resigned from the Committee. We thank Beverley for her services and wish her the best for the future. Beverley will continue with the costumes.

There are worries that a lot of people are disaffected, both kids and within the committee. The meeting with the Production Team has not gone ahead yet as it has not been possible to find a time which suited the Committee and Production Team. It was suggested that Blair should go into the hall during the rehearsal today to meet with the Production Team. If concerns are raised these should be passed onto the Production Team. It should also be explained to the kids that it will be better when it's all brought together. The team are trying a new way of rehearsing by not having everyone at all the rehearsal and having groups of the kids they are working with in from 12 noon on a Sunday and the full company later. It may be better if this was communicated to the kids. Also, they should be made aware where the songs and dances they are practising come into show. **Hilary** will bring in some models so the kids can visualise the scenes. These will be put up beside "**Iain's** Pinboard"!!

### Previous Minutes

Agreed.

### Actions from Previous Minutes

**Mairi** has emailed companies regarding advertising. A photo should be arranged with Rotary to publicise the Signed Performance for deaf people. **Mairi** has sent info to contacts regarding the signed performance. An email should go out to parents asking for advertisers for the programme and projections.

**Grant** has confirmed booking with Deaf Connexions for the Wednesday evening performance. Gavin should contact Deaf Connexions to get their input on the sighting of the signer.

**Blair** will email an invoice to Central Scotland Ballet School for their advertising last year, which should then be paid.

**Susan** will email a list of who she has contacted.

**Hilary** is still waiting for confirmation from St Mungo's regarding tickets and backstage tour.

**Beverley** has ballgowns to return to kids (from Beauty).

Chris (Enjoy a Ball) will sponsor the show and take full package – Mention in programme and before each show.

**Mairi** to contact Howgate to check that we can hand out flyers in front of the building during the Christmas Lights Switch On.

We will check with kids at each rehearsal how many tickets each family has sold as we are not sure the Box Office figures are correct.

Jacqueline is getting the BBW make-up from Gail Brown on Monday. Lindsay will email parents asking them to provide a sponge, eye liner etc. for their children.

Susan Carlow has offered to run the Tuck Shop.

## Decisions made outside core committee meetings

**Jacqui** spoke to **Blair** as she will not be able to come to all the rehearsals so has now taken a leave of absence. She hopes to come along to help after Christmas in the run up to the show. It was suggested she may be able to help backstage. Diane is attending rehearsals to observe only as she is learning to direct.

## Dracula

**Grant** will liaise with **Susan** to target performance for the deaf and contact specific groups. The flyer advertising the signed performance is now on display in the Box Office.

## Programme

Stenhouse are taking an advert. Miss Langlands has asked if we could provide programme sellers for the Dance Displays and she would make a donation to BBW.

## Rehearsal Schedule

**Mary** is emailing a new rehearsal schedule this week with the Care Home dates etc.

## Tickets

1250 tickets have been sold. **Blair** is not sure how this compares to last year. Tuesday – 151 sold (2 reserved) Wednesday – 161 sold (60 reserved) Thursday – 126 sold Friday – 293 sold (22 reserved) Matinee – 181 sold (4 reserved) Saturday – 330 sold. Capacity 524, depending on wheelchairs and Steward seats, approximately 500 saleable seats.

## Groups

No feedback – Blair will contact Larbert High next month.

## Set

**Kevin** has emailed contacts for help. Set is all coming on. **Blair** picked up wood from Rembrandt. Second cloth has to be made, probably in November.

## Budgets

Hope to remain the same as last year.

## Volunteers

**Blair** is getting his team together for backstage. Still short for Dressing Rooms and Runners on Saturday night. **Shirley** will speak to **Mary** to organise sending an email to parents to ask for volunteers. **Fiona** suggested that parents are told that if their kids are involved it will be mandatory to help backstage or front of house during the show run. We need to check in the Constitution to see if it's possible to make it mandatory.

**Iain** suggested using colour coded wristbands for volunteers this year, rather than photo passes. **Fiona** suggested helpers have stickers with their names on too so that new Mum's get to know names.

## Costumes/Make-Up

**Evan** will need prescription contact lens for the show run. On hold, see below. **Lindsay** will email out to ask for volunteers for the "make-up" team.

## Payments

**Jonny** to contact the band? **Blair** will do the contracts.

Payments will be made on the final night of the show. A list will be given to **Karen** for cheques.

## Pizza

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

## Rochelle Courtney

All agreed that no refund of fees paid would be made as it is 10 weeks since she joined the company. The place could have gone to someone else, after the six weeks "settling in" period. **Mary** will send an email round parents advising that the pattern is available. The tickets will only be advertised once all remaining tickets are sold.

## Projector Advertisers

Enjoy a Ball are confirmed. Previous advertisers will be approached and also those on **Mary's** list. Advertisers should be confirmed by the year end so they can be given to Matthew. **Fiona** will approach Hannigan Hotels. Advertisers have approx. one minute of air time each show. We need info and logo for slide. Cost £50. Let **Kevin** know if you contact advertisers. **Blair** has the standard invoice. SA for Screen Advertisers, PA for Programme Advertisers. Payment due from advertisers is 31 December 2011.

## Extra Activity Forms

Only appropriate for kids who have Friday night activities. The **Production Team** will be informed of children with activities which may impact on rehearsal time. Members must let the **Production Team** know if they will miss rehearsals. **Kevin** will forward a list to the **Production Team** and email parents to ask them to let him know when kids will miss rehearsals.

## Disclosures

**Ashleigh's** disclosure is in hand. **Production Team** is up to date. Note for Backstage – minimum of TWO PARENTS in each Dressing Room AT ALL TIMES. For their protection as well as kids.

## Admin Tasks

A list with Child's Name, Date of Birth, Contact Number, Parent's Name and Parental Email Address would be helpful.

Dungeons – only 27/28 replies so cancelled. A group of the kids went anyway during the October Break.

**Iain/Blair** suggested taking the kids to a show again next year. **Shirley** will email Committee as list of shows on in Playhouse and Kings.

Outstanding Fees - £2500. **Mary** will email individually to parents still outstanding.

Mary still waiting on confirmation of availability for Care Homes.

## Gift Aid

**Karen** still chasing Gift Aid.

## Update on Website

**Kevin** has emailed for help with website. All files have now been uploaded for the website but it's still pointing to the temporary site. We may have to move to another provider. **Fiona** will ask in college if anyone can build the site then **Kevin** can maintain it.

## Committee

There are now two places available on the committee. New parents should be encouraged to join or even people from out with BBW.

## Fundraising

**Fiona** will write to all supermarket managers to request bag packing slots.

**Blair** spoke to Stuart Blackwood regarding the Ceilidh. He is available on 14 January at a cost of £300. Dobbie Hall will cost £200 and can seat 200 people comfortably. A Family Ticket, for two adults and two kids, will cost £20. Adults will be £7 and Children £4. **Blair** suggested running a Tuck Shop with water, juice, crisps etc. Other suggestions were Raffle & Roll a Pound to win Whisky. **Blair** will confirm booking with Stuart Blackwood. Event will run 7.30pm until Midnight. Emma Watkins will be organising the Ceilidh.

**Julie** received £15 (20%) from Iona, £15 from Jewellery, £43 from J'accessorise. Still waiting on confirmation of donations from Susan Carlow and Partylite.

## John D Situation

John has decided to take a year out. His fees are paid up to date. Constitution states it is only possible to take ONE year out. It is not currently possible to take a second year out. If this was requested it would have to be put forward for next year's AGM to amend the Constitution. **Blair** read out John's letter to **Gavin**. **Kevin** will contact Billy.

## AOB

**Mary** suggested a Disclaimer be written regarding Under 18's drinking at the After Show Party. BBW take no responsibility for under-18's drinking. The wording of the Disclaimer will be taken forward to the next meeting.

Unfortunately, due to time constraints, the full agenda was not covered. Post Dracula and Grants will be rolled over to the next meeting.

**Mary** has emailed the Production Team regarding the final intake of new members – there were no concerns.

Kids MUST register when they arrive at rehearsals.

All absences must be notified to **Mary** not the **Production Team**. **Ashley** will keep the register. The Committee will check the register every Committee Meeting.

No fee for **Jacqui** this year.

During rehearsal today Evan Lake made the decision to leave the Company. **Gavin** and **Lindsay** are looking at options. It may be possible to draft in someone new or move Stefan to Dracula then move other kids up. May also consider casting a female Dracula from within the company. Final option would be **Gavin** steps in as Dracula. The Team decided there was no point in Evan staying when his heart was not in it. No issues constitutionally if a new member joins the company. **Gavin** will explain what is happening to all the company at the end of rehearsal today. The principals will be asked to stay back at the end of rehearsal so that **Gavin** can discuss the possibility of re-jigging some roles.

A date will be set today for a meeting with the Production Team.

**Meeting closed 5.15pm**

**Next meeting Sunday 20 November.**