

**Minute of the Whangarei Theatre Company Executive Committee meeting  
Held at the Riverbank Centre, Reyburn House Lane on Monday 27<sup>th</sup> April 2009**  
The meeting commenced at 7.00pm.

**PRESENT:** Richard Bryham, Gayle Dowsett, Andy Bryers, Diane Bryers, Alison Thomson, Barbara Trimmer, Eilean Rawson, Jason Rigger, Tane Davis, Wade Rowsell, Teresa Wojcik, Ajay Fryer, Ian Page, Joel Stanners, Thelma MacMillan.

**APOLOGIES:**

<u>ITEM</u>	<u>ACTION</u>
<p><b>FINANCIAL REPORT:</b> Cheques to be passed for payment were presented to the committee. See attached sheet.</p> <p><b>MOTION:</b> Alison moved and Wade seconded, that the April cheques 207136 – 207998 and five direct debits totaling \$4767.90, be passed for payment. <b>Carried.</b></p> <p>There was a total balance on accounts as at 27.04.09 of \$25223.16.</p> <p>A query was raised about the purchase of a \$600 capital item without approval. A discussion followed which helped to clarify the policy that every person who is responsible for a budget for any activity in the theatre, should get approval to purchase a capital item.</p> <p><b>MOTION:</b> Alison moved and Thelma seconded, that capital items to be purchased at a cost of \$200 or more, should be presented for approval from the executive committee, along with 3 quotes. <b>Carried</b></p> <p><b>MINUTES OF THE PREVIOUS MEETING:</b> <b>MOTION:</b> Gayle moved and Ian seconded that they be accepted as a true and correct record. <b>Carried</b></p> <p><b>MATTERS ARISING:</b></p> <ol style="list-style-type: none"> <li>1. Wade checked on the matter of rates charges at 3 Finlayson St. No review of rates will be considered so we just have to pay the bill presented.</li> <li>2. Revolve - Still an ongoing discussion with Whanganui.</li> <li>3. It was queried if George had completed a desk diary about running the bar in his absence. Nobody knew so it was agreed he would be asked and that the diary be completed and put in an agreed place.</li> </ol>	<p>Ian</p> <p>Richard</p>

<p>4. Tane was asked what had happened to the James Rice trust money for \$2008. Gayle will follow up with Caron. Tane agreed to consider how the money could be best used from last year and Eilean said it was now time to apply for the money from the trust again.</p> <p>5. Gayle to ring Jeanette to ensure a card is produced and sent to George and Faye.</p> <p>6. Taking shows to Kerikeri's The Centre. A discussion of the pro's and con's of taking a show a year to the Centre. <b>MOTION:</b> Ian moved and Andy seconded that we thank Kerikeri but that at this time we need to decline the offer. We would like to be able to keep the option open for future shows which may be easier to move set, lighting, cast etc. <b>Carried.</b></p> <p>7. The issue of storing James' equipment in Finlayson Street as this was to be reviewed at the end of April. It was decided to roll this over until the end of May.</p> <p>8. Ian presented his orientation pack that will go out to committee members and any new members in the future. It was agreed that it would be a list that was constantly reviewed to keep up with changes.</p> <p>9. Auditor – Alan Martin has agreed to be our Auditor for 2009 and has a copy of our accounts.</p> <p>10. Gayle to send a thank-you letter to Stan Gurnell – our past Auditor, for his hard work and support over the years.</p> <p>11. Amendment to constitution. - Committee needs to notify Incorporated Society and Charities Commission about change agreed to at the AGM.</p>	<p>(Carried over from last meeting) Tane, Gayle</p> <p>Gayle</p> <p>Ian to return decision.</p> <p>Gayle</p> <p>Gayle</p>
<p><b>CORRESPONDENCE:</b> <b>MOTION:</b> Gayle proposed and Andy seconded that the inwards correspondence be received and outward be approved. <b>Carried.</b> See attached list.</p>	
<p><b>GENERAL BUSINESS:</b></p> <p>1. Car-park hire – Responding to a letter from Bedz Direct, the Theatre's neighbour, requesting to rent car parks for their working day. <b>MOTION:</b> Ian proposed and Eilean seconded, that the idea was worth pursuing and a proposal with our conditions should be put together and presented to Bedz Direct. <b>Carried.</b></p> <p>2. Proposal from Cara that we make one of our performances for Wyrd Sisters support (in some way)</p>	<p>Ian</p>

<p>the Alzheimer’s Society, as Terry Pratchet suffers from this disease and keenly supports the charity.</p> <p><b>MOTION:</b> Jason proposed and Richard seconded, that a collection box be presented at the final dress rehearsal, asking for a donation to this charity. The box will then be placed on the bar throughout the entire season to add to the collection. <b>Carried.</b></p> <p>3. Job descriptions – Committee members were emailed copies of job descriptions that Thelma has written over the years as needed. A hard copy was given to each of the sub-committee heads or interested people to peruse and make recommendations to the committee at the next meeting.</p> <p>4. Building renovations at 3 Finlayson St. Ian asked how the renovation plans were moving ahead as we have a building that cannot be used for our purposes as it is. Jason and the building committee were asked to put a proposal together – with two different options, and get three quotes from builders.</p> <p>5. First Aid – there is a need to revamp the First Aid kit in the kitchen. Diane said there should not be panadol in the kit as it is accessible to all – including our junior theatre. Joel has been keeping it stocked as he does with other consumables. Diane will go through the kit and give Joel a list of what is needed to bring it up to industry standard. The panadol will be kept in the office, which is accessible to all committee members.</p> <p>6. Withholding tax for overseas royalties. We will need to get more information before we approach the IRD to ask if we need to undertake this tax collection? Thelma suggested that we contact the financial manager of the Musical Theatre Federation.</p>	<p>Jason to action this for these shows. Cara to be kept in the loop.</p> <p>Most people have one at least to review</p> <p>Jason and Building committee</p> <p>Diane, Joel</p> <p>Ian</p>
<p><b>REPORTS FROM SUB-COMMITTEES:</b></p> <ul style="list-style-type: none"> <li>• <b>Theatre Hire.</b> Te Runanga o Ngati Whatua, our neighbours, have booked the Hatea Room for a meeting on Thursday 30<sup>th</sup> April. \$200 will be the cost to them.</li> <li>• <b>Junior Theatre.</b> We have had a holiday break and have just started up again for term 2.</li> <li>• <b>Wardrobe.</b></li> <li>• <b>Building.</b> We are still waiting for a plumber to fix the leak in the roof. We need to store the big container somewhere after we unload it until we sell it. It needs to be emptied into Finlayson St. Joel and Andy have undertaken the job of getting quotes from scrap metal for the container, if not reasonable then</li> </ul>	<p>Andy, Joel</p>

<p>Joel will put it on trade-me and try to get a better price. He will use the scrap price as the reserve and try to get more and hopefully sell it to be collected as we have emptied it.</p> <ul style="list-style-type: none"> <li>• <b>Publicity.</b> Rolling on – the audition notice is in the paper for Sunday. Wyrd Sisters publicity is in progress – Coming Soon notices underway.</li> <li>• <b>Props.</b> Diane asked if anyone had been there when props were returned, as she is not sure if payment was made. She will follow up and send an account if necessary.</li> <li>• <b>Make-up</b></li> <li>• <b>Lighting and Sound.</b></li> <li>• <b>Social.</b> Ideas are being bandied about and Andy will call a meeting very soon. He asked what the social committee would be doing for the cast of Wyrd Sisters. He will liaise with Front of House and work together on a plan.</li> <li>• <b>Front of House.</b> Eilean reported that she is to contact Faye about when she needs to be covered for the weekend she will be away. Joel asked if we were going to have a trial dinner and some commented on the wisdom of this to support the Theatre. Eilean will email the menu to everybody, as there is no plan for a trial dinner this time. It was stated that there is something in a previous minute that will give us direction in this. Ian will check. Richard pointed out that he has done a seating plan and there will be a maximum of 90 for any show this time.</li> <li>• <b>Forward planning.</b> Wade chaired a meeting of this sub-committee and the notes from that are attached.</li> </ul> <p><b>MOTION:</b> Wade proposed and Joel seconded, that we cancel our booking at Forum North for next year.</p> <p><b>Carried.</b></p> <ul style="list-style-type: none"> <li>• <b>Finance.</b></li> </ul>	<p>Andy and Social committee</p> <p>Eilean</p>
<p><b>PRODUCTIONS:</b></p> <ul style="list-style-type: none"> <li>• Wyrd Sisters is going well. Revolve is fixed and rehearsals are running on time.</li> <li>• A Funny Thing Happened on the Way to the Forum. Auditions will be on Sunday 3<sup>rd</sup> May, 9 – 3. There will be a newsletter going out this week, which will state this to members.</li> </ul>	
<p><b>OTHER BUSINESS:</b></p> <ul style="list-style-type: none"> <li>• The Napta AGM is to be held on Sunday 10<sup>th</sup> May at</li> </ul>	<p>Richard</p>

<p>10am in Takapuna. Richard will be going. There will be an election of Trustees for zone one.</p> <ul style="list-style-type: none"><li>• There was a fur stole left in the Hatea room – Thelma explained to Ajay.</li><li>• What will we do about our upstairs aircon, which needs attention. 3 Quotes to fix will be needed.</li><li>•</li><li>• <b>Next Meeting – 25<sup>th</sup> May 2009, 7.00pm.</b></li></ul>	<p>Jason</p>
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