

**Minutes of the Whangarei Theatre Company Executive  
Committee Meeting 17 August 2009**

**Present**

Gayle, Wade, Richard, Ali, Barbie, Jason, Thelma, Eilean, Diane, Andy.

**Apologies,**

Tane, Joel, Ian, Teresa.

**Financial report,**

**Motion** Wade moved and Andy seconded that we pass cheques 207921 – 207937 and 288099 – 208100 and 4 direct debits for payment. **Carried**

The committee were asked if we planned to make an insurance claim for the roof repairs following a storm. Watco Plumbing have already fixed it and been paid so we are unsure if a claim can be made.

Gayle is to follow up with insurance company.

A new ventilator was required, \$1968.75.

**Minutes of previous meeting,**

Wade moved and Thelma seconded, that the minutes be accepted as a true and correct record of the last meeting. **Carried.**

**Matters arising,**

1) Wade is still waiting for Ian to give him quotes for advertising, so a grant can be made to Pub Charities for Forbidden Broadway.

2) Funky Monkeys have paid.

3) The Archives – still in progress, Gayle to continue.

4) First aid – Diane has made a start, cleaning up the first-aid kit and replenishing the things that she can. She threw away items that were out of date. It was asked where we stand from an OSH point of view with regards to what we have available in our kit. Diane to follow-up. Barbie suggested a need for ice packs as falling is a regular occurrence due to the nature of our business and the can-do attitude of our members.

5) Richard has obtained 2 written quotes and 1 verbal, for the concrete grinding needed in Finlayson street.

Gayle

Ian and  
Wade  
Rowsell

Gayle

Diane

Richard

**MOTION** Richard moved and Andy seconded, that we accept the quote of \$14 per square metre plus GST from "Concrete Grinding".  
**Carried**

**Correspondence,**

Card advertising Cats at Baycourt Theatre in Tauranga.  
Musical Theatre NZ 50<sup>th</sup> Anniversary Conference letter from John Antony, asking for support.  
Royal Whanganui Opera House, asking to be notified if we ever want to sell our revolve.  
Resenes  
Otamatea Repertory newsletter  
Pukekohe Light Opera Club offering tickets to A Little Night Music.

**General business,**

**Reports from Sub-committees**

**Wardrobe**

Ajay was not at the meeting to give a report. Committee asked the sub-committee questions regarding the hire of costumes as there has been no money coming in from that avenue. It was decided that the sub-committee would get together after the pressure of this show, to bring them up to date regarding hire procedures. Sub-committee is Ajay, Gayle, Teresa, Ali.

**Theatre Hire**

No hires booked in until 2010 at this stage. All past hires have paid.

**Publicity**

Hoardings are up. Photo boards in place. Complimentary tickets are delivered and all is on track for A Funny Thing Happened on the Way to the Forum.  
Audition notice for Forbidden Broadway is going in paper.

**Props**

There is a small hire out for the Arts festival. The pillars are at Whitcoulls.

**Make-up**

**Lighting and Sound**

Wade secured the grant to purchase new mics.

Ajay  
Gayle  
Teresa  
Alison

## **Juniors**

Wade asked if Junior Theatre could be invited to the dress rehearsal. Ali will do that.

Junior Theatre is going well, Des has been helping Tane.

Ali

## **Social**

No report at this time.

## **Front of House**

Eilean thanked Thelma for ringing everyone and filling the board with helpers for the meals for this show.

Will we open the bar for Thursday shows even though there is no meal? Eilean will ask George what he would like to do. A discussion followed and some wanted to still offer cast a complimentary drink after the Thursday shows as is our policy. If George in agreement, Wade would organize someone to cover this at least.

Eilean  
Wade

It was asked if we could go back to having RTD's for this show. They have disappeared from the bar menu over the last few shows. Eilean said the license would need to be checked to see if we can sell spirits in any form. Joel and Eilean will do this.

Eilean  
Joel

Eilean suggested we buy pens as show momento to give cast and crew as it is a much cheaper option than glasses. A discussion followed with suggestions as to where we might get cheaper glasses. Eilean will investigate and has the committees confidence to make the best decision.

Eilean

There are black marks on the kitchen floor which are proving very difficult to remove. Could members be asked to check their shoes and take more care.

## **Forward Planning**

**MOTION** Wade proposed and Richard seconded, that we add a fourth show into our programme for 2010, in February, proposing that the first show be Neil Troost's play. **Carried.**

**MOTION** Wade proposed and Ali seconded, that Dirty Dustings be our play for 2011 in February. **Carried.**

## **Finance**

Ali was asked if the committee could see a total and also a breakdown of income for the theatre each month. Ali explained the difficulties with our computer programme doing this but would put it to Sue as a request from the committee.

Ali

## **Building**

There has been a huge clean-up in the workshop with things taken to Finlayson street. Thank-you to Jason, Richard and team for this hard work.

Locks have been put on the upstairs doors.

I/2 dozen replacement lights, cheap at a garage sale have been purchased – good bargain.

Some of our security lights don't appear to be working. Richard to investigate.

We have a mouse problem –Advice was given by some committee members as to how to fix the problem while others squirmed uselessly.

## **Productions**

### **A Funny Thing Happened on the way to the Forum**

Opens August 28<sup>th</sup>. Production is on track and going well. Ali has enjoyed the cast.

### **Forbidden Broadway**

Auditions on the 30<sup>th</sup> August.

There will be no cost for costumes, we are hiring a piano, no orchestra. Barbie will present budget at next meeting. It will be a small budget.

6 Female, 6 male, need to be confident accomplished singers.

Christien Oberholster to help.

First rehearsal 1<sup>st</sup> September, then Sundays, Tuesdays and Wednesdays.

### **Hot Mikado**

Auditions 12<sup>th</sup> and 13<sup>th</sup> December.

A few rehearsals before Christmas.

1940's to 1960's costumes.

Set plan is made.

There will be a cast of 20.

Wade asked if he could pursue a deal with Carters and More FM which would mean a special wine and cheese and performance night for these sponsors.

## **Other Business**

Meeting closed 8.30pm

### **Date of next meeting**

28<sup>th</sup> September

Richard

Wade