

**Minutes of the Whangarei Theatre Company Executive Committee meeting  
held at the Riverbank Centre, Reyburn House Lane on Monday 19<sup>th</sup> January 2009**  
The meeting commenced at 7.01pm.

**PRESENT:** Richard Bryham, Tane Davis, Caron Harrison, Thelma MacMillan, Ian Page, Eilean Rawson, Jason Riggir, Wade Rowsell, Alison Sargent, Joel Stanners, Alison Thomson, David Thomson.

**APOLOGIES:** Barbara Trimmer, Diane Bryers, Sue Fordyce.

<u>ITEM</u>	<u>ACTION</u>
<p><b>FINANCIAL REPORT:</b>  <b>MOTION:</b> Alison T moved and Wade seconded that the January cheques 207076 to 207094 and two direct debits totalling \$8764.89 be passed for payment.  <b>Carried.</b>            There was a total balance on accounts as at 31.01.09 of \$182,161.20.</p> <p><b>MINUTES OF THE PREVIOUS MEETING:</b>  <b>MOTION:</b> Caron moved and Richard 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. Membership Officer – Jeanette has made good progress with help from Richard and David who has re-organised the database, although having dates of birth would be useful to identify juniors. David will look into having write access and read only access, as well as a suitable backup. The revised list should be regularly emailed to those who need it. Jeanette and Alison T. to discuss the best way to issue membership cards – carbon copies or single copy home-printed.</li> <li>2. Kerikeri, The Centre – Ian, Wade, Alison T and Jason visited on the 17<sup>th</sup> to assess the facilities on offer. The Centre will send us two proposals: one for our risk and reward, and the second for shared risk and reward. Wade felt a smaller, well-known show would go down well there, but it was felt that this year was too soon to organise anything and we should await the proposal.</li> <li>3. 3 Finlayson Street – Eilean reported we have signed unconditionally, although Ian is to check with Peter Peeters that the roof work has all been completed and the building is weatherproof.  <b>MOTION:</b> That we go into Committee. <b>Carried.</b>  <b>MOTION:</b> that we come out of Committee. <b>Carried.</b>            Ian reported we hope to get possession on 30<sup>th</sup> January. The priority then will be to clean the place and get quotes for work on the doors and mezzanine floor. Wade and Jason to rough out the materials requirements.  <b>MOTION:</b> Wade proposed and Eilean seconded that WTC apply to the Oxford Trust for a grant of \$7500 to go towards refurbishment of the interior of 3 Finlayson Street. <b>Carried.</b></li> <li>4. Building working bee – Richard and George will be starting on repairs to bargeboards this week. Repainting of buttresses to come later.</li> </ol> <p><b>CORRESPONDENCE:</b>  <b>MOTION:</b> Ian moved and Alison S. seconded that the inwards correspondence be received and the outwards approved. <b>Carried.</b></p>	<p style="text-align: center;"><b>DT to action</b></p> <p style="text-align: center;"><b>AT and JO to discuss</b></p> <p style="text-align: center;"><b>IP to action</b></p> <p style="text-align: center;"><b>WR and JR to action</b>  <b>WR to action</b></p>

<p><b>GENERAL BUSINESS</b></p> <ol style="list-style-type: none"> <li>1. Hire of the Revolve – Whanganui Am. Dram. have requested hire of the Revolve for June’s production of Les Misérables. \$3000 was suggested as hire only charge, with all cartage and minor repairs costs borne by them, and return date specified. Check list of contents to go in container.</li> <li>2. Extra show – Eilean suggested a two-performance Old Time Variety concert for April. We could invite acts from other local groups and so bring in new audiences at minimal cost. Alison T offered to help look into it.</li> <li>3. Kitchen requests – The microwave needs moving to a work surface and the zip boilers need attention.</li> </ol>	<p><b>IP to reply</b></p> <p><b>ER and AT to action</b></p> <p><b>RB and WR to action</b></p>
<p><b>REPORTS:</b>  <b>SUB-COMMITTEES</b>  <b>Forward Planning:</b> There are still problems obtaining scripts for the Wyrd Sisters. Royalties would be £50 per performance, and it may be necessary to ask for permission from Stephen Briggs to photocopy the script.  <b>Lighting and Sound:</b> nil.  <b>Building:</b> Richard and George will be making some bargeboard repairs.  <b>Front of House:</b> Wade reported there had been some complaints about table service during Robin the Hood. Eilean to look into better briefing of staff.  <b>Publicity:</b> Ian is preparing the next adverts for the Sweeney Todd auctions as well as general flyers to put in motels and information centres etc.  <b>Props:</b> nil.  <b>Wardrobe/Make-up:</b> nil.  <b>Junior Theatre:</b> Tane presented his proposal for a Junior Theatre show from July 2<sup>nd</sup> to 4<sup>th</sup>. It was suggested that rehearsal times finish at 6.45pm to avoid a clash with Sweeney Todd rehearsals. Tane has spoken to Cara Forbes and Mary Mouat about helping with Junior Theatre and is awaiting their response. Wade said only two tutors could be paid. Tane nominated Ajay as the other paid tutor. Ian remarked how low our fees are compared with Northland Youth Theatre’s \$70 a term for a one hour session. Fees should be put on April’s agenda for consideration.  <b>Motion:</b> Tane proposed and Wade seconded that Junior Theatre puts on a show subject to Thelma’s approval of the script. <b>Carried.</b>  <b>Theatre Hire:</b> Bill Walker of Pohutakawa Co. wants to put on a Roger Hall play later in the year, either as a partnership or straight hire. Ian felt the first two months of next year would be a better time. David to respond accordingly.</p> <p><b>PRODUCTIONS</b>  <b>Sweeney Todd:</b> The second round of auditions take place on 1<sup>st</sup> February. Cathy Teinaki would like a piano score now.</p>	<p><b>ER to action</b></p> <p><b>April agenda</b></p> <p><b>TM to approve script</b></p> <p><b>DT to respond</b></p> <p><b>AT to action</b></p>
<p><b>ANY OTHER BUSINESS</b></p> <p>The AGM will be held on Sunday 15<sup>th</sup> March at 1pm.</p> <p>The meeting closed at 9.22pm.</p> <p><b>The next meeting will be on 23<sup>rd</sup> February 2009.</b></p>	