## Minute of the Whangarei Theatre Company Executive Committee meeting Held at the Riverbank Centre, Reyburn House Lane on Monday 23<sup>rd</sup> March 2009

The meeting commenced at 7.00pm.

**PRESENT:** Richard Bryham, Gayle Dowsett, Andy Bryers, Diane Bryers, Alison Thomson, Sue Fordyce, Barbara Trimmer, Eilean Rawson, Jason Rigger, Tane Davis, Wade Rowsell, Teresa Wojcik, Ajay Fryer, Ian Page (arrived at 8.15).

**APOLOGIES:** Joel Stanners,

FINANCIAL REPORT: Cheques to be passed for payment were presented to the committee. See attached sheet. Wade questioned rent bill from Council for 3 Finlayson street. He thought is was excessive compared to what we pay for the Theatre. He wondered if we were being charged commercial rental rates, which is wrong, as we are a charitable trust.  MOTION: Wade moved and Tane seconded, that the treasurer approaches the Regional Council on our behalf querying the rent on 3 Finlayson Street. Carried  MOTION: Alison moved and Richard seconded, that the March cheques 207117 – 207135 and three direct debits totaling \$9917.49, be passed for payment.  Carried.  There was a total balance on accounts as at 23.03.09 of \$31596.26.  MINUTES OF THE PREVIOUS MEETING: MOTION: Diane moved and Tane seconded that they be accepted as a true and correct record. Carried  MATTERS ARISING:	ITEM	ACTION
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1. Revolve - \$3000 hire charge to Wanganui was		
considered too expensive for them. The final hire	<del>_</del>	
price agreed by Ian and the Wanganui Theatre	· · · · · · · · · · · · · · · · · · ·	
representative was \$1000 with Wanganui picking up		
the cost of transport to and from their theatre. Jason made the observation that it will cost us a substantial	<del>-</del>	
amount to get the container transported to our site and wondered if that cost had been factored into the		
hire cost.		
2. It was queried if George had completed a desk diary Wade to action?		Wade to action?
about running the bar in his absence. Nobody knew		vade to action:
so it was agreed he would be asked and that the diary	·	
be completed and put in an agreed place.	·	
3. Tane was asked what had happened to the James		
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Alison confirmed that it was in our account. Alison Alison to send email to		Alison to send email to
Rice trust money for \$2008. Had we received the \$1000, which was to be used for vocal training?  Alison confirmed that it was in our account. Alison. Alison to send email to	\$1000, which was to be used for vocal training?	Alican to sand amail to

remembers getting an email from Caron and will recall and forward to Gayle who will then 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.

- 4. Eilean phoned Annabel and said she was delighted with the pay rise. At this stage, Annabel will be cleaning the theatre on Tuesdays and Thursdays. Life members. While George was at the AGM and was informed there of his receiving life membership, Faye was not. Diane and Gayle were at a social function with her 5 days after the AGM and while congratulating her, realized that she as yet did not know. Discussion followed and it was decided that the President should ring and officially congratulate the two life members, followed up with a letter from the secretary outlining what life membership means. Gayle to ring Jeanette to ensure a card is produced and sent to George and Faye.
- 5. Taking shows to Kerikeri's The Centre. There was a discussion about the possibility of taking one show a year to The Centre but no decision was made for or against at this stage.
- 6. Wryd Sister's has been cast and is in rehearsal Ajay tabled a proposed budget for Wyrd Sisters. Wade proposed and Tane seconded, that the budget of \$19,000 be accepted as written. Carried.

  MOTION: Wade proposed and Diane seconded that we charge \$25 for dinner and 425 for the show with matinee show prices remaining at \$20. Not Carried.

  MOTION: Richard proposed and Eilean seconded, that we keep prices for shows and meals for Wyrd Sisters, the same as last year, i.e. \$20 show, matinee and night, and \$25 dinner. Carried.

Gayle.

Gayle to follow up.

Ian to action.
Gayle to compose and send letter.
(One complementary dinner and show per WTC production. No subs for life, name onto honours board.)
Gayle.

## **CORRESPONDENCE:**

**MOTION:** Gayle proposed and Andy seconded that the inwards correspondence be received. **Carried**.

## **GENERAL BUSINESS:**

- Co-option of Thelma MacMillan. MOTION: Wade proposed and Richard seconded, that Thelma is coopted onto the executive committee for 2009.
   Carried.
- 2. Co-option of Chris Parry. **MOTION:** Gayle proposed and Diane seconded that Chris Parry be co-opted onto the executive committee for 2009. **Not carried.**
- 3. Amendment to constitution. Committee needs to notify Incorporated Society and Charities Commission about change agreed to at the AGM.

Ian to action.

- 4. Appointment of honorary auditor. Alison reported that she has talked to Felicity Smith as per the AGM. While Felicity was keen to take on the position, she is unable to, as she does not have an auditing license. Wade and Alison have other people that they are going to approach before the next meeting. A letter will be sent to outgoing auditor, thanking him for his support of the Whangarei Theatre Company over the years.
- 5. Appointment of Honorary Solicitor. It was passed at the AGM to accept Ian Reeves offer to continue in this role. An official letter will be composed and sent to him thanking him for his continued support of the Whangarei Theatre Company.
- 6. Theatre Key protocol. Ian went over the protocol of issuing and collecting Theatre Keys when a new committee is elected. Keys to be collected from Alison Sargent and David Thompson and issued to Andy Teresa and Gayle. Ajay said that Alison still needs her keys as she has offered to help him with costumes.
- 7. Proposal that new committee members and new society members have an orientation pack. Diane commented on how hard it was for her to find out how to do things when she was a new committee member. e.g. lock, unlock, lights, smoke alarm etc. Ajay said when he first joined the committee; Peter Clark took the time to familiarize him with everything, which made it easy for him. It was decided that Ian should take all committee members for a walk around the theatre and go over protocols so we all have the same story. Ian suggested that the first 15 minutes next meeting would be taken to do this.
- 8. Theatre smoke alarms. Jason commented that he does not like the current system, as it is not fool proof. i.e. It was turned off by no one knows or for how long. This system allows anyone to do this. Jason is going to fix it so this cannot happen again.
- 9. Allocation of responsibility for the various sub committees that run this theatre company. Ian announced who the subcommittee leaders are and members volunteered to join these committees. There are job descriptions for each portfolio on the computer to be printed out and handed to each member.

Building – Jason (Richard, Diane, Andy)
Finance – Alison (Wade, Ian, Richard)
Forward Planning – Wade/Thelma (Gayle, Tane, Richard, James.)

Alison and Wade.

Gayle to follow up.

Gayle to compose letter.

Gayle.

Ian

Gayle to action.

Front of House – Eilean (Alison, Joel, Richard)	
Social – Andy (Joel, Diane, Gayle, Tane, Ajay)	
Juniors – Tane (Teresa)	
Lighting and Sound – Jason (Joel, Andy, Alison)	
Make-up – Ajay	
Properties – Diane (Andy)	
Publicity – Ian (Barbara, Tane, Chris, Kara, James)	
Theatre Hire – Barbara (Alison, David)	
` ' '	
Wardrobe – Ajay (Alison Sargent, Gayle, Teresa REPORTS FROM SUB-COMMITTEES:	
Theatre Hire. Pohutakawa wanted to hire the	
theatre but we cannot accommodate because of a	
clash with out shows.	
We have had a request for hire on the 21 <sup>st</sup> and 22 <sup>nd</sup>	T //D 1
August. As it is production week, Jason and Barbara	Jason/Barbara
will try to make the Hatea room available.	
Theatre booked in Easter on the 21 <sup>st</sup> April. \$500.	
• <b>Junior Theatre.</b> We are ahead of time in our	
rehearsals. Students are keeping diaries. Everything	
is going fine. Club night is Mondays 5-7; extra	
rehearsal for show is Wednesdays 5-6.55 to be out	
before Wyrd Sisters begins rehearsal.	
• Wardrobe. There is a safe with a kitty in for hire	
change but we don't know how to get into it. Alison	Alison.Tane
to follow up.	
Building.	
Motion: Jason proposed and Andy seconded that we	
allow James Franklin to use 3 Finlayson street to	
store gear. To be reviewed at the end of April.	
Carried	
PRODUCTIONS:	
Wyrd Sisters cast and in rehearsal.	
OTHER BUSINESS:	
Conference report. Ian, Barbara, Eilean, Dave, and  Dabbia ettended conference in Overesland, Each	
Debbie attended conference in Queensland. Each	
attendee will write a report and email it out before	
next meeting. We won an award for "I'll Be Back	
Before Midnight" programme.	
A sad event, which cut short Dave's trip, was that	Gayle to action.
his Father passed away. A card will be sent from the committee.	
<ul> <li>A question was raised regarding withholding tax on</li> </ul>	Alison
Royalties. Alison is going to make inquiries as to our obligations.	
Meeting closed 9.45 pm.	
<ul> <li>Next Meeting – 27<sup>th</sup> April 2009, 7.00pm.</li> </ul>	
- 110At Meeting - 21 April 2007, 1.00pill.	