

<p>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.</p> <p>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.</p> <p>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.</p> <p>6. Wryd Sister's has been cast and is in rehearsal Ajay tabled a proposed budget for Wryd 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 Wryd Sisters, the same as last year, i.e. \$20 show, matinee and night, and \$25 dinner. Carried.</p>	<p>Gayle. Gayle to follow up.</p> <p>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.</p>
<p>CORRESPONDENCE: MOTION: Gayle proposed and Andy seconded that the inwards correspondence be received. Carried.</p>	
<p>GENERAL BUSINESS:</p> <p>1. Co-option of Thelma MacMillan. MOTION: Wade proposed and Richard seconded, that Thelma is co-opted onto the executive committee for 2009. Carried.</p> <p>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.</p> <p>3. Amendment to constitution. Committee needs to notify Incorporated Society and Charities Commission about change agreed to at the AGM.</p>	<p>Ian to action.</p>

<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Building – Jason (Richard, Diane, Andy) Finance – Alison (Wade, Ian, Richard) Forward Planning – Wade/Thelma (Gayle, Tane, Richard, James.)</p>	<p>Alison and Wade.</p> <p>Gayle to follow up.</p> <p>Gayle to compose letter.</p> <p>Gayle.</p> <p>Ian</p> <p>Gayle to action.</p>
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<p>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)</p>	
<p>REPORTS FROM SUB-COMMITTEES:</p> <ul style="list-style-type: none"> • 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 21st and 22nd August. As it is production week, Jason and Barbara will try to make the Hatea room available. Theatre booked in Easter on the 21st April. \$500. • Junior Theatre. 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 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 	<p>Jason/Barbara</p> <p>Alison.Tane</p>
<p>PRODUCTIONS:</p> <ul style="list-style-type: none"> • Wyrd Sisters cast and in rehearsal. 	
<p>OTHER BUSINESS:</p> <ul style="list-style-type: none"> • Conference report. Ian, Barbara, Eilean, Dave, and 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 his Father passed away. A card will be sent from the committee. • A question was raised regarding withholding tax on Royalties. Alison is going to make inquiries as to our obligations. • Meeting closed 9.45 pm. • Next Meeting – 27th April 2009, 7.00pm. 	<p>Gayle to action.</p> <p>Alison</p>