

**Minutes of the Whangarei Theatre Company Executive Committee meeting  
Held at the Riverbank Centre, Reyburn House Lane on Monday 25<sup>th</sup> May 2009**

The meeting commenced at 7.00pm.

**PRESENT:** Andy Bryers, Diane Bryers, Barbara Trimmer, Eilean Rawson, Jason Rigger, Tane Davis, Wade Rowsell, Teresa Wojcik, Ian Page, Joel Stanners, Thelma MacMillan and Alison Thomson and Tane Davis for some of the meeting.

**APOLOGIES:** Ajay Fryer, Richard Bryham, Gayle Dowsett.

<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> Wade moved and Ian seconded, that the May cheques 207999 – 208030 and four direct debits totalling \$11,085.97 be passed for payment.</p> <p><b>Carried.</b></p> <p>There was a total balance on accounts as at 30.04.09 of \$27541.67</p> <p>A query was raised about the high power account for 3 Finlayson Street. It appears that the readings are estimates as the power company cannot get access to the building to make a reading. Ian will take a reading, ring the company and arrange how we can get the meter read by the company.</p> <p><b>MINUTES OF THE PREVIOUS MEETING:</b></p> <p><b>MOTION:</b> Wade 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. Item Number 11 carried over until June's meeting</li> <li>2. Bedz Direct hireage of the carpark – Ian has spoken to the owners and if they want to pursue the idea they will get back to him.</li> <li>3. 3 Finlayson Street renovations – these are on hold due to WYRD Sisters – please note we have a \$5,000 grant towards these renovations.</li> <li>4. Ian has asked Kate Ghent about the withholding tax that is allegedly meant to paid on rights – yet to receive a response.</li> <li>5. Ian asked Kate Ghent about the payment of rights for the music used around the theatre. She advised him not to respond to the letters sent to us.</li> <li>6. Job Descriptions – we reviewed three of these – Stage Manager, Production Manager and Front Of House – Process For Money.</li> </ol>	<p>Ian</p> <p>See attachments on each of these which have been amended.</p>

<p>7. Review of Complimentary Tickets undertaken  <b>MOTION:</b> That the complimentary tickets for each show be as follows: The Director receives two complimentary dinner and show tickets to the opening night and two dinner and show tickets to a night of her/his choice; the Musical Director and Choreographer each receives two dinner and show tickets to a performance of their choice; each Head of Department receives a show only ticket and the Cast receives between two and four tickets to the final dress rehearsal only – the exact number to be determined by the Production Manager.</p>	
<p><b>CORRESPONDENCE:</b>  <b>MOTION: Wade</b> 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> <ol style="list-style-type: none"> <li>1. It was agreed that we need to develop job descriptions for an archivist and librarian</li> <li>2. The Royal Wanganui Opera House has offered to buy the revolve for \$5,000 and they have forwarded a cheque for that amount. After a discussion it was agreed that we wish to retain ownership. Wade to write a letter to them declining the offer and returning their cheque.</li> <li>3. Musical Instruments – Pianos. We agreed to rationalise these. We will get rid of the Roland and gut the old upright so it can be used as a stage prop. Andy suggested we give the piano tuner first dibs on the Roland and contents of the old upright- otherwise dump them.</li> <li>4. Kerikeri Players – Set Materials</li> </ol> <p><b>MOTION:</b> That we loan the Kerikeri Players the set material for their July farce - “Don't Dress For Dinner”.  <b>Carried</b></p>	<p>To be raised at the next meeting.  Wade</p> <p>Ian to action</p> <p>Wade</p>
<p><b>REPORTS FROM SUB-COMMITTEES:</b></p> <ul style="list-style-type: none"> <li>• <b>Theatre Hire.</b>  No pressing new enquiries</li> <li>• <b>Junior Theatre.</b> Tane reported that “Blood High” was progressing however there are some concerns expressed that the show was not up to scratch and needed a lot of work before it would be ready for early July. It was agreed that Eilean and Thelma would support Tane over the next two weeks and on behalf of the Committee on 8<sup>th</sup> June they would decide whether or not it was able to proceed. Will also bring Leila on board to assist.</li> </ul>	<p>Tane, Eilean and Thelma</p>

<ul style="list-style-type: none"> <li>• <b>Wardrobe.</b> Nil</li> <li>• <b>Building.</b> Nil</li> <li>• <b>Publicity.</b> Publicity for Wyrd Sisters and Funny Thing...is going well. Pamphlets regarding the theatre itself have gone to motels etc and there has been a good response.</li> <li>• <b>Props.</b> Nil</li> <li>• <b>Make-up.</b> Nil</li> <li>• <b>Lighting and Sound-</b> new fluorescent lights have been put up in the Hatea room and they look great – thanx Jason.</li> <li>• <b>Social.</b> Ideas are being bandied about and Andy will call a meeting very soon. Ideas to date include a quiz night and a theatre ball.</li> <li>• <b>Front of House.</b> Wyrd Sisters is going well although a shortage of volunteers is an ongoing problem. Eilean extended thanks to Andy for all of his help in the kitchen.</li> <li>• <b>Forward planning.</b> Wade chaired a meeting of this sub-committee and the notes from that are attached. We are shaping up the shows for 2010 and are looking at the main show in 2011. We hope to come back to the next Exec Meeting with some firm proposals. Also we need to set the dates for the shows next year.</li> <li>• <b>Finance. MOTION:</b> That we appoint Alan Martin as our Auditor – Carried. He will charge us \$800 plus GST.</li> </ul>	Wade
<p><b>PRODUCTIONS:</b></p> <ul style="list-style-type: none"> <li>• Wyrd Sisters the first two nights went well and bookings are steady.</li> <li>• A Funny Thing Happened on the Way to the Forum. Auditions were held, it has been cast – rehearsals are underway and the budget will be presented to the next Exec Meeting.</li> <li>• Forbidden Broadway – Pam wants auditions to be on Sunday 23<sup>rd</sup> August. Thelma will see if they can be shifted to either 22<sup>nd</sup> August or 30<sup>th</sup> August as the original date clashes with “Forum”.</li> </ul>	Alison
<p><b>OTHER BUSINESS:</b></p> <ul style="list-style-type: none"> <li>• Andy is having trouble with his access code to the alarm system. Gayle to sort out for him.</li> <li>• The MTNZ Conference next year is the 50<sup>th</sup> anniversary. We have been invited to help organise however the geographical distance between us and Auckland makes this difficult.</li> </ul>	Gayle

- There is no Production Manager for “Forbidden Broadway – this needs to be sorted at the next Forward Planning meeting

Wade

- **Next Meeting – 22nd June 2009 at 7.00pm.**