

**Minute of the Whangarei Theatre Company Executive Committee meeting
Held at the Riverbank Centre, Reyburn House Lane
On Monday 19th October 2009**

The meeting commenced at 7.00pm.

PRESENT: Richard Bryham, Gayle Dowsett, Diane Bryers, Alison Thomson, Barbara Trimmer, Wade Rowsell, Teresa Wojcik, Ian Page, Thelma MacMillan. Eilean Rawson.

APOLOGIES: Ajay Fryer, Tane Davis, Andy Bryers, Joel Stanners, Jason Riggir

| <u>ITEM</u> | <u>ACTION</u> |
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| <p>FINANCIAL REPORT: Cheques to be passed for payment were presented to the committee. See attached sheet.</p> <p>MOTION: Richard moved and Wade seconded, that the October cheques 207977 – 207980 and 208221 - 208239 and four direct debits be passed for payment.</p> <p>Carried.</p> <p>Matters arising:</p> <p>MINUTES OF THE PREVIOUS MEETING:</p> <p>MOTION: Gayle moved and Diane seconded that they be accepted as a true and correct record. Carried</p> <p>MATTERS ARISING:</p> <ol style="list-style-type: none"> 1. Wade is waiting for Ian to get 3 quotes for the door at Finlayson Street before he can ask for a grant. 2. Yes we are able to claim retrospectively for the damage to the air conditioning unit on the roof. 3. We are still waiting for payment on the broken window. Gayle to follow up. 4. Archives? Gayle has approached Val Russell as discussed. She is willing to be a team member so Gayle is to set up a working committee to get the archive work in progress again. 5. RTD's in the bar. Joel was not at previous meeting but will check license and liaise with George. 6. Security lights? Richard will check when he is at the theatre in the dark some time. 7. Junior theatre – carried to general business. 8. First aid – we need a first aid kit on each level. Also incident books. <p>MOTION: Wade moved and Diane seconded, that we purchase 3 first aid kits, with ice packs to be placed around the theatre as per OSH requirements. Carried</p> | <p>Ian</p> <p>Gayle</p> <p>Joel</p> <p>Richard</p> <p>Diane</p> |

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| <p>CORRESPONDENCE: MOTION: Gayle proposed and Barbara seconded that the inwards correspondence be received and outward be approved. Carried</p> <p>Outward – Letter to Simon re broken window. Junior theatre into recess to junior theatre parents. Insurance claim.</p> | |
| <p>GENERAL BUSINESS</p> <p>1. MTNZ 50th Anniversary Conference. Ian attended meeting. Ticket prices will cover the cost of the conference. We have been asked to contribute \$1200.</p> <p>MOTION: Thelma proposed and Wade seconded that we pay the \$1200 out of the raffle money which is raised at each show for the conferences. Carried</p> <p>2. Use of WTC office computer. It has been discovered that there are inappropriate websites being visited on our office computer. This is not an acceptable practice on our computer and Ian asked that it be stopped.</p> <p>3. Radioworks sponsorship. See Mikado report.</p> | |
| <p>REPORTS FROM SUB-COMMITTEES:</p> <ul style="list-style-type: none"> • Theatre Hire. Saturday 20th March 2010 has a booking but nothing else. Millen’s comedy show on Thursday, Friday and Saturday, Joel is organizing the bar. Please support, not many sales as yet. • Junior Theatre. Alison has had trouble getting addresses for parents of junior theatre students. Letters need to get to the parents so giving to students is not ideal. Letters were sent to parents where addresses were known. • Wardrobe. Ajay and Teresa met and she is now able to hire out, knowing protocol. Ajay gave her a tour of the theatre wardrobe and showed her protocol for hiring. • Building. Hoardings. Wade has spot in centre of Kerikeri township to advertise Dirty Dustings. • Publicity. Timeline set for Dirty Dustings publicity. Busy time | |

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| <p>ahead.</p> <ul style="list-style-type: none"> • Props. • Make-up • Lighting and Sound. • Social. <p>Front of House. 20th November – 5th December. As Eilean is in Dirty Dustings, Diane has agreed to take over Front of House for this show. Thelma agreed to get the roster filled by phoning members.</p> <p>Forward planning. We are still to find a show for November/December 2010 and there were three being passed around the sub-committee at present. Wade has drafted a contract for Neil Troost and will contact him to discuss. Wade and Thelma have paid for the rights to do Disco Inferno.</p> <p>Dates for 2010 shows. 14th May – 5th June 13th August - 4th September 19th November to 11th December.</p> <p>Each show to have 13 performances with one standby date.</p> <ul style="list-style-type: none"> • Finance. | <p>Diane Thelma</p> <p>Wade</p> |
| <p>PRODUCTIONS:</p> <p>Dirty Dustings. Fay will do the meals. Richard is getting on with the set. Oxford Trust has agreed to give us \$1000 to offset the cost of the hire of the Centre at Kerikeri. Wade suggested we give Annabel 2 free tickets – she does a wonderful job. Photo shoot will be 2nd November.</p> <p>3. Hot Mikado, 1st November production team meeting. Wade received a letter from Radioworks. They have offered 2 trailers a day for 4 weeks before the show. Valued at \$23490. In response, we are providing 80 complimentary tickets to one show. Auditions are December 12th and 13th, 9 – 3 and 9 – 12 respectively.</p> | <p>Barbara</p> <p>Joel</p> |

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| <p>4. Misinformation, David is meeting with Ruth. Auditions are 7th Nov, 10 – 3 and 8th Nov 9 – 12.</p> <p>MOTION Ali proposed and Wade seconded, that we approve a budget of \$5000 for Misinformation. Carried.</p> <p>RIGHTS \$ 800 PUBLICITY \$3000 COSTUMES \$ 200 PROPS \$ 200 SET \$ 300 LIGHTING/SOUND \$ 150</p> | |
| <p>OTHER BUSINESS:</p> <ol style="list-style-type: none"> 1. 6pm before next exec meeting there will be a forward planning meeting. 2. Barb put her apologies in for next meeting. <p style="text-align: center;">Meeting closed 9pm</p> <ul style="list-style-type: none"> • Next Meeting – 23RD November 2009, 7.00pm. | |
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