

Minute of the Whangarei Theatre Company Executive Committee meeting
Held at the Riverbank Centre, Reyburn House Lane
On Monday 28th September 2009
The meeting commenced at 7.00pm.

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

Andy Bryers, Ajay Fryer,

APOLOGIES: Eilean Rawson , Tane Davis, Jason Riggir

<u>ITEM</u>	<u>ACTION</u>
<p>FINANCIAL REPORT: Cheques to be passed for payment were presented to the committee. See attached sheet.</p> <p>MOTION: Alison moved and Wade seconded, that the September cheques 207939 – 207976 and four direct debits be passed for payment.</p> <p>Carried.</p> <p>Matters arising: Alison raised the issue of our very large paper use in the photocopier and asked that the executive members be aware of the cost and try to be more careful e.g. 2-sided copying if possible. There appears to have been 2000 copies in the last 4 weeks.</p> <p>MINUTES OF THE PREVIOUS MEETING: MOTION: Gayle moved and Barbara seconded that they be accepted as a true and correct record. Carried</p> <p>MATTERS ARISING:</p>	
<p>1. Wade is waiting for Ian to get 3 quotes for the door at Finlayson Street before he can ask for a grant.</p>	Ian
<p>2. How did we get on with the insurance? Gayle reported that we are able to make a retrospective claim and has all of the paperwork required. She will need Richard to complete the claim.</p>	Richard.
<p>3. Barbara brought up that the date was wrong for the era of Hot Mikado in the last minutes. To be rectified.</p>	Gayle
<p>4. We are still waiting for payment on the broken window. The committee instructed the secretary to send a reminder letter as there has been no correspondence as to why the payment has not been made.</p>	Gayle
<p>5. Archives? Gayle has approached Val Russell as discussed. She is willing to be a team member so</p>	Gayle

<p>Gayle is to set up a working committee to get the archive work in progress again.</p> <ol style="list-style-type: none"> 6. Wardrobe committee? Ajay is to set up a meeting with the group, Alison, Teresa, Gayle and himself and have us all able to do hire-outs. A common procedure is the order of the meeting, plus key allocation. 7. RTD's in the bar. Joel was not at previous meeting but will check license and liaise with George. 8. Security lights? Richard will check when he is at the theatre in the dark some time. 	<p>Ajay – meeting set for 6pm of next exec meeting date.</p> <p>Joel</p> <p>Richard.</p>
<p>CORRESPONDENCE: MOTION: Alison proposed and Gayle seconded that the inwards correspondence be received and outward be approved. Carried</p> <p>In - Quote from Watco for insurance purposes. Reminder email about booking if anyone wants to go to the annual conference. Ian suggested it needs to go on a newsletter so that our members are aware of the timeline to enroll.</p>	<p>Eilean</p>
<p>GENERAL BUSINESS</p> <ol style="list-style-type: none"> 1. There is a meeting in Auckland on 10th October, for zone one reps, about the conference. We are to send two reps to this meeting. Ian is going to attend and Joel will be in Auckland then so he will be the other. Alison is the first back up and Gayle the second in case Ian and Joel cannot go. 2. Someone has sent an email asking to view the plans of our building, to get ideas for one they are to build. Many suggestions to help this correspondent. Wade suggested the Council hold plans, where ours can be sourced. Our contact there is Sue Neilson and her contact details were passed on. 3. Junior Theater. Diane read out a report in Tane's absence, see attached. There was discussion about the viability of continuing with junior theatre in its present format. With key tutors leaving, it was decided that junior theater could not run in term three and a letter informing parents of this is to be sent to them. It was decided that there needs to be a formal structure for junior theatre. Joel read a plan that he had devised to the committee, which was met with approval. <p>MOTION: Richard proposed and Barbara seconded,</p>	<p>Ian, Joel</p> <p>Jason and Building committee</p>

<p>the executive committee approves that junior theater be put into recess until it has been reorganized and the programme. Carried</p> <p>Diane has offered to co-ordinate the restructuring. The James Rice trust grant of \$1000 per year was discussed as this is tagged specifically for singing tuition. Diane is to check with Peter Gibb who is a Trustee, to be clear what it can be spent on.</p> <p>The letter is to state that we are in recess for term four because we need to restructure to include all aspects of musical theater and will look at starting up in a new format for 2010. In the meantime, there are currently two junior theater groups, Rising Stars and Northland Youth Theatre running programmes. The letter is to include the fact that we are planning a major show that will include our junior members if they are interested. The show is called Disco Inferno, a 70's revival musical to be staged in August 2010.</p> <p>4. Ian has been approached by a company who is offering free web hosting in return for banner ads on our website. Discussion followed with a directive for Ian to investigate further. All agreed in principle, to the idea, providing it was not too intrusive.</p>	<p>Diane</p> <p>Diane</p> <p>Gayle</p> <p>Ian</p>
<p>REPORTS FROM SUB-COMMITTEES:</p> <ul style="list-style-type: none"> • Theatre Hire. The theater is hired 22nd Oct – 24th Oct for a stand-up comic show. Barbara said his work is very funny. He will use the upstairs theater and his show begins at 8pm. Joel asked if we should consider opening the bar. Discussion followed and it was agreed to use the opportunity for revenue but also to offer this service. Richard is to check with George then apply for a license. Joel offered to purchase stock, secure staff and run the bar with George's knowledge. Also booked is Rachel McMillan's wedding 16th January and a request for the 20th February. As this is very close to opening of our first show, it is not an ideal date to book the theater out. • Junior Theatre. See report and minute in general business. • Wardrobe. There was a surge of hires for the singing competitions. Gayle, Alison and Teresa will support Ajay with 	<p>Richard, Joel</p> <p>Gayle Ajay Alison Teresa</p>

<p>hireage and are to have a meeting to establish hire protocol as Ajay already has a system.</p> <ul style="list-style-type: none"> • Building. • Publicity. • Props. <p>Have had a few hires and it is currently a bit of a mess but all in hand.</p> <ul style="list-style-type: none"> • Make-up • Lighting and Sound. • Social. <p>Meeting pending.</p> <p>Front of House.</p> <p>Forward planning.</p> <p>See attached minutes. With our show, Forbidden Broadway unable to be cast, we have had emergency meetings and settled on a 4-cast play. This has been cast and show dates have been set.</p> <p>20th, 21st, 26th, 27th, 28th 29th November. 26th being a proposed show in Kerikeri and 29th being a matinee. 2nd December will be a standby date and 3rd 4th and 5th December being our final week shows.</p> <p>MOTION: Wade moved and Gayle seconded, that we put on a show in Kerikeri and that he approach Poloris Trust to cover the venue cost of \$1000.</p> <p>Carried</p> <p>We are still to find a show for November/December 2010 and there were three being passed around the sub-committee at present.</p> <p>Dates for 2010 shows.</p> <p>14th May – 5th June</p> <p>13th August - 4th September</p> <p>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>Andy</p> <p>Wade Rowsell</p>
<p>PRODUCTIONS:</p> <ol style="list-style-type: none"> 1. A Funny Thing Happened on the Way to the Forum. The Director was very pleased with the show and it is looking like making a good profit. 2. Dirty Dustings. MOTION: Barbara proposed a budget and Andy seconded, that the proposed budget be approved. \$500 Lighting and sound \$3500 Rights 	

<p style="text-align: center;"> \$3000 Publicity \$500 Props \$500 \$100 Costumes <u>\$1000 Kerikeri</u> \$9100 Proposed budget. </p> <p>Joel is to get a quote for a smoke machine, which will need to be budgeted for.</p> <p>MOTION: Barbie moved and Ali seconded that we keep the price of show \$20 and meal \$25 for this show. AMENDMENT: Wade proposed and Joel seconded that the price be \$25 for Kerikeri show to offset relocation costs. carried</p> <p>3. Hot Mikado, Auditions will be in December with some rehearsals before Christmas then continuing through from 1st February. The scripts and scores will arrive around the 10th December. There will be a cast of 16-20 and preference will be given to people not committed to anything else during rehearsal time. Show date are 14th May until 5th June.</p>	Joel
<p>OTHER BUSINESS:</p> <p>1. Gayle thanked the committee for their support so far for High School Musical.</p> <p style="text-align: center;">Meeting closed 9.23pm</p> <ul style="list-style-type: none"> • Next Meeting – 19th October 2009, 7.00pm. 	