

**Minute of the Whangarei Theatre Company Executive Committee meeting
Held at the Riverbank Centre, Reyburn House Lane
On Monday April 26th 2010.**

The meeting commenced at 7.00pm.

PRESENT: Richard Bryham, Gayle Dowsett, Diane Bryers, Alison Thomson, Wade Rowsell, Ian Page, Ajay Fryer, Jason Riggir, Eilean Rawson, Penny Mashlan, Ruth Coulton

APOLOGIES: Joel Stanners,

<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 Joel seconded, that the March cheques 208132– 2081531 and five direct debits be passed for payment.</p> <p>Carried.</p> <p>Five direct debits are to Telecom, Meridian, ETSL – eftpos, Meridian – Finlayson street, and Whangarei District Council for rent.</p> <p>Matters arising:</p> <p>Alison told the committee where to get the warehouse stationery card from, as it is required to make purchases.</p> <p>MINUTES OF THE PREVIOUS MEETING:</p> <p>MOTION: Gayle moved and Wade seconded that they be accepted as a true and correct record. Carried</p> <p>MATTERS ARISING:</p> <ol style="list-style-type: none"> 1. Ian asked that the point about TK theatre be changed to read “ Ian asked Diane whether or not TK theatre intended putting on any more shows, not to state that they wouldn’t. “ The committee agreed. 2. Seat Advisor. – Ian had circulated the proposal from seat advisor prior to the meeting. He asked what the committees thoughts were regarding our taking up the offer. Discussion followed and it was decided to think about it over the next month. Alison suggested Ian visit Paul at Suit Hire and discuss the implications with him. 	Ian
<p>CORRESPONDENCE:</p> <p>MOTION: Gayle proposed and Diane seconded that the inwards correspondence be received and outward be approved. Carried</p>	

<p>In</p> <ol style="list-style-type: none"> 1. Letter from Barbara Trimmer resigning from the Whangarei Theatre Executive Committee. 2. Thank-you letter from Neil Troost for Ruth, David and the production team of Miscommunication. 3. Norfolk Island Theatre Festival 4. Email regarding upcoming meeting of Arts organizations in Whangarei. 5. Dept Internal Affairs Panui 6. Telecom pamphlet on using Facebook for business growth. <p>Out – no outward this month.</p>	
<p>GENERAL BUSINESS</p> <ol style="list-style-type: none"> 1. Resignation Ian confirmed that Barbara had resigned from the committee and from all sub-committees. Ruth is happy to take up Barbara’s responsibility of theatre bookings. 2. Co-option With Barbara resigning, Ian has approached Mary Mouat re being co-opted onto the committee. She has indicated her willingness to be so co-opted. MOTION: Ian proposed and Ruth seconded, that Mary Mouat is co-opted onto the Whangarei Theatre Company’s executive committee for the remainder of this term. Carried. 3. Professional Director Ian put out for discussion, the possibility of paying a professional director for some of our productions in the future. Discussion followed about our past experience of this and put aside for further discussion at a later date. 4. Signage Wade asked if publicity could get a sign put up in front of the theatre regarding our current show. Discussion followed about the benefit of having that sign regularly changed depending on current or upcoming show. Richard agreed to put that in place. 5. Telephone List Richard asked for updates of phone and cellphone contacts for phone list. 	

<p>6. Keys Wade asked Gayle of keys had been collected and distributed. Gayle said job is in hand; Thelma needed keep them for another month. Ruth will need Barbara's extra keys, Mary will need keys.</p> <p>7. Equip offer The 'girlfriends' fashion show organizers have offered us set pieces in Japanese theme for \$2000. We have declined that offer.</p> <p>8. Complimentary Tickets Gayle asked for clarification of protocol around complimentary tickets offered to us by other societies. Discussion followed and it was decided Gayle is to offer them over the email to committee members first, sharing them around. If a show has specific interest for anyone, that will take precedence.</p>	
<p>REPORTS FROM SUB-COMMITTEES:</p> <ul style="list-style-type: none"> • Theatre Hire. 19th December is the only new booking – 90th birthday. • Wardrobe. Going well, hireage number increasing. Rising Stars wanting show set of Oliver type shows. • Building. Finlayson street work is stalled because of Hot Mikado. Diane has asked company for sponsorship building as per last minutes but their sponsorship budget is very low at the moment. Wade checked the order for timber delivered to Finlayson street. Inconclusive therefore probably unable to get refund for bent timber but if someone can check with the timber company, we might get some refund because we got shorter lengths than requested. 4.8m lengths mostly, instead of 5.4m lengths. • Publicity Ticking along, no pamphlets yet. • Props We need a props working bee after Hot Mikado finished, to tidy and take inventory. • Make-up Still to restock for Mikado. • Lighting and Sound. Busy with Hot Mikado • Front of House. Waiting for Faye to send menus for Hot Mikado. Ali asked if she could have a copy of contract with Faye each show, 	

<p>for records. Eilean will catch up with Wade regarding special sponsor and charity night. What menu do you want, who is running this night?</p> <ul style="list-style-type: none"> • Forward Planning <p>We have had a meeting – still circulating scripts to be considered for next year. We have to decide on the first and 4th show for 2011. Miss Saigon is still being considered. Many people went down to Wellington to see the show we are planning to hire set etc from. It is obvious Lachie thinks he is definitely putting the show on next year and has a large group of people organized to be on the production team.</p>	Eilean
<p>PRODUCTIONS:</p> <p>Hot Mikado Lighting plot went well. Sitz probe very good.</p> <p>The Thing About Men Ray Palmer will be musical director. Dates moved to 20th August – 4th September to accommodate Ray. Auditions on the 6th June will be by appointment 12pm – 5pm. Pre audition read through 31st May 7 – 9pm. Call backs 9th June.</p> <p>Disco Inferno Nothing new to report.</p>	
<p>OTHER BUSINESS:</p> <p>Meeting closed 8.48pm</p> <ul style="list-style-type: none"> • Next Meeting – 24th May, 7.00pm. 	