

**Minutes of the Whangarei Theatre Company Executive Committee meeting
Held at the Riverbank Centre, Reyburn House Lane
On Monday August 23rd 2010.**

The meeting commenced at 7.00pm.

PRESENT: Richard Bryham, Alison Thomson, Ian Page, Eilean Rawson, Joel Stanners, Wade Rowsell, Penny Mashlan, Jason Riggir, Ruth Coulton, James Mulligan-Hill, Mary Mouat

APOLOGIES: , Gayle Dowsett, Diane Bryers

<u>ITEM</u>	<u>ACTION</u>
<p>FINANCIAL REPORT: Cheques to be passed for payment were presented to the committee. MOTION: Alison moved and Wade seconded, that cheques 208458-208460 and 208162-208174 and six direct debits totaling \$11,563-88 be passed for payment. Carried. The current bank balances total \$56,882-87. MINUTES OF THE PREVIOUS MEETING: MOTION: Ian moved and Ruth seconded that they be accepted as a true and correct record. Carried MATTERS ARISING:</p> <ol style="list-style-type: none"> 1. Seat Advisor. – The contract has now been signed. Training will take place on 9 & 10 September. Ian, Richard, Penny (not PM on 9) and Paul will attend. 2. Joel agreed to organise Broadband for the Riverbank Centre, probably via Telecom. 3. The correspondence about the bequest from Janet Tayler was noted, and that WTC are able to publicise this. 4. Wade reported that a grant of \$2000 had been received from Polaris Trust towards the work in Finlayson Street. 5. James Mulligan-Hill was then welcomed to the committee, having agreed to be co-opted as a new member for the rest of this year. 	<p>Ian, Richard, Penny</p> <p>Joel</p>
<p>CORRESPONDENCE: A letter from Debi Walters was presented by Debi regarding the Glee Club. A small amount of discussion ensued, and the matter felt to have been resolved.</p>	

<p>GENERAL BUSINESS</p> <p>1. Block Booking Request from Jan Lowe for 11 December 2010</p> <p>This was discussed in detail. It was proposed by Ian, seconded by Wade, that she could book 80 seats for dinner and show providing they were paid for 3 days prior to the booking office opening. The Hatea room would have up to ten other diners, and other patrons could access the bar before the show. Other patrons could access the bar, and the provision of tea and coffee, during the interval. Carried</p> <p>2. Funding Applications</p> <p>Wade requested quotes for the pipe required for Finlayson Street Wardrobes and the Haser for Miss Siagon be provided before the next meeting, as this would allow funding applications in two financial cycles.</p> <p>3. ASB Community Trust Meeting</p> <p>This takes place on 4 September at the ASB Leisure Centre in Kensington. Funding Fair 12-2pm, AGM 2-3pm and meet the team 3-4pm. We have applied for \$20,000 towards the cost of the set/costumes/etc for Miss Saigon.</p> <p>4. The Revolve</p> <p>Wanganui had made an amended proposal, such that any hireage income from the first year be retained by themselves. Wade proposed, Eilean seconded, that their proposal was accepted. Carried</p>	<p>Ian</p> <p>Jason to obtain & provide</p> <p>Anyone who can attend</p> <p>Wade to inform Wanganui</p> <p>Ian to contact Ian Reeves to draw up a suitable contract</p>
<p>REPORTS FROM SUB-COMMITTEES:</p> <ul style="list-style-type: none"> Theatre Hire. <p>Speech & Drama Competitions 16-19 September - Barbara Thomson had requested a set of keys, and this was agreed. Cover will be by Richard (17), Mary (18) and Ruth (19). Ruth will investigate storing the tables at the Maori Academy. Richard & Jason will ensure the set is dismantled and the stage cleared.</p> <p>Wedding Saturday 25 September – Ruth to cover.</p> <p>Harmony Chorus 16 October – Penny to cover</p> <p>90th birthday party 19 December</p> <p>Wedding 22 January 2011 – agreed</p> <p>Wedding 26 February 2011 – agreed</p>	<p>Gayle to issue</p> <p>Richard, Mary & Ruth Ruth</p> <p>Richard & Jason</p> <p>Ruth Penny</p> <p>Ruth to organise contract As above</p>

<ul style="list-style-type: none"> • Wardrobe. Aimee Cross has joined the team. • Building. A quote from Douglas Roofing for \$400 + GST was considered and accepted. It was agreed that quotes for replacing the front sections of roofing steel for Finlayson Street were required. • Publicity Ian reported from the recent SCENE magazine evening. • Props Nil. Make-up Nil. • Lighting and Sound. Nil • Front of House. Eilean & Penny have made progress towards finding a caterer for Disco Inferno, and should have a preferred provider to name at the next meeting. • Forward Planning The FP committee confirmed the following for 2011: STIFF – director Ruth Coulton – Hatea Room – 4-19 March with auditions before Christmas. Production Manager – Joel. MISS SAIGON – director Lachie MacLean – 17 June – 9 July with auditions 6&7 November. STEPPING OUT – director Eilean Rawson – main stage – 9-24 September (musical version). PM - Ian MUM’s CHOIR – director Pamela Black – Hatea Room – 11 November – 4 December 	<p>Richard to activate</p> <p>Jason to obtain before next meeting</p> <p>Penny</p> <p>Ruth/Joel to decide date</p>
<p>PRODUCTIONS:</p> <p>The Thing About Men Regrettably this has been cancelled, as it would not reach performance standard in the time available. Dean Scanlen has offered to be a vocal coach for future productions.</p> <p>Disco Inferno Penny & Eilean are production managers. Successful auditions mean the show has been cast. A wardrobe manager for the show is still sought. Eilean presented an indicative budget. It was agreed a more certain budget was required for the next meeting, to enable approval and also ticket pricing. Alternative options for ticket pricing should be considered before the next meeting.</p>	<p>Eilean</p> <p>ALL</p>

<p>Stiff Joel will be PM and Ruth Director.</p> <p>Miss Saigon Ian & Alison & other will be the PMs for this. Auditions are planned for 6 & 7 November. An initial production meeting is planned for 10 September.</p>	<p>Ian</p>
<p>OTHER BUSINESS: Penny agreed to attend the meeting about CHART and the business community on WTC's behalf on Wednesday</p> <p>Meeting closed 9.35pm Next Meeting – 27th September, 7.00pm.</p>	<p>Eilean to send details to Penny</p>