

**Minutes of the Whangarei Theatre Company Executive Committee meeting**  
**Held at the home of Alison Thomson**  
**On Monday 20<sup>th</sup> December 2010.**  
The meeting commenced at 6.30pm.

**PRESENT:** Jason Riggir, Joel Stanners, Wade Rowsell, Alison Thomson, James Mulligan-Hill, Ian Page, Gayle Dowsett, Penny Mashlan, Ruth Coulton, Richard Bryham, Mary Mouat, Jess Loftus and Eilean Rawson  
**APOLOGIES:**

<u>ITEM</u>	<u>ACTION</u>
<p><b>FINANCIAL REPORT:</b> Cheques to be passed for payment were presented to the committee.  <b>MOTION:</b> Alison moved and Wade seconded, that cheques 208359 – 208397 and five direct debits be passed for payment.  <b>Carried.</b>  The cheque for lighting was questioned and Joel said there was a capital item in the total – an Atari low fog machine which James had purchased at Joel’s request. We could either buy it or hire it from James. Discussion followed and it was decided that we would need it for Miss Saigon.  <b>MOTION:</b> Alison moved and Wade seconded, that we buy the Atari low fog machine that was used in Disco Inferno from James.  <b>Carried.</b></p> <p><b>MINUTES OF THE PREVIOUS MEETING:</b>  <b>MOTION:</b> Gayle moved and Joel seconded that they be accepted as a true and correct record of the meeting.  <b>Carried</b></p> <p><b>MATTERS ARISING:</b></p> <ol style="list-style-type: none"> <li>1. Wade brought up that an amendment to the minutes to include the discussion about Glee club.</li> </ol> <p>Amendment to November minutes:</p> <p>Jessica was requested to ask the Glee club if they would like to use the theatre to practice in.</p>	
<p><b>CORRESPONDENCE:</b>  <b>Inward</b></p> <ol style="list-style-type: none"> <li>1. Letter from Mayor Maurice Cutforth accepting our invitation to act as Patron for his term of office.</li> <li>2. Letter from Lynn Allen thanking us for Gayle’s letter explaining where the funds given to the theatre from the Jim Rice trust fund had been spent.</li> </ol>	

<p>3. Letter from CCMT inviting the president and partner to the final graduation performance of “Go to the Mirror, Boy” on the 22<sup>nd</sup> January.</p> <p>4. ASB letter stating Wade has been successful in his bid for a \$20,000 grant.</p> <p><b>Outward</b></p>	
<p><b>GENERAL BUSINESS</b></p> <p>1. Miss Saigon. Ian reported that a girl was flown up from Wellington and spent a day working with Lachie, Joan and the principal cast of Miss Saigon.</p> <p><b>MOTION:</b> Ian proposed and Alison seconded, that we arrange a contract to employ Ivy to play Kim in our production of Miss Saigon. She would arrive 2 weeks before the show opened and would stay for 5 weeks (including the 3 week run). This would cost the Society \$8000 in wages plus 4 flights to and from Wellington estimated at \$800.</p> <p><b>Carried.</b></p> <p>Alison has very generously invited Ivy to be her guest for the 5 weeks.</p> <p>2. NAPTA’s. These will be held at the Aotea Centre on the 19<sup>th</sup> February 2011. The cost will be \$130. Jess will co-ordinate the tickets. Ian will forward requests and details from the NAPTA committee. Ian will decide who will accept the awards should we be lucky enough to turn any of our nominations into awards.</p> <p>3. Key Cupboard. Joel brought up the fact that the office key is missing from the key cupboard. Gayle has since put a new one there as some committee members do not want to carry an office key and choose to use the one in the key cupboard.</p> <p>No-one knew where the office key had gone but discussion about how often the key cupboard has been left open followed. Nothing was resolved.</p> <p>4. ETNZ. Joel asked if there was a reason we were not members. It was discussed at an earlier meeting and decided that the cost did not justify becoming members. There was further discussion but the committee decided not to join at this stage.</p> <p>5. Raffles. Gayle asked if there was any way the raffles could be drawn somewhere other than in</p>	<p>Jess/Ian</p>

<p>the theatre at the beginning of act two. 3 patrons at separate times had commented on the drawing of these being not a positive contribution to the theatre experience. Eilean rightly answered that since she had taken over the front of house job, that she had been aware of this and had made effort to minimize the intrusion. She also questioned why we even do the raffle as the original reason – to send people to conference, seemed to no longer be what the money raised was used for.</p> <p>Discussion followed and the committee suggested that we stop the raffles until we have a reason to have them.</p> <p><b>MOTION:</b> Gayle proposed and Richard seconded, that we stop automatically selling raffle tickets at all of our shows.</p> <p><b>Carried.</b></p>	
<p><b>REPORTS FROM SUB-COMMITTEES:</b></p> <ul style="list-style-type: none"> <li>• <b>Theatre Hire.</b> 21<sup>st</sup> January the Goodwill Tappers have cancelled their booking. 22 January – wedding Hire. 19 February –Medium, no contract as yet. 26<sup>th</sup> February – Wedding Hire.</li> <li>• <b>Wardrobe.</b> Ajay has agreed to join Gayle, Alison and Aimee on the wardrobe sub-committee. The hireage is still closed until further notice.</li> <li>• <b>Building.</b> The building committee is going to spend time catching up on the minor maintenance over the break.</li> <li>• <b>Publicity</b> Nothing to report.</li> <li>• <b>Props</b> No report, and no one responsible for this.</li> <li>• <b>Make-up</b> No report, and no one responsible for this.</li> <li>• <b>Lighting and Sound</b> Sub-committee in tidy-up mode.</li> <li>• <b>Front of House.</b> Also in tidy-up mode. The last job is to gather up the rest of the table cloths and take them to the Laundromat. Ruth offered to do this.</li> <li>• <b>Forward Planning</b> In recess until 2011.</li> </ul>	<p>Ruth</p>

<p><b>PRODUCTIONS:</b></p> <ul style="list-style-type: none"> <li>• <b>Disco Inferno</b> The last job is to collect scripts.</li> <li>• <b>Stiff</b> The show is cast but one is not sure whether she can commit to the show. Ruth may have to recast this role. Joel presented the minutes from his first production meeting. Discussion followed regarding the dinner. Do we have a full meal or only desserts.</li> </ul> <p><b>MOTION:</b> Penny moved and Eilean seconded, that we have a 2-course meal on Thursday's and Friday's for Stiff and that we ask Craig to cater.</p> <p><b>Carried.</b></p> <p><b>MOTION:</b> Penny moved and Joel seconded, that we accept the proposed budget for Stiff.</p> <p><b>Carried.</b></p> <ul style="list-style-type: none"> <li>• <b>Miss Saigon</b> Wade said he has reached his target of \$64,000 in grants and sponsorship for Miss Saigon. The committee nominee appreciates the work and effort involved, and are pleased that this goal has been reached so soon. Congratulations Wade.</li> <li>• <b>Stepping Out</b> Nothing to report.</li> <li>• <b>Mum's Choir</b> Nothing to Report</li> </ul>	<p>Penny</p>
<p><b>OTHER BUSINESS:</b> No further business.</p>	
<p>Meeting Closed 7.30pm. A pot luck dinner was shared to conclude 2010. Happy Holidays.</p> <p>Next Meeting – Monday 17<sup>th</sup> January 2011 at the Riverbank Theatre 7.00pm.</p>	