

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

The meeting commenced at 7pm.

PRESENT: Richard Bryham, Gayle Dowsett, Diane Bryers, Ian Page, Jason Riggir, Wade Rowsell, Penny Mashlan, Ruth Coulton, Eilean Rawson, Joel Stanners,

APOLOGIES: Alison Thomson, Mary Mouat

<u>ITEM</u>	<u>ACTION</u>
<p>FINANCIAL REPORT: Cheques to be passed for payment were presented to the committee. MOTION: Wade moved and Richard seconded, that the July cheques xxx439 – xxx456 and xxx500, to the value of \$7125.34, plus three direct debits be passed for payment. Carried. Account balance is \$69578.08</p> <p>MINUTES OF THE PREVIOUS MEETING: Ian proposed and Eilean seconded, that these are a true and correct record of the June meeting. Carried</p> <p>MATTERS ARISING:</p> <ol style="list-style-type: none"> 1. Ian contacted Seat Advisor twice and has had no response. 2. The reply letter to Luke Bird is yet to be completed. 3. Meals for Disco Inferno – The Front of House team is looking for another caterer for this. 4. To keep our show quality at a standard of which the committee consider represents our society, Gayle asked that this discussion be put off until this meeting. Gayle asked if there were procedures in place to ensure this, or is there direction from the committee as she is about to start directing Disco Inferno. Discussion followed. A suggestion that the job description for the Director be modified and that these job descriptions are given to future directors etc. <p>MOTION: Gayle proposed and Richard seconded, that the forward planning committee be responsible for supporting a show right through to opening night, that representatives view the show at different stages in rehearsal and prior to opening to ensure the show meets their standard. Carried</p>	
<p>CORRESPONDENCE: Inward/Outward No paper correspondence apart from pamphlets, one from Warehouse Stationery and one from ASB.</p>	

<p>Email correspondence from Ajay, tendering his resignation from the committee and from the Theatre membership.</p> <p>MOTION: Gayle proposed and Wade seconded that the inwards correspondence be received and outward be approved. Carried</p> <p>Gayle asked why the correspondence from Janet Tayler’s Lawyer regarding Janet’s very kind bequeath had not been recorded. Nor has any discussion been had as to what we would be using it for. Ian will look into this.</p>	
<p>GENERAL BUSINESS</p> <ol style="list-style-type: none"> 1. Grants. Wade asked the committee to give his approval to apply to the Poloris Trust for \$2000 to be used for planks needed for the set of Miss Saigon. <p>MOTION: Wade proposed and Joel seconded he apply to the ASB Community trust Arts and Culture Fund for \$20000 to cover the cost of the hire of Set Costumes and Props for Miss Saigon. Carried.</p> <ol style="list-style-type: none"> 2. Executive committee – As we now have 2 vacancies on the executive committee, are we planning on filling those gaps or waiting until the next AGM? A discussion followed and it was decided that a notice would go in the newsletter to ask the membership if anyone was interested in being seconded onto the committee for the remainder of the term. 3. Glee. Joel asked for discussion to happen around the emails between committee members with regards to Ajay and Jess’ Glee group. There were many comments regarding the need to support such initiatives and there were suggestions made as to how we as an executive committee could move forward. A suggestion that a conciliatory statement go to the members involved in the Glee practice. Joel finished by saying he wasn’t happy with that outcome and considered a personal visit to a Glee practice was needed. Gayle offered to support Ian to do this. Ian said he would give the suggestion some thought. No conclusion was reached. 	

<p>4. Murray Kessell.</p> <p>MOTION: Penny moved and Richard seconded, that the committee would be supportive of the family putting a remembrance stone in place of the tree that was originally grown to mark Murray’s resting place, which has since died.</p> <p>Carried</p>	
<p>REPORTS FROM SUB-COMMITTEES:</p> <ul style="list-style-type: none"> • Theatre Hire. Instep is using the rooms on Monday and Friday until the 6th August. Dance Inc’s hireage went well. Ruth thanked people for giving up their time to be rostered on as supervisors of our rooms. • Wardrobe. Gayle will take over the Wardrobe duties as were covered by Ajay until the next AGM. Alison will continue to support. It was suggested that Pamela might be also interested in joining that sub-committee. • Building. Richard has had contractors here to look at our roof leak with varying responses. On-going. The signs for the carpark are made and in place. Finlayson street, Jason said there are considerable leaks in Finlayson street roof which will have to be fixed before we can put anything in there. The electricians will also need considerable money spent on them. We will have to get quotes for the next stage. Diane is going to talk to a roofing friend to see if there is a way we can get the work or part of it sponsored. • Publicity. Slowly progressing. • Props. The props clean-up is completed. • Make-up • Lighting and Sound. • Front of House. Faye is putting together a menu, a substantial main and dessert with no entrée. Penny will be covering FOH for The Thing About Men, as Eilean will be out of the country. Jeanette and Bevan will set up for each show. <p>Forward planning. Miss Saigon is in the hands of the Production team.</p>	

<p>PRODUCTIONS:</p> <p>The Thing About Men Concerns about the music at this stage. It is very difficult and is pitched in an almost impossible range for one of the men. Steps are in place to try to rectify the problems. Ray has been asked to transpose the music accordingly.</p> <p>Disco Inferno Diane is unable to be production manager for this show. Rob has indicated that he is interested if there is someone he can support to do this. Eilean and Penny offered to share the role.</p> <p>Stiff</p> <p>Miss Saigon</p>	
<p>OTHER BUSINESS:</p> <p>Meeting closed 9.20 pm</p> <ul style="list-style-type: none"> • Next Meeting August 23rd 2010 7.00pm. 	