

**Minute of the Whangarei Theatre Company Executive Committee meeting  
Held at the Riverbank Centre, Reyburn House Lane  
On Monday June 28<sup>th</sup> 2010.**

The meeting commenced at 7.00pm.

**PRESENT:** Richard Bryham, Alison Thomson, Ian Page, Eilean Rawson, Joel Stanners, Wade Rowsell, Penny Mashlan, Diane Bryers, Jason Riggir

**APOLOGIES:** , Ruth Coulton, Mary Mouat, Gayle Dowsett

<u>ITEM</u>	<u>ACTION</u>
<p><b>FINANCIAL REPORT:</b> Cheques to be passed for payment were presented to the committee.</p> <p><b>MOTION:</b> Alison moved and Richard seconded, that cheques 208413-208438 and 208161 and five direct debits totaling \$11,018-75 be passed for payment.</p> <p><b>Carried.</b></p> <p>The current bank balances total \$36,668-17.</p> <p><b>MINUTES OF THE PREVIOUS MEETING:</b></p> <p><b>MOTION:</b> Ian moved and Alison seconded that they be accepted as a true and correct record. <b>Carried</b></p> <p><b>MATTERS ARISING:</b></p> <ol style="list-style-type: none"> <li>1. Wade has had conversation with Jim Ennis from Wanganui about the Revolve, which needs about \$7k repairs. After discussion we agreed that Wade could propose that Wanganui could purchase a 50% stake in the Revolve by undertaking all the repairs necessary to bring it to top condition. If it was then stored by them we would split any hire fees 60:40 to them. We would be able to use it at no cost, and have preference to it at 9 months notice. All hirings would be notified to us.</li> <li>2. Seat Advisor. – There was further discussion around the contract provided. It was agreed that it could be signed “as is”, but that Ian should seek a change to Exhibit A, item 2, such that the requirement would be for 6000 tickets over 3 years, not 2000 annually, and seek clarification over the meaning of Client’s Credit Card merchant account.</li> </ol> <p>Initial training will be undertaken by Paul at Suit Hire, Ian, Alison and Richard.</p> <ol style="list-style-type: none"> <li>3. Richard will contact companies about the work required on the roof prior to the next meeting.</li> </ol>	<p>Wade</p> <p>Ian</p> <p>Richard</p>

<p><b>CORRESPONDENCE:</b>  No formal presentation was made.  In  1. E-mail from Luke Bird.  Out  1. Reply to Luke Bird</p>	
<p><b>GENERAL BUSINESS</b>  1. <b>Car Parking Notice</b>  The increased use of the kitchen car park by people attending the Leadership Academy is causing problems. Ian will again talk to their supervisor. Richard will produce a sign (text from Eilean) for the car park entrance.</p> <p>2. <b>Answerphone</b>  It was agreed that Richard would be responsible for monitoring messages, and that Front of House would do so on days when a show was performed.</p> <p>3. <b>Mid-Winter Arts Festival</b>  We will have a stall at this. Ian will man it on Saturday 31 July, and Penny on Sunday 1 August.</p>	<p>Ian  Richard  Richard  Ian &amp; Penny</p>
<p><b>REPORTS FROM SUB-COMMITTEES:</b></p> <ul style="list-style-type: none"> <li>• <b>Theatre Hire.</b>  Considerable discussion took place over the need to improve processes for managing hirings.  Dance Workshop 5-9 July  Alison will contact coordinator to see just when they are using the theatre, and then organise a cover roster.  Speech &amp; Drama Competitions 16-19 September  Francis Xavier School 20-24 September  90<sup>th</sup> birthday party 19 December</li> <li>• <b>Wardrobe.</b>  Nil.</li> <li>• <b>Building.</b>  The leaky roof over the main stage needs to be fixed. As a temporary measure a paddling pool will be placed in the over-stage void by Joel.  Quotes will be obtained for two jobs – stopping the leaks around the air-conditioning duct, and re-doing the roof over the upper dressing room shower as it is retaining water and leaking. A decision about action will be taken at the next meeting.</li> <li>• <b>Publicity</b>  Has started for TTAM.</li> </ul>	<p>Ruth  Alison  Joel  Richard</p>

<ul style="list-style-type: none"> <li>• <b>Props</b> There will be a working bee on Saturday 17 July from 9-12. Request for helpers to go in Newsletter.</li> <li>• <b>Make-up</b> Nil.</li> <li>• <b>Lighting and Sound.</b> Nil</li> <li>• <b>Front of House.</b> It was agreed that for TTAM we would offer a 2-course dinner for \$20 on Friday and Saturday, and that the weekday shows would start at 7.30pm. Eilean would source an alternative caterer for Disco Inferno.</li> <li>• <b>Forward Planning</b> The committee accepted the following recommendations from FP for 2011: STIFF – director Ruth Coulton – Hatea Room – 4-19 March with auditions before Christmas. STEPPING OUT – director Eilean Rawson – main stage – 9-24 September (may be the musical version) MUM’s CHOIR – director Pamela Black – Hatea Room – 11 November – 4 December</li> </ul> <p>Wade then produced a draft budget for MISS SAIGON, proposed as the second show of the year. This was debated thoroughly. Assuming 67% occupancy of Forum North, without any grants, the show would break even. Higher ticket sales, or the gaining of grants, would ensure a surplus was made.</p> <p><b>MOTION:</b> Wade proposed, and Joel seconded, that we produce Miss Saigon in 2011. <b>Carried.</b> Eilean asked we record her as having voted against the motion.</p>	<p>Diane Eilean</p> <p>Ian Eilean Eilean</p>
<p><b>PRODUCTIONS:</b></p> <p><b>The Thing About Men</b> Rehearsals are well under way. Costumes &amp; Set are in hand, with Lighting and Props to go. Ian &amp; Diane will meet to finalise the latter. Eilean will then prepare the budget.</p> <p><b>Disco Inferno</b> Nothing new to report.</p>	<p>Ian &amp; Diane</p> <p>Eilean</p>
<p><b>OTHER BUSINESS:</b> Gayle asked (via email) that the issue of process for stopping shows be discussed at the next meeting. Meeting closed 9.20pm</p> <ul style="list-style-type: none"> <li>• <b>Next Meeting – 26<sup>th</sup> July, 7.00pm.</b></li> </ul>	<p>Gayle</p>