

**Minute of the Whangarei Theatre Company Executive Committee meeting
Held at the Riverbank Centre, Reyburn House Lane
On Monday March 22nd 2010.**

The meeting commenced at 7.00pm.

PRESENT: Richard Bryham, Gayle Dowsett, Diane Bryers, Alison Thomson, Barbara Trimmer, Wade Rowsell, Ian Page, Joel Stanners, Ajay Fryer, Jason Riggir, Eilean Rawson, Penny Mashlan.

APOLOGIES: Ruth Coulton

<u>ITEM</u>	<u>ACTION</u>
<p>Seat Advisor ticketing. The executive committee members were presented with a powerpoint and follow-up presentation of this new ticketing format coming into New Zealand from Australia. Ian invited this presenter after meeting him at the MTNZ conference in Auckland, to speak at our committee meeting. After the presentation, there was a question/answer time and then we were left with printed material, which clearly showed the benefits of this system.</p> <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 208119 – 208131 and 208326 – 208340 and four direct debits be passed for payment.</p> <p>Carried.</p> <p>Matters arising: Alison suggested that we put financial dealings to do with Finlayson street under a different code, to be clear where our costs are derived from. It was agreed that this would make good sense.</p> <p>MINUTES OF THE PREVIOUS MEETING: MOTION: Ian moved and Richard seconded that they be accepted as a true and correct record. Carried</p> <p>MATTERS ARISING: There were no matters arising.</p>	<p>Alison</p> <p>Alison</p>
<p>CORRESPONDENCE: MOTION: Gayle proposed and Diane seconded that the inwards correspondence be received and outward be approved. Carried</p> <p>In – Pamphlets from Konica, Warehouse Stationery and Southern Hospitality.</p>	

<ul style="list-style-type: none"> - QV Rating valuation for our two buildings. - James Rice Financial Statement - Offer to buy the Revolve <p>Out – no outward this month.</p>	
<p>GENERAL BUSINESS</p> <p>1. Feedback from MTNZ Conference. Wade – Ideas from conference to make our shows more interesting. E.g. Before show entertainment, after show feedback session. Huge emphasis on auditions. Wade will disseminate notes and send out to committee. Set Design for small venues. 2 ideas of note, * Laser measure line of site to stage and build sets according to that measure. * When painting on stage, use stipple paint or roughen with something, as this is better for lighting.</p> <p>There is going to be a lot more projection in theatre productions in the near future. This will make a different look to productions. Advised to get our own electrical gear. Video presentation companies sell off projectors etc. quite cheaply as they upgrade.</p> <p>Using modules. Hint – use carpet under module floor. Also put carpet instead of wheels, as it is much easier to move modules.</p> <p>Stage Management – interesting but nothing to report.</p> <p>Singing – Barbara enjoyed Jane Keller’s workshop on “American Twang” style.</p> <p>2. TK Musical Theatre Ian asked if TK Musical Theatre Company was in direct competition with WTC. Diane replied that it was not TK’s intention to be competition to WTC. Discussion from committee members followed. Ian asked Diane to state whether or not TK Musical Theatre Company would put any more shows on. Diane said she could not say that, but at this stage there were no plans to put another show on.</p>	

<p>3. Sub-committees Committee members were asked to express interest in being on sub-committees that meet outside of executive meetings and report back.</p> <p>Theatre hire – Barbara, David Thomson Wardrobe – Ajay, Gayle, Alison Building – Jason, Richard, Diane, Penny Publicity – Ian, Barbara, James, Cara, Chris Properties – Diane, Richard, Gayle Make-up – Ajay Lighting/Sound – Jason, Joel, Diane, Alison Front-of-house – Eilean, Penny, Joel, Diane Forward Planning – Wade, Thelma, Penny, Gayle, Ian, Joel, James, Tane, Richard, Financial – Alison, Wade, Ian, Richard</p> <p>4. Revolve An email was circulated regarding the offer to buy our revolve. The committee discussed reasons for and against selling the revolve. Wade moved and Alison seconded that we retain the revolve, declining Whanganui’s offer. Carried.</p> <p>There was a discussion of what we will charge for the requested hire of the Revolve, for a production of Grease. Considering there was maintenance to complete, Wade would look into different options and talk to the people concerned before decisions were made. Ian would write a letter declining the offer to buy the revolve, but suggest we might look at other options, i.e. shared ownership. Ian would give them Wade’s contact to discuss further.</p> <p>5. Hire protocol. Alison proposed that our props/costumes/set etc that are leaving the building for whatever reason needs to be recorded. There should always be a way of finding our property if needed by our members.</p>	<p>Ruth to join committee/s she is interested in</p> <p>Ian Wade</p> <p>All exec and committee members</p>
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<p>6. Nomination Procedure. Alison questioned procedures of nomination for committee members. We must ensure that protocols are followed – i.e. members who are going to nominate, second or accept nomination for committee need to be financial members before they sign the form. There has been confusion around this procedure and the fact that our financial membership year is January to December, not AGM to AGM.</p>	
<p>REPORTS FROM SUB-COMMITTEES:</p> <ul style="list-style-type: none"> • Theatre Hire. There is a wedding next month in the Hatea Room. Debbie Walters is booking the Hatea room for her Mother’s birthday on Easter Sunday. Tamsyn wants to hire the Hatea Room for her dance workshops 6th – 9th July. Consortium has booked the Hatea Room for Saturday 19th June. Penny will email Mary to get more details for this event for Barbara. • Wardrobe. No report • Building. Jason has made a start at Finlayson Street. The timber purchased arrived very wet and has warped during the time it has been stored. Wade will check what was ordered and see if we are able to return the worst affected for replacement. The job is time consuming, as Jason has to cut and join shorter pieces of timber. Diane suggested we approach a building firm she knows to ask if they would lend labour in exchange for show advertising, to help move the building project along. She was asked to follow up with this suggestion and report back. • Publicity. There will be a committee meeting shortly – date to be notified. • Props. It was suggested that we have a photograph of our props for hire purposes and for directors to know what we have. • Make-up Restock for Hot Mikado required. 	<p>Penny</p> <p>Wade</p> <p>Diane</p> <p>Ian</p> <p>Diane and props committee</p>

<ul style="list-style-type: none"> • Lighting and Sound. Progressing • Front of House. The committee were asked for ideas for food in keeping with the theme for Hot Mikado. Eilean wants to dress the foyer and the downstairs stage. She got an idea from conference to use big blue polystyrene blocks for statues. • Forward planning. The 3rd show for next year will be Stepping Out, directed by Eilean. The first show will be a small show; Thelma is approaching 2 recent directors to see if they are interested in directing a show then. The 2nd show will possibly be Miss Saigon, after a few considerations have been ironed out. A few people are traveling to Wellington to see the show, 3 on the 16th April and 4 on the 23rd April. There is a possibility that some will also be going on the 24th April. The 4th Show of the year might be a show called Curtains. This is being done by Porirua Little Theatre at the moment, and Peter Clark is in the cast. Diane might be traveling to see this. • Finance. Nothing extra to report. 	
<p>PRODUCTIONS:</p> <p>Hot Mikado, This is going fine. They will be having an Easter rest. The orchestra has started rehearsing. There is a cast and crew barbeque this Saturday – 28th March, at Ross’s house. Gayle has offered to help Alison with production if needed. Alison will contact Gayle when and if required. Media Works will take half of the production on Thursday 20th May. The other half will go to a charity. Gayle will help with this night, assisting Wade and liaising with the chosen charity and to cater for their requirements, on behalf of the committee.</p> <p>The Thing About Men Ian is getting ready for auditions. He will put the dates and a synopsis on the website. He will also approach Margaret Williams to be musical</p>	<p>Alison</p> <p>Wade Gayle</p> <p>Ian</p>

<p>Director. There are 3 characters between the ages of 30 and 50 and 1 man and 1 woman to play all of the small roles. There is the option of having many to play the smaller roles also. Wade asked if we could take this show to Kerikeri. General approval. Eilean asked of this was an appropriate play to take to the Norfolk festival. Information on the notice board at the Theatre.</p> <p>Disco Inferno Gayle will Direct, Ray Palmer to be Musical Director Diane is Production Manager A choreographer has been approached.</p>	<p>Ian</p>
<p>OTHER BUSINESS: Penny commented that we need to plan shows that people actually know for financial reasons.</p> <p>Meeting closed 9.38pm</p> <ul style="list-style-type: none"> • Next Meeting –19th April, 7.00pm. 	