

**Minutes of the Whangarei Theatre Company Executive Committee meeting
Held at the Riverbank Centre, Reyburn House Lane
On Monday 22nd November 2010.
The meeting commenced at 7.00pm.**

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

APOLOGIES:

<u>ITEM</u>	<u>ACTION</u>
<p>FINANCIAL REPORT: Cheques to be passed for payment were presented to the committee. MOTION: Alison moved and Mary seconded, that cheques _____ and five direct debits be passed for payment. Carried. Alison raised concerns about the payment from the James Rice Trust, this was discussed and it was decided to pay the account as this was what was agreed upon at a previous meeting. Ali said there is still a little money left to spend from this fund.</p> <p>MINUTES OF THE PREVIOUS MEETING: MOTION: Ian moved and Ruth seconded that they be accepted as a true and correct record of the meeting. Carried</p> <p>MATTERS ARISING:</p> <ol style="list-style-type: none"> 1. Seat Advisor – Was not ready for Disco Inferno but will hopefully be in place for Stiff. 2. Letter to James Rice Trust – Written, sent and attached to these minutes. 3. Cameron Falkenhagen’s proposal has not yet been put into the newsletter. Eilean to action as soon as she gets a brief from Cameron. 	Eilean
<p>CORRESPONDENCE: Inward</p> <ol style="list-style-type: none"> 1. MTNZ email with information about the conference in Nelson. Early bird discount available until December 31st. attached to these minutes. 2. Letter of resignation from Treasurers position from Alison Thomson effective from the 2011 AGM. 3. Minifies – moving to new premises. 4. Oxford Trust – letter declining our request for a grant. 	

<p>Outward</p> <ol style="list-style-type: none"> 1. Wanganui Opera house, discussing the delivery of our revolve. 2. To the Mayor, Morris Cutforth with an invitation to be our Patron. Attached. 3. To Lynn Allen from the James Rice Trust. Attached. 	
<p>GENERAL BUSINESS</p> <ol style="list-style-type: none"> 1. Janet’s bequest. Gayle asked Wade to put his suggestion back onto the table and for the committee to decide whether we were to have a specific use for this money or not. Discussion followed with Wade again suggesting a wooden plaque listing all of the shows we have staged over our years in existence. Wade said he would donate a beautiful piece of wood to get it started and Richard agreed to design cost the idea. 2. WTC committee orientation. Ian tabled a list that he has compiled to give new members a checklist of practical procedures and protocols to be followed as a committee member. Discussion followed with a suggestion that phone numbers be included 	
<p>REPORTS FROM SUB-COMMITTEES:</p> <ul style="list-style-type: none"> • Theatre Hire. 21st January the Goodwill Tappers want to hire the Theatre for a tap workshop in the day and a show in the evening. Ruth to check rooms required, and Ian to contact them about Seat Advisor. 22 January – wedding Hire. 19 February – request for Hatea Room from a Medium – agreed. 26th February – Wedding Hire. Penny asked to hire for Consortium in May and June but was declined due to being too busy for Miss Saigon Pack-in. • Wardrobe. Gayle Asked if we should pack costumes back into the overcrowded racks – yes because Finlayson street was not yet ready to house the costumes. • Building. Latch fixed on door up to stairs. There are light bulbs missing – Richard to check. Eilean said that the pantry key is unable to be cut and could we get a padlock instead. A quote for roofing steel is still pending. 	

<ul style="list-style-type: none"> • Publicity Facebook – we have information going on facebook now. Ticketing – unsure if it will be ready for Good Will Tappers. • Props No report, and no one willing to be responsible for this. • Make-up Wade looking at a sponsor for Miss Saigon make-up. • Lighting and Sound Want to get Disco Inferno out of the way. • Front of House. Eilean can't believe the difficulty in filling jobs for Front-of House for Disco Inferno. Cast to be asked for friends and family to help out. There has been a positive response to the meals. • Forward Planning In recess until 2011. 	
<p>PRODUCTIONS:</p> <p>Disco Inferno No report on the show. Penny brought up the fact that she did not do the job of Production manager as per the job description because she believed it to be unrealistic. She suggested that a director's assistant needed to be appointed.</p> <ul style="list-style-type: none"> • Stiff Auditions will be on 4th December from 10am – 3pm in the Hatea Room. The cast list has gone to publicity and the advertising has gone out. <ul style="list-style-type: none"> • Miss Saigon Callback auditions will be next Monday. Chris is not yet cast, someone is interested.. <p>MOTION: Ian moved and Penny seconded that the committee authorize the production team to offer up to \$5000 to facilitate the casting of the lead male for Miss Saigon and that the cost be obtained from the existing budget. Carried 9 for and 4 against.</p> <p>MOTION: Wade moved Gayle seconded, that he apply to the Lion Foundation for \$3000 to go towards the cost of transporting the revolve from Whanganui to Whangarei and return in a twenty foot container plus at least 3 lifts. Carried</p>	

<ul style="list-style-type: none"> • Stepping Out Clair Henderson-Reeves has agreed to be musical director for Stepping Out and will therefore take the role of the piano player. • Mum's Choir Nothing to Report 	
<p>OTHER BUSINESS:</p> <ol style="list-style-type: none"> 1. Dangerous Liaison to be read by the forward planning committee. Gayle taken this. 2. Richard asked for a lock-up roster for each night of Disco Inferno. Penny to do this. 3. Alison offered to host the Christmas meeting at her house. Potluck dinner. 12 Barclay Place. 4. Jess will need a key to the Theatre. 5. Gayle asked if the stage could remain as she would like to hire the theatre if it is affordable, for a Celebrating Success concert to benefit Laura – going to England to study dance and Sophie Sparrow, heading to Dunedin to study Operatic Voice. This was agreed and the date for this will be the 17th and 18th December. 	
<p style="text-align: center;">Meeting Closed 8.30pm</p> <p style="text-align: center;">Next Meeting – Monday 20th December 7.00pm.</p>	