

**Minutes of the Whangarei Theatre Company Executive Committee meeting
Held at the Riverbank Centre, Reyburn House Lane
On Monday 27th September 2010.
The meeting commenced at 7.00pm.**

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

<u>ITEM</u>	<u>ACTION</u>
<p>FINANCIAL REPORT: Cheques to be passed for payment were presented to the committee. MOTION: Alison moved and Wade seconded, that cheques 208175-208193 and five direct debits totaling \$9100.91 be passed for payment. Carried. The current bank balances total \$44740.62 MINUTES OF THE PREVIOUS MEETING: MOTION: Wade moved and Richard seconded that they be accepted as a true and correct record. Carried MATTERS ARISING:</p> <ol style="list-style-type: none"> 1. Seat Advisor. –Will be up and running for Disco Inferno. Ian, Richard, Paul Trained on the programme. 2. Broadband up and running – thanks Joel. 3. Wanganui – Ian was not able to see Ian Reeves, our Lawyer and asked Wade to do this. The Lawyer was away and Wade will visit him when he is available. 4. Keys were handed to Barbara and returned. 5. The set has been dismantled and the stage cleared. 6. A quote from Douglas roofing has been received and job is completed. 	<p>Wade Ian</p>
<p>CORRESPONDENCE:</p> <ol style="list-style-type: none"> 1. A letter from Lynn Allen representing the James Rice Trust was received and discussed. We have been the recipients of money from this trust for the benefit of our junior members and they have asked to be informed of what it has been used for in 2010 and proposed for 2011. 2. MOTION: Wade moved and Richard seconded that the trust money be used for voice training for the young members of the cast of Disco Inferno. Gayle to write a letter of explanation to the trust. 	<p>Gayle</p>

<p>3. Letter from Sutherlands Security re fee's going up to cover the GST rise.</p> <p>4. A similar letter from Forum North.</p>	
<p>GENERAL BUSINESS</p> <p>1. Club activity. Eilean asked that we think back to a proposal from a person wanting to run workshops involving improvisation on a regular basis, for our members to enjoy. She would like to suggest that he come and talk to the committee regarding this proposal, at the next meeting. It was discussed and agreed 7pm, before the meeting started, that we invite him to address the committee.</p> <p>2. The next scheduled meeting is on the 26th October, which is Labour Weekend Monday. It was discussed that this be moved to Tuesday 27th October.</p> <p>MOTION: Eilean moved and Wade seconded that we move our regular monthly meeting from Monday to Tuesday for October only because it falls on a holiday. Carried.</p> <p>3. Diane tendered her resignation citing travel distance (she is moving to Auckland) as the reason. The committee accepted her resignation.</p> <p>4. Contact details Richard asked if the members of the executive could check that their contact details on the list in the kitchen were correct as he is putting out a new list.</p> <p>5. Funding Applications Wade has secured quotes for the supply of 32 hoarding prints. The quote he has accepted is for \$3800.</p> <p>6. MOTION: Wade moved and Richard seconded that he apply to the Oxford Trust to pay \$3000 towards this cost. Carried.</p> <p>These hoardings will be for our next 5 shows.</p> <p>7. Wade said we would be in Forum North for 5 – 6 weeks for Miss Saigon at a cost of more than \$18,000. He has applied for a lotteries grant to pay \$10,000 towards the cost of hiring Forum North.</p>	<p>Eilean</p> <p>All</p>
<p>REPORTS FROM SUB-COMMITTEES:</p> <ul style="list-style-type: none"> • Theatre Hire. <p>Speech and drama competitions and their hire of the Theatre went well. They went later than anticipated which makes it hard for the committee member locking up. Ruth thanked the Jason and Richard and other who helped with that hire. 21st January there is a group wanting to hire the Theatre for a tap workshop in the day and a show in the evening. Jason</p>	

to look at proposal.
Wednesday 29th September, District Council used the Hatea room for a meeting.
19th June and 26th/27th June, Rising Stars want to use the theatre. Eilean suggested that Ruth contact them to say we will be in Forum North and there will be no technical support or equipment at the theatre at that time.

Ruth asked the committee if she could enlist the help of her neighbour in doing the computer work required for hires. The committee agreed to Ruth discussing options with her neighbour.

- **Wardrobe.**

Gayle said she is closing the wardrobe to non-members except for group hires – schools, other societies. Alison agreed that the small revenue brought in was not worth the time involved by the few wardrobe committee members.

- **Building.**

Jason is busy with Disco Inferno set to do any more work at Finlayson St, but also that he cannot do any more until the leak in the roof is fixed. Joel said it is looking fantastic.

- **Publicity**

Stiff auditions will be on the 6th November in the Hatea Room. Disco Inferno publicity in hand.

- **Props**

Tidied up but there are people who go into the props area and are making a mess and Diane doesn't know why they are going in there.

- **Make-up**

- **Lighting and Sound.**

- **Front of House.**

Eilean will confirm with the person she thinks will be catering for Disco Inferno. They will only do dinners on Friday and Saturday nights.

PRODUCTIONS:

- **Disco Inferno**

Eilean said that she was no longer a Production Manager effective from 3 weeks ago. Penny will be continuing the job on her own.

Alison said she was not able to be stage manager. Wade said he would take on the Job, Ruth said she would be assistant stage manager and run the shows that Wade would not be at.

<p>Eilean said there was an enthusiastic cast working hard, and it looks like it will be pretty exciting. The budget cannot be presented today and it will be emailed to the committee.</p> <p>Ticket prices were discussed with a suggestion that we have a children's price or family concession. MOTION: Wade moved and Alison seconded that we charge \$25 for Thursday's, Friday's and Saturdays, and reduce to \$20 for the two Wednesday's. Carried.</p> <p>Eilean suggested that we start the shows at 7.30, in line with Auckland professional shows. Many patrons will appreciate an earlier finish. Dinner will still start at 6.30 because we are having two courses not three this time.</p> <ul style="list-style-type: none"> • Stiff Auditions will be on 6th November in the Hatea Room. Joel will be production manager and Ruth will direct. Wade asked Joel if he had a job description, which he has. • Miss Saigon Production team, they are still looking for a venue for auditions, so dates are still to be confirmed for these. They are waiting for quotes to come for hiring revolve, set, props and costumes. 	<p>Penny?</p>
<p>OTHER BUSINESS:</p>	
<p style="text-align: center;">Meeting Closed 8.45pm</p> <p style="text-align: center;">Next Meeting – 26th October, 7.00pm.</p>	