

**Minutes of the Whangarei Theatre Company Executive Committee meeting**  
**Held at the theatre**  
**On Monday 25<sup>th</sup> April 2011.**

The meeting commenced at 7.00pm.

**PRESENT:** Ian Page, Gayle Dowsett, Penny Mashlan, and Eilean Rawson, Joel Stanners, Barbara Trimmer, Ray Palmer

**APOLOGIES:** Pamela Black, Wade Rowsell, Ruth Coulton, Alison Thomson, Richard Bryham, Jess Loftus, Lila Lusher, Jason Riggir,

<u>ITEM</u>	<u>ACTION</u>
<p>Ian welcomed Kevin to the meeting, the new Northern regional rep on MTNZ. Ian invited Kevin to address the meeting before we started so he could be on the road back to Auckland. Kevin told us what his role is and what we could look forward to this year.</p> <p>We have had the annual training weekend (conference) in Nelson, next year to be held in Wanganui.</p> <p>There are two zone meetings that Kevin would like to see us at and also suggested we give some thought to hosting one in the future. Kevin was keen to introduce a workshop at these meetings and asked us to give some thought as to what this could cover.</p> <p>The NAPTA's, nominations in December and show in February.</p> <p>There will be a combined zone meeting 8 – 10 July in Napier, all welcome. As this is the last weekend of Miss Saigon, we did not think anyone would be free to attend. Kevin will ask that dates of shows be considered when setting dates in the future.</p> <p>31<sup>st</sup> July – NAPTA AGM. This is not a confirmed date.</p> <p><b>FINANCIAL REPORT:</b> Cheques to be passed for payment were presented to the committee.</p> <p><b>MOTION:</b> Ray moved and Ian seconded, that cheques and direct debits be passed for payment.</p> <p><b>Carried.</b></p> <p>Bank balances as at April meeting,            \$10554.06 - 00 account            \$42.42 - 52 account</p> <p>Ray asked that we make sure that when filling out the sheet for reimbursements that as much detail as possible if included. Always fill in the boxes for accounting purposes.</p> <p>There is a problem with direct credits for annual subscriptions, this need to be sent to personal banks to action, not to the</p>	

<p>theatre.  We will be moving from Igrin to Kiwi Web Hosting. Ian to action this.  The new eftpos terminal has arrived. Ian has it at his home.  GST will be changing to monthly – suggestion from auditor.  <b>MINUTES OF THE PREVIOUS MEETING:</b>  <b>MOTION:</b> Gayle moved and Ian seconded that they be accepted as a true and correct record of the meeting. <b>Carried</b>  <b>MATTERS ARISING:</b></p> <ol style="list-style-type: none"> <li>1. Wade is no longer a signatory. The motion passed needed to read Wade ceases to be a signatory for cheques or electronic transactions.</li> </ol>	<p>Ian</p>
<p><b>CORRESPONDENCE:</b>  <b>Inward &amp; Outward - nil</b></p>	
<p><b>GENERAL BUSINESS</b></p> <ol style="list-style-type: none"> <li>1. APRA  Pre-show background music will need to have a permit. We will be required to pay APPRA an annual fee in order to play any music before the show, during interval or after the show.  <b>MOTION:</b> Ian proposed and Barbara seconded that we get a license for a year prior to our run for Miss Saigon. <b>Carried</b>  Joel to action</li> <li>2. Mailbox collection  Gayle told people that there is a spare mailbox key in the office but if people were going to use it, could they please let Gayle know and put it back ASAP so it was there for others.</li> <li>3. Keys  Gayle is having difficulty getting keys back from people who have them temporarily and the supply in stock is very small. Please look after keys and hand any in that you are not using.</li> <li>4. Marjorie will come to next months meeting to talk about the Guild.</li> </ol>	<p>Joel</p>
<p><b>REPORTS FROM SUB-COMMITTEES:</b></p> <ul style="list-style-type: none"> <li>• <b>Theatre Hire.</b>  A dance school has asked to use the Theatre in the October school holidays. 15<sup>th</sup> – 21<sup>st</sup> October. It will be OK if they don't need all of the building because of Stepping Out. If they need the top stage they will not be able to hire the building.</li> </ul>	

<p>Barbara is going to revise charges to include security locking up after the event.</p> <ul style="list-style-type: none"> <li>• <b>Wardrobe.</b> Nothing to report.</li> <li>• <b>Building.</b> Nothing to report</li> <li>• <b>Publicity</b> Going OK.</li> <li>• <b>Props</b> Need Rolex watches for Miss Saigon</li> <li>• <b>Make-up</b></li> <li>• <b>Lighting and Sound</b> Miss Saigon</li> <li>• <b>Front of House.</b></li> <li>• <b>Forward Planning</b></li> <li>• <b>Finance</b></li> </ul>	
<p><b>PRODUCTIONS:</b></p> <ul style="list-style-type: none"> <li>• <b>Miss Saigon</b> The Revolve is working and the majority of the set is able to be used. The director is happy as to where we are at. The publicity is rolling out. The flyers are now available. The cast are really keen to publicize. If all cast sell 100 tickets each we will be OK. There followed a discussion about billboards and advertising requirements. The Miss Saigon orchestra is rehearsing – 16 members. It will be a squeeze in the pit.</li> <li>• <b>Stepping Out</b> The show has been cast; there is nothing else to report at this stage.</li> <li>• <b>Mum’s Choir</b> Nothing to report.</li> </ul>	
<p><b>OTHER BUSINESS:</b></p> <ol style="list-style-type: none"> <li>1. Ray asked if he needs to pay the MTNZ bill and what was it for. Ian explained why we belong to MTNZ and what the money was for.</li> <li>2. Gayle gave a report on what had been happening with the t-shirts for Disco Inferno. They have been collected and Gayle personally paid the balance. A discussion of different options for t-shirts for Miss Saigon followed.</li> </ol>	
<p style="text-align: center;">Meeting Closed 9.25pm. Next Meeting – Monday 23<sup>rd</sup> May 2011 at the Riverbank Theatre 7.00pm.</p>	