

Minutes of the Whangarei Theatre Company Executive Committee meeting
Held at the theatre
On Wednesday 22nd August 2011.
The meeting commenced at 7.00pm.

PRESENT: Barbara Trimmer, Joel Stanners, Pamela Black, Ray Palmer, Richard Bryham, Jason Riggir, Ian Page

APOLOGIES: Alison Thomson, Jess Loftus, Gayle Dowsett, Penny Mashlan, Eilean Rawson, Wade Rowsell, Lila Lusher, Ruth Coulton,

<p>FINANCIAL REPORT: There was no formal financial report this month, but the Treasurer assured the committee one would be available for the September meeting. The report will include the P&L statement for Miss Saigon. Direct Debits and Cheques totalling \$24,144-88 were presented to the committee to be passed for payment. (Approx \$18k were further royalties to be paid for Miss Saigon).</p> <p>MOTION: Ian moved and Richard seconded that cheques and direct debits be passed for payment. Carried.</p> <p>Bank balances as at August meeting, \$145,504 - 00 account</p>	<p><u>ACTION</u></p> <p>Ray</p>
<p>MINUTES OF THE PREVIOUS MEETING: MOTION: Ian moved and Richard seconded that they be accepted as a true and correct record of the meeting. Carried. MATTERS ARISING:</p> <ul style="list-style-type: none"> • Building Valuation Richard is meeting the valuer in the coming week. • Finlayson Street Roof A quote for complete replacement has been provided by City Plumbers, \$23,574-25 inc GST. This had been discussed by email, and there was a clear majority in favour of proceeding with it. Carried. • Insurance The policy document has now arrived, and requires assessment. • Little Theatre Guild 	<p>Richard to organise. The price is to include removal of current vents and the old steel.</p> <p>Ray to assess and provide a 1-page guide, to determine the threshold price for individual items. ALL are to assist Ray in updating the asset register.</p> <p>Penny to provide update at next meeting.</p>

<ul style="list-style-type: none"> • Westpac Business Awards Evening If anyone else wants tickets they should organise them soon, as the event usually sells out. • NAPTA AGM Richard attended and the minutes are awaited. 	<p>ALL</p>
<p>CORRESPONDENCE: Inward</p> <p>Otamatea Repertory have informed us that they will be producing Noises Off in March 2012 and The Mousetrap in March 2013.</p>	
<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • Resident Theatre Company at Forum North The committee was informed that this idea has been floated, and it provides both threat and opportunity for the future. It was agreed <ul style="list-style-type: none"> ○ we need to investigate it further ○ Whangarei is unlikely to be able to support another theatre company ○ the WDC process in this regard needs to be ascertained 	<p>ALL to discover what they can and report back next month</p>
<p>REPORTS FROM SUB-COMMITTEES:</p> <ul style="list-style-type: none"> • Theatre Hire. No new hirings to discuss. The proposed new rates will be discussed next month. • Wardrobe. No report. Pamela noted with concern the large amount of costumes in the dressing rooms that still need to be put away. • Building. The lift assessment is organised. The original plans have been obtained from the Council. • Publicity Now aiming at Stepping Out, Mum’s Choir and the Business Awards. • Props No report • Make-up No report. It was noted it has not been put away after Miss Saigon, which probably reflects the lack of a responsible Executive Member. • Lighting and Sound Invoice to GJ Productions still to be raised. • Front of House. No report. Desk diary for the office manager is required. 	<p>Barbara.</p> <p>Gayle & Alison to arrange.</p> <p>Richard to report to next meeting.</p> <p>COMMITTEE to organise a member next month.</p> <p>Jason to organise with Ray.</p> <p>Richard to produce.</p>

<ul style="list-style-type: none"> • Forward Planning No report this month. 	
<p>PRODUCTIONS:</p> <ul style="list-style-type: none"> • Miss Saigon Several costume items are missing, and we will be charged for them. • Stepping Out Revised dates are 16 September - 1 October. • Mum's Choir September 3rd for auditions. 	
<p>OTHER BUSINESS:</p> <ol style="list-style-type: none"> 1. Barbara noted that poor attendance at Committee meetings would jeopardise its functions. 2. Joel suggested that a large hoarding be placed on the riverside walkway to advertise our shows. 	<p>Ian to action.</p>
<p>Next Meeting – Monday 26th September 2011 at the Riverbank Theatre 7.00pm.</p>	