

Minutes of the Whangarei Theatre Company Executive Committee meeting

Held at the theatre

On Monday 28th February 2011.

The meeting commenced at 7.00pm.

PRESENT: Jason Riggir, Wade Rowsell, Ian Page, Gayle Dowsett, Penny Mashlan, Richard Bryham, and Eilean Rawson, Joel Stanners, Alison Thomson,

APOLOGIES: Ruth Coulton, Jess Loftus

<u>ITEM</u>	<u>ACTION</u>
<p>FINANCIAL REPORT: Cheques to be passed for payment were presented to the committee. MOTION: Wade moved and Ruth seconded, that cheques 208542 – 208548 and 208550 - 208564 and five direct debits be passed for payment. Carried.</p> <p>Alison asked the committee if they would agree to her contacting ASB to set us up for Fastnet Banking. Because we are a longtime customer, the bank has said they will waive any set-up fee in favour of a small - \$10 a month cost to run the service.</p> <p>Ali moved and Wade seconded that we ask Sue to go into ASB and set up Fastnet for our bill payments. Carried.</p> <p>Ali provided new invoice and receipt books for use in the various hire sections of the Theatre. Wade asked permission to contact Rosvalls about a possible sponsorship arrangement.</p> <p>MINUTES OF THE PREVIOUS MEETING: MOTION: Gayle moved and Ian seconded that they be accepted as a true and correct record of the meeting. Carried</p> <p>MATTERS ARISING:</p> <p>Merrin Cavel has chosen 16th April for her auditions workshop. Eilean will let membership know about the workshop</p>	<p>Alison/Sue</p> <p>Eilean</p>
<p>CORRESPONDENCE:</p> <p>Inward</p> <p>1 MTNZ Capital expenditure</p> <p>Outward</p> <p>1 Card to Grant expressing our condolences on his loss</p>	<p>Gayle</p>

<p>of his mother.</p> <p>2 Voting paper for MTNZ AGM,</p>	
<p>GENERAL BUSINESS</p> <p>1 Zone 1 Rep Committee discussed the candidates and put their Idea's forward. A final order was agreed and our vote cast.</p> <p>2 Earthquake – MOTION Ali proposed and Eilean seconded that a donation bucket will be at every STiFF performance for patrons who wish to donate. Carried. Joel will get in touch with Red Cross to get an official bucket.</p> <p>3 STiFF proceeds, should we make a donation to Christchurch? Many ideas were put forward with many different scenarios discussed but no proposal motion ensued.</p>	<p>Gayle to post</p> <p>Joel</p>
<p>REPORTS FROM SUB-COMMITTEES:</p> <ul style="list-style-type: none"> • Theatre Hire. Can you please advise whether the Riverbank Centre is available for hire for a stage show on 12th August 2011 and the costs associated? Jade Robson From Ruth - The date is available. I've advised Jade to let us know some specifics: time etc, before we can give her a price. The committee would like more information before agreeing to this hire. Do they need technical help, the stage? <p>From: James Griffin I'm looking into possible venues for our mid-winter staff party and would like to know more about the Hatea Room hiring arrangements and availability. Could you please answer the following?:</p> <ul style="list-style-type: none"> · Are all Friday night's in July available please? Yes · Cost of access to set up from lunch time until ~midnight · do you have a time it must be closed by? No apart from respect for all of our neighbours. · We'd like use of the kitchen facilities please; There will be no bar fridge nor one of the kitchen fridge's also. <p>and· use of sound system – is it OK for ~100 people to dance to? Yes, any Friday night in July is OK.</p> <ul style="list-style-type: none"> · we would like to supply our own drinks <p>From Ruth - Again, the Friday eves in July are available. I've advised them to use the "Wedding Package". They want help</p>	<p>Ruth</p>

<p>with a sound system and any advice on caterers too! Yes contact Eilean.</p> <p>Janna McDonald – possible wedding hire November 5th 1 week from Mum’s Choir opening.</p> <ul style="list-style-type: none"> • Wardrobe. • Building. <p>Richard got a closer for the hallway door and has put it on. Natalie Card has given a quote for the front 10 metres of roofing at Finlayson Street. \$4300 + GST without light sheets, \$4800 with. No guttering. Wade agreed to approach Aaron Card about possible sponsorship.</p> <ul style="list-style-type: none"> • Publicity <p>Hoardings are up for StiFF. None up yet for Miss Saigon. Eilean will talk to Mario about using his land again.</p> <ul style="list-style-type: none"> • Props <p>No report, and no one responsible for this.</p> <ul style="list-style-type: none"> • Make-up <p>No report, and no one responsible for this.</p> <ul style="list-style-type: none"> • Lighting and Sound <p>Stiff plotted and underway.</p> <ul style="list-style-type: none"> • Front of House. . <p>Jess Foote is going to do the foyer decorations – paintings and coffins. Will need to be done by Wednesday. Joel to organize. Eilean still needs waitresses and kitchen hands for the show. Suggested that she approach the cast of Miss Saigon. Penny offered to contact the Disco Inferno cast. Joel to liase with Gary from Morris and Morris – major sponsors.</p> <ul style="list-style-type: none"> • Forward Planning <p>We still need a production manager for Mum’s Choir. Thelma is to contact Grant to decide on the main show for 2012 to be staged at Forum North.</p>	<p>Wade</p> <p>Eilean</p> <p>Joel</p> <p>Eilean Penny</p> <p>Thelma</p>
<p>PRODUCTIONS:</p> <ul style="list-style-type: none"> • Stiff <p>Ticket sales going great. Ruth and Joel have had some concern about speed of show and dialogue. Joel had a discussion with the cast – told them to pick up the pace; some scenes are boring at this stage. After running the show twice, the pace was much improved and Ruth was much happier.</p> <p>The slushies are ordered and there are 2 flavours. Cost will be \$10 for the first drink and \$5 for any refills. The glass is then theirs to take.</p>	

<ul style="list-style-type: none"> • Miss Saigon The cast have met and rehearsals are underway. There was a need to re-audition because the first cast had some leave due to varying reasons. Have a building to rehearse in now. 40 – 46 Herekino Street. 6, high, 3-phase power. Council owns building and we are getting it for no charge. Barbara and Ian cleaned it last weekend. The revolve and set are coming up from Wanganui and Wellington. • Stepping Out Have a director, production manager and musical director. May need to audition soon, before musical director leaves for her trip overseas. • Mum’s Choir Nothing yet to report 	
<p>OTHER BUSINESS:</p> <ol style="list-style-type: none"> 1 Gayle brought to the attention of the committee that as we had some success at the NAPTAs she would like us to have a culture of positiveness where we congratulate such success. Eilean pointed out that she had congratulated Joel, and the cast of Disco Inferno for their awards in an email newsletter. Ian congratulated Joel on his lighting award and the cast for their award for choreography. 	
<p style="text-align: center;">Meeting Closed 9.00pm.</p> <p style="text-align: center;">Next Meeting – Monday 28th March 2011 at the Riverbank Theatre 7.00pm.</p>	