

**Minutes of the Whangarei Theatre Company Executive Committee meeting  
Held at the theatre  
On Monday 24<sup>th</sup> January 2011.**

The meeting commenced at 7.00pm.

**PRESENT:** Jason Riggir, Wade Rowsell, James Mulligan-Hill, Ian Page, Gayle Dowsett, Penny Mashlan, Ruth Coulton, Richard Bryham, Jess Loftus and Eilean Rawson

**APOLOGIES:** Joel Stanners, Alison Thomson,

<u>ITEM</u>	<u>ACTION</u>
<p><b>FINANCIAL REPORT:</b> Cheques to be passed for payment were presented to the committee.  <b>MOTION:</b> Wade moved and Ruth seconded, that cheques 208398 – 008540 and five direct debits be passed for payment.  <b>Carried.</b>  Wade told the committee that it seems all of the bills are in for Disco Inferno. The show cost \$23000, which is under the proposed budget.</p> <p><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></p> <p><b>MATTERS ARISING:</b></p> <ol style="list-style-type: none"> <li>1. <b>NAPTA’s</b> – Jess contacted Lorraine. The show will be in the lower NZEI room at Aotea Centre in Auckland. The meal will be a buffet and the tables seat 10. The last day in January is the cut-off for purchasing tickets will be 31st January 2011.  Check the website for the bank account to pay into.</li> </ol> <p>Amendment to December minutes:</p> <p>Ian said that in his memory, the committee asked him to find out what the procedure was as to who collects the NAPTA should our nominations turn into awards and not how it was worded in the minutes.</p>	<p>Jess</p>
<p><b>CORRESPONDENCE:</b></p> <p><b>Inward</b></p> <ol style="list-style-type: none"> <li>1. A notification that we were successful in winning a grant for transporting the revolve up from Whanganui.</li> <li>2. A pamphlet advertising “Dad’s Army”.</li> </ol> <p><b>Outward</b></p> <p>.</p>	

<p><b>GENERAL BUSINESS</b></p> <ol style="list-style-type: none"> <li>1. Dates for the remainder of the year – to confirm we usually meet on the 4th Monday of the month</li> <li>2. Nomination for the Executive of MTNZ for 2011. So far there have been three people nominated.</li> <li>3. Zone 1 Rep Committee should think about it and this business point is carried over to the next meeting.</li> <li>4 Remits for the MTNZ AGM – no one had any remits.</li> <li>4. Nomination for MTNZ Patron’s encouragement award. Wade suggested we put forward the same person as last year for this award. Ian seconded this nomination. Carried.</li> <li>5 Nomination for MTNZ Merit Award. If anybody had an idea of anyone we should nominate, it was to be circulated by email.</li> <li>6 Date and time for our AGM in March. A discussion followed and the 13<sup>th</sup> March was settled on to be held at 11am due to STiFF having a matinee that day.</li> <li>7 ‘Slushy’ drinks maker for STiFF. Joel put forward that we have a novelty machine fro STiFF that makes slushy alcoholic drinks. All in favour of trying this for this show.</li> <li>8 Merrin Cavel. Ian will communicate with Merrin and agree to her running her audition workshop at the theatre providing she can do it between our shows rehearsing. The committee agreed on a minimum of 6 and maximum of 20. We suggested 2<sup>nd</sup> or 9<sup>th</sup> April from 1 – 5pm.</li> </ol>	<p>All</p> <p>Gayle</p> <p>All</p> <p>Joel Stanners</p> <p>Ian</p>
<p><b>REPORTS FROM SUB-COMMITTEES:</b></p> <ul style="list-style-type: none"> <li>• <b>Theatre Hire.</b></li> </ul> <p>22 January – wedding Hire. All went really well. Wonderful wedding.</p>	

<p>19 February –Medium, no contract as yet.  26<sup>th</sup> February – Wedding Hire. As Cameron’s course starts on the 25<sup>th</sup>, we need to know if the wedding hire needs to come in on the Friday or not.  David has resigned from doing contracts and quotes, Ruth wants to cover all to do with hiring for the remainder of this committee’s term.</p> <ul style="list-style-type: none"> <li>• <b>Wardrobe.</b></li> <li>• <b>Building.</b></li> </ul> <p>No closer to fixing the door, can’t find a closing mechanism second hand.  There is a contact with Carters being negotiated but it is not an easy road. Wade asked if he could approach other companies. A discussion followed and Wade will make inquiries.  Ian will get quote to re-roof Finlayson Street.</p> <ul style="list-style-type: none"> <li>• <b>Publicity</b></li> </ul> <p>Will there be any signage up at the theatre for STiFF? Also any signage to go at the entrance roads into Whangarei for Miss Saigon? Ian said he has this in hand.</p> <ul style="list-style-type: none"> <li>• <b>Props</b></li> </ul> <p>No report, and no one responsible for this.</p> <ul style="list-style-type: none"> <li>• <b>Make-up</b></li> </ul> <p>No report, and no one responsible for this.</p> <ul style="list-style-type: none"> <li>• <b>Lighting and Sound</b></li> </ul> <p>Sub-committee in tidy-up mode.</p> <ul style="list-style-type: none"> <li>• <b>Front of House.</b></li> </ul> <p>Wade Eilean and Richard are to meet to organize the sponsor’s night for STiFF.  Eilean is organizing a contract with Craig to cater for STiFF dinners.</p> <ul style="list-style-type: none"> <li>• <b>Forward Planning</b></li> </ul> <p>A meeting has been organized for the 28<sup>th</sup> February at 6pm.</p>	<p>Ruth</p> <p>Richard</p> <p>Wade</p> <p>Ian</p> <p>Wade, Richard, Eilean</p> <p>Eilean</p> <p>Forward planning committee</p>
<p><b>PRODUCTIONS:</b></p> <ul style="list-style-type: none"> <li>• <b>Disco Inferno</b></li> </ul> <p>2 Scripts missing and now the scripts will be returned without them.</p> <ul style="list-style-type: none"> <li>• <b>Stiff</b></li> </ul> <p>Going well. Jess Foote will be doing paintings for no charge, as advertising. She will also hang a big painting in the foyer with a couple of coffins leaning on the wall around them.</p> <ul style="list-style-type: none"> <li>• <b>Miss Saigon</b></li> <li>• They have a cast. They are still looking for a shed to rehearse in Richard said Walton Street has an empty building which may be suitable. Wade asked if the production personal were clear as the limit of the budget</li> </ul>	<p>Penny</p>

<p>and Ian assured him that they were. The first get together of the cast is February 13<sup>th</sup> at 12pm. Singing rehearsals will follow before blocking starts.</p> <ul style="list-style-type: none"> <li>• <b>Stepping Out</b> As soon as Eilean gets a choreographer, tap practice will start. She was given names of excellent tappers that may agree to do this.</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 Glee Club. Jess said that Wednesday 2<sup>nd</sup> February they would be beginning rehearsals. 7pm – 9pm.</li> <li>2 The first aid supplies need replenishing. Penny has agreed to do this and also to keep them up to date. Penny will investigate OSH requirements for Panadol.</li> <li>3 Eftpos update. Ian will follow up this.</li> <li>4 Celebrating Success. Gayle told the committee of her plans to put on a concert to raise money for scholarships for performing arts students and invited the committee to support the three WTC members.</li> <li>5 Junior Theatre. A discussion about the closure of Rising Starz was held with the thought that we might need to look at resurrecting junior theatre. Eilean said this might not be necessary as she had been approached to teach at Rising Starz.</li> <li>6 Ian told the committee about a Chamber of Commerce workshop coming up that put sponsors and charities together. It has a cost of \$380 and is to be held on 22<sup>nd</sup> February. He asked if we should invest this money and send someone. Wade said he was giving up sponsorship as he is burnt out.</li> <li>7 Wade suggested we send a bereavement card to the business Jeff Oliver Print with our condolences on Jeff's death.</li> </ol>	<p>Jess</p> <p>Penny</p> <p>Ian</p> <p>Gayle</p>
<p style="text-align: center;">Meeting Closed 9.00pm.</p> <p style="text-align: center;">Next Meeting – Monday 28<sup>th</sup> February 2011 at the Riverbank Theatre 7.00pm.</p>	