

**Minutes of the Whangarei Theatre Company Executive Committee meeting  
Held at the theatre on  
Monday 28th March 2011.**

The meeting commenced at 7.00pm.

**PRESENT:** Jason Riggir, Wade Rowsell, Ian Page, Gayle Dowsett, Penny Mashlan, Ruth Coulton, Richard Bryham, Jess Loftus and Eilean Rawson, Joel Stanners, Alison Thomson, Barbara Trimmer, Ray Palmer, Sue Fordyce, Lila Lusher  
**APOLOGIES:** Pamela Black

<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> Alison moved and Wade seconded, that cheques 208565 – 208596 and three direct debits be passed for payment. <b>Carried.</b> Alison pointed out how tight our cash flow is and asked that we all consider very carefully before purchasing anything.</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. Fastnet banking is being set-up</li> <li>2. So far, no interest in audition course. Inquiry from the Octagon to possibly combine interested members to make it worthwhile. This is definitely a possibility. Committee was asked to canvas the course for the next few days, and then if still not enough interested, it will be cancelled via email message. Saturday 16<sup>th</sup> April. 12 – 4pm.</li> </ol> <p><b>MOTION:</b> Wade moved and Barbara seconded that we cancel Merryns course if we don't get enough interest in the next week. <b>Carried.</b></p> <ol style="list-style-type: none"> <li>3. Wade approached Aaron Card but he was not interested in sponsorship in the form of helping us fix our leaky roof at Finlayson Street.</li> </ol>	
<p><b>CORRESPONDENCE:</b> <b>Inward</b> Harlequin invitation to Witches of Eastwick. No one was able to accept this invitation. Musical Theatre New Zealand – Directors Course in Dunedin. John Sloane - member, letter to committee wishing the club all the best for 2011. Email from MTNZ encouraging us to send more people to the zone meetings.</p>	

<p><b>GENERAL BUSINESS</b></p> <ol style="list-style-type: none"> <li>1. Directing Musicals – course in Dunedin This is a course designed for directors who would like to learn more about this. If anyone is interested in attending, MTNZ have secured Creative New Zealand funding and it is to be put on in Dunedin the first weekend in June.</li> <li>2. New Zone One Rep – Kevin Maddern Kevin is very interested in coming up to one of our meetings and talk to us about his new role.</li> <li>3. Roles &amp; Responsibilities Sub-committees of the theatre for 2011. Finance – Ray, Wade, Alison, Theatre Hire – Barbara, Richard, Jason, Wardrobe – Gayle, Ajay, Alison, Aimee, Building – Richard, Publicity – Ian, Barbara, Joel – Facebook, Props – Ruth, Lila, Make-up – Jess, Lighting and Sound – Jason, Joel, Alison, Front of House – Eilean, Penny, Forward Planning – Wade, Thelma, Gayle, Ruth, Jason, Penny, Glee Club – In recess</li> </ol>	
<p><b>REPORTS FROM SUB-COMMITTEES:</b></p> <ul style="list-style-type: none"> <li>• <b>Theatre Hire.</b> Lorn Campbell has been told he can hire the theatre on the 4<sup>th</sup> May. Discussion followed regarding his request for the following 10 Wednesdays. It was decided we would accommodate this hire and that a key would be given to Lorn for this period.</li> <li>• <b>Wardrobe.</b> The wardrobe is a mess since STiFF but the committee will get together and tidy it during the week of 18<sup>th</sup> April. Kamo High School is hiring costumes for their production of Aladdin.</li> <li>• <b>Building.</b> Gayle suggested a notebook be put in the slots beside the treasurer’s claim forms for building maintenance. Gayle to donate a notebook.</li> <li>• <b>Publicity</b> There are 2 Miss Saigon signs up so far.</li> <li>• <b>Props</b></li> <li>• <b>Make-up</b></li> <li>• <b>Lighting and Sound</b> James will be hiring equipment off us for some work he has</li> </ul>	<p>Ruth/Barbara</p> <p>Gayle</p> <p>Gayle</p>

<p>coming up on the 7<sup>th</sup> April. A battery for the genie will need to be purchased in near future</p> <ul style="list-style-type: none"> <li>• <b>Front of House.</b> People will be asked to help with Miss Saigon.</li> <li>• <b>Forward Planning</b> Meeting was held at 6pm before this meeting. Geoff Heaps has agreed to be production manager for Mum's Choir. Auditions for Stepping Out were successfully help, with callbacks on Tuesday night. Possible directors were sent a letter asking them to put forward ideas for shows they would like to direct. We have a list of possible shows for 2012 and will meet next month. 2012 dates have been tentatively set. 1<sup>st</sup> show – June/July 2<sup>nd</sup> show, 31<sup>st</sup> August – 22<sup>nd</sup> September, third show 16<sup>th</sup> November – 8<sup>th</sup> December.</li> <li>• <b>Finance</b> Alison is in the process of getting Fastnet up and running. Sue Fordyce, Alison, Ray and Wade will be administrators. Ian and Richard will be back-up signatories.</li> </ul> <p><b>MOTION:</b> Alison moved and Ian seconded that current cheque signatories Wade, Alison, Ian and Richard, will no longer be signatories as we go to our new system of payment. <b>Carried</b></p> <ul style="list-style-type: none"> <li>• <b>Glee</b> Jess reported that the Glee club enjoyed their performance at Rugby grounds. They have no future bookings and are in recess at least until after Miss Saigon.</li> </ul>	
<p><b>PRODUCTIONS:</b></p> <ul style="list-style-type: none"> <li>• <b>STiFF</b> STiFF is now closed. A successful season. Joel reported that Shane did a fantastic job as stage manager. The bar went really well with particular success of Slushies. We really need more bar staff, as it was very tough on George, both on the nights and also cleaning the slushy machine each day. The season was very smooth running. Congratulations were expressed to Joel, Ruth, cast and crew for a very successful show.</li> <li>• <b>Miss Saigon</b> The cast have been rehearsing in the building in Herekino street and are now back in the theatre until the Revolve and set are installed into the rehearsal building. The containers have arrived and the technicians from Wanganui are coming, at our expense as per our agreement, to install this. Alison asked if anyone could offer accommodation to these men, but it was decided to put them up in a motel nearby.</li> </ul>	

<p>She will collect him from the airport on Thursday and he will be here two nights. The other man is coming on Saturday only.</p> <p>The Forum North contract is signed. We don't need a bar license for the season, we will use Forum North's one.</p> <p>John Lynch has been generous and accommodating to the Theatre. Nibbles and Drinks for the sponsors will be up in the causeway on the top level, outside council chambers.</p> <p>Wade has contacted the RSA and they are keen to come on board to bring their Vietnam Veterans to the show. They will be offered a block booking for the first Saturday of 50 seats at \$35 a seat.</p> <p>A broad discussion followed on what seat prices would be.</p> <p><b>MOTION:</b> Wade moved and Penny seconded that ticket prices for Miss Saigon be \$48 a seat with matinées being \$43. <b>Carried</b></p> <p><b>MOTION:</b> Wade proposed and Alison seconded that we apply to the New Zealand Community Trust for \$2500 to go towards the printing of our Miss Saigon programmes. <b>Carried.</b></p> <ul style="list-style-type: none"> <li>• <b>Stepping Out</b> After auditions there are 2 roles still to fill. Callbacks are to be held on Tuesday. 4 people were turned away. It will be an interesting cast.</li> <li>• <b>Mum's Choir</b> Nothing to Report</li> </ul>	
<p><b>OTHER BUSINESS:</b></p> <ul style="list-style-type: none"> <li>• We need to discuss APRA – carried over to April meeting.</li> <li>• Can we improve the signage for parking; patrons have been parking in wrong car park.</li> <li>• Gayle to organize keys for new committee members.</li> </ul>	<p>Gayle</p> <p>Richard</p> <p>Gayle</p>
<p style="text-align: center;">Meeting Closed 9.40pm.</p> <p style="text-align: center;">Next Meeting – Monday 25<sup>th</sup> April 2011 at the Riverbank Theatre 7.00pm.</p>	