

Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at the theatre
On Monday 28th November 2011.
The meeting commenced at 7.00pm.

PRESENT: Ian Page, Eilean Rawson (Chair), Penny Mashlan, Ruth Coulton, Barbara Trimmer, Ray Palmer, Jason Riggir, Gayle Dowsett

APOLOGIES: Pamela Black, Jess Loftus, Alison Thomson, Wade Rowsell, Richard Bryham

FINANCIAL REPORT:	<u>ACTION</u>
<p>Ray presented this.</p> <p>MOTION: Ray moved and Barbara seconded that cheques, electronic payments, and direct debits totaling \$28, 981.46 be passed for payment. Carried.</p> <p>Ray also needs the Finlayson St valuation.</p> <p>Ray again reminded us of the asset register (to be done).</p> <p>Ian noted problems with the EFTPOS account having been suspended by the bank - this has been resolved by Sue Fordyce, but needs testing.</p>	<p style="text-align: center;">Richard to look into. ALL</p> <p style="text-align: center;">Ian or George J.</p>
<p>MINUTES OF THE PREVIOUS MEETING:</p> <p>MOTION: Eilean moved and Jason seconded that they be accepted as a true and correct record of the meeting. Carried.</p> <p>MATTERS ARISING:</p> <p style="padding-left: 20px;">There had been no takers for the opportunity to perform in the Kamo Club.</p> <p style="padding-left: 20px;">No further plans regarding a Shakespeare performance at present.</p> <p style="padding-left: 20px;">“Desk Diary” still awaited.</p>	<p style="text-align: center;">Ian to inform K.C.</p> <p style="text-align: center;">Richard</p>
<p>CORRESPONDENCE:</p> <p>Inward</p> <p style="padding-left: 40px;">Nil</p>	
<p>GENERAL BUSINESS</p> <ol style="list-style-type: none"> 1. NAPTA Nominations will be announced Sunday 11th December at Pukekohe. 2. MTNZ Patron’s Encouragement Award - no nominations were proposed. 3. MTNZ Merit Award - it was agreed Eilean Rawson should be nominated. 4. MTNZ Survey was completed. 5. The opportunity to join a MTNZ-based consortium for Hairspray was discussed. Penny proposed, Lila seconded, that we did not join as we don’t have the ready cash to commit to it. Carried. 	<p style="text-align: center;">Ian to attend.</p> <p style="text-align: center;">Ian to complete.</p> <p style="text-align: center;">Ian to submit.</p> <p style="text-align: center;">Ian to inform MTNZ.</p>

<p>6. Ian read out Wade Rowsell's letter of resignation from the committee, which was reluctantly accepted. The committee instructed Ian to write to express their appreciation for all his hard work over the years.</p> <p>7. Crazy for You is being worked through by Neil Troost and a band of readers. Next full run will be Sunday 7pm.</p>	<p>Ian.</p>
<p>REPORTS FROM SUB-COMMITTEES:</p> <ul style="list-style-type: none"> • Theatre Hire. Request from the Maori Academy to have a regular hire of the Hatea room for one (or two) hours each week for band practice discussed and agreed. They can have an entry key and code (named user), an annual contract with 4 weeks' notice on either side, \$50 per week for the two hours. They must be aware we cannot take responsibility for any equipment/instruments/etc they leave in the theatre. An enquiry to use the theatre for an outside production was accepted in principle, should the person wish to pursue it. • Wardrobe. Ajay and Gayle will purchase plastic bins to store petticoats, and undertake asset register work as they go. • Building. The roof of Finlayson Street has been replaced - one gutter leak to be fixed. Fitting it out for the wardrobes will be undertaken in January at the latest. • Publicity Electronic ticket sales have worked. • Props Will update inventory when they move early next year. • Make-up Nil to report. • Lighting and Sound Nil to report. • Front of House. Organised. • Forward Planning Next meeting will follow-up the proposed Cameron Falkenhagen show, directed by Mel Thomas, and aiming for early 2013. The next meeting will confirm the proposed show for Christmas 2012 - probably Footrot Flats and possibly with Richard Harris directing. 	<p>Barbara to organise.</p> <p>Gayle.</p> <p>Lila to inform plumbers. Jason to organise, plus budget for lighting, assistance etc.</p> <p>Ruth & Lila.</p>

<p>The FPC proposed that we produce Death & Taxes by April Phillips, with 10 performances from 2 - 16 March 2012. Ruth will be production manager and Lila director. The proposal was accepted by the Committee. Auditions will be on Saturday 10 December 10am-3pm. The budget will come to the next meeting, assuming the rights are obtained.</p>	<p>Ruth to produce budget Wade to obtain rights</p>
<p>PRODUCTIONS: Stepping Out Show running well with very good reviews. Sales disappointing. Grease Production Manager - Barbara Trimmer, Director - Grant Smith, MD - Ray Palmer, Programme - Tracey Scott, L&S - Jason Riggir Audition dates to be set Publicity to begin</p>	<p>Barbara Ian</p>
<p>Next Meeting – 7pm Monday 19th December 2011 at 135 Pipiwai Road - Ruth's place.</p>	<p>Bring food & drink</p>