

Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at the theatre
On Wednesday 24th October 2011.
The meeting commenced at 7.00pm.

PRESENT: Eilean Rawson (Chair), Penny Mashlan, Richard Bryham, Ruth Coulton, Barbara Trimmer, Ray Palmer, Jason Riggir, Ian Page (arrived 8pm)
APOLOGIES: Pamela Black, Jess Loftus, Gayle Dowsett, Alison Thomson, Wade Rowsell

<p>FINANCIAL REPORT: Ray presented this. MOTION: Ray moved and Barbara seconded that cheques, electronic payments, and direct debits totaling \$39,741.22 be passed for payment. Carried. Ray also noted we need to look at withdrawing our Public Liability from AON and having it with MTNZ. To be looked at in time for next year's payment. Valuation for the Building presented, query Finlayson St valuation (). Ray reminded us of the asset register (to be done).</p>	<p><u>ACTION</u></p> <p>Richard to look into. ALL</p>
<p>MINUTES OF THE PREVIOUS MEETING: MOTION: Barbara moved and Ray seconded that they be accepted as a true and correct record of the meeting. Carried. MATTERS ARISING: Nil.</p>	
<p>CORRESPONDENCE: Inward \$5000 grant towards Grease has been received</p>	
<p>GENERAL BUSINESS</p> <ol style="list-style-type: none"> 1. Bar Managers Are required - shoulder-tapping may be necessary, and the need will be noted in the Newsletter. 2. MTNZ Conference Whanganui March 2011. We need more members to attend this as there are some very good workshops. Seek some funding for some people to go e.g. James Rice Trust for someone to look at restarting Junior Theatre. There was quite a bit of discussion on this. To be mentioned in newsletter. 3. Proposal from the Kamo Club for people to act out scenarios for their conference next year. This will be advertised in the newsletter. 4. Ruth would like us to look at presenting a Shakespeare season based on the play that NCEA 	<p>Eilean</p> <p>Eilean</p> <p>Eilean</p>

<p>have in schools each year. She will first take up with Forward Planning.</p> <p>5. Ray asked if Sue Fordyce could have a key to the postbox so that she could clear accounts. To be taken up with the Secretary at a suitable time.</p>	<p>Ruth</p> <p>Ray & Gayle</p>
<p>REPORTS FROM SUB-COMMITTEES:</p> <ul style="list-style-type: none"> • Theatre Hire. Tamsyn paid \$420 for the use of the Hatea room. There is a wedding on the 5th November. Neil Troost would like to workshop his new play ‘Crazy for You’. Tentative date Dec 4th, in the Hatea Room. Readers will be required. To be advertised in the Newsletter, once Ruth has confirmed details. • Wardrobe. Ajay and Gayle have tidied the wardrobes, and need plastic bins to store petticoats - approved. • Building. The lift has been upgraded to take bigger and heavier loads. The roof of Finlayson Street is being replaced. • Publicity Electronic ticket sales will commence 31st October. • Props No specific issues. • Make-up Nil to report. • Lighting and Sound Nil to report. • Front of House. Organised for Stepping Out, albeit with difficulty. • Forward Planning Wade to talk to Melanie Thomas about her proposal and will take back to Forward Planning before presenting to next Exec Meeting. 	<p>Ruth & Eilean</p> <p>Gayle</p> <p>Wade</p>
<p>PRODUCTIONS:</p> <p>Stepping Out Steady progress with acting and music. Costumes fine, Set still not completed. Problems finding someone (s) to do the sound and lighting as neither Jason nor Joel available. Photo Call on Sunday.</p>	
<p>Next Meeting – Monday 28th November 2011 at the Riverbank Theatre 7.00pm.</p>	