

Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at the theatre
On Wednesday 25th September 2011.
The meeting commenced at 7.00pm.

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

FINANCIAL REPORT:	<u>ACTION</u>
<p>MOTION: Ray moved and Richard seconded that cheque numbers 208632 – 208634 and 208646 and 9 electronic payments, and direct debits totaling \$13731.25 be passed for payment. Carried.</p> <p>Bank balances as at September meeting, 00 account - \$108,464.84 52 account - \$ 41.97</p> <p>Ray asked if we needed to relook at our insurance because it appears we are paying 2 lots of liabilities insurance. Our latest insurance bill is \$7830.</p> <p>Ray suggested that the secretary and the treasurer get valuations and rates for insurance for 2013. This will need to be started early in 2012.</p> <p>MOTION: Wade proposed and Alison seconded that if Ian was agreeable, that we pay Ian \$30,000 now and ask him to reduce the term of our loan to 8 years from 10. This means we pay the next installment now and 2 more. Carried</p>	<p style="text-align: center;">Ray and Gayle – ongoing through 2012</p> <p style="text-align: center;">Wade</p>
<p>MINUTES OF THE PREVIOUS MEETING:</p> <p>MOTION: Ian moved and Barbie seconded that they be accepted as a true and correct record of the meeting. Carried.</p> <p>MATTERS ARISING:</p> <ul style="list-style-type: none"> • Building Valuation Valuation has been done, still waiting on written report. • Finlayson Street Roof We are moving forward and Richard is meeting the contractors at Finlayson street before the next meeting. • Asset register Everybody to estimate replacement value of the assets in their area of management and get this figure to Ray for an asset register he is putting together. • Little Theatre Guild We will be joining this guild at Penny’s suggestion. 	<p style="text-align: center;">Richard</p> <p>ALL are to assist Ray in updating the asset register.</p>

<ul style="list-style-type: none"> • Westpac Business Awards Evening Eilean and Ian to attend the nominations evening. Ian and Gayle to attend the awards evening with Eilean and Jess on standby. • NAPTA AGM Richard attended and the minutes are awaited. 	
<p>CORRESPONDENCE:</p> <p>Inward</p> <p>MTNZ Newsletter Infocus magazine Telfer Young Valuation services - Thanking us for the opportunity to prepare a report. Trustline newsletter Southern Hospitality newsletter Centrestage theatre offering the opportunity to purchase dark green Wool Garbardine at \$100 a roll. Mel Thomas – wrote a letter asking to be supported in a venture she would like to undertake with a senior youth group, under the WTC name. Ian is to discuss this further with Mel.</p>	<p>Ian</p>
<p>GENERAL BUSINESS</p> <ol style="list-style-type: none"> 1. Mum’s Choir This has been postponed and we will probably be putting it on in 2013. Wade asked if he could suggest that the Kerikeri players do this play. Nobody had any objections. 2. Grant Wade was successful in securing a grant for \$5000 to support our production of Grease. This will be opening on the 18th May. 3. Minutes Gayle asked that names or reference to people be left out of the minutes if the information has not been verified. 4. Telfer Young Dangerous, Insanity and Earthquake prone. Because of time, this building is safe from the requirements to meet this standard but we are not sure Finlayson street is. We are to be informed if there is any action required. This would involve an engineer’s report probably. 	<p>Minute taker.</p>

<p>REPORTS FROM SUB-COMMITTEES:</p> <ul style="list-style-type: none"> • Theatre Hire. There have been lots of enquiries for the theatre. Tamsyn will be using the Hatea room in the school holidays. There is a wedding on the 5th November. MOTION: Barbie moved and Alison seconded that we adopt the new pricing structure proposed. Carried Ian will update the website to reflect these new charges and also make it clear what the procedure of contact is to hire our building. • Wardrobe. Ajay and Gayle to meet in the week of the 10th – 14th October to tidy the wardrobe, sort out hire returns and estimate for the asset register. Ian will also take the hire to public off the website. We are still able to hire to other societies and members by arrangement. • Building. The lift as been redesigned and fixed to take bigger and heavier loads. Still to be installed. Penny sourced the building plans for Ray. • Publicity Now aiming at Stepping Out, and the Business Awards. • Props Lila needs to find her key but no report from props. Penny covering Stepping Out in props. • Make-up Jess and Ajay cleaned up make-up. Jess has a source who will donate make-up to the society as and when she has surplus. • Lighting and Sound Invoice to GJ Productions for Raise the Titanics gear hire. • Front of House. Craig will be cooking for Stepping Out. George will operate the bar. Jeanette and Bevan will set up the first two weeks then a volunteer is required. Eilean is in the show so someone else will need to run front of house. Desk diary for the office manager is required. • Forward Planning As Mum’s Choir had already been paid for, they have agreed to hold until 2013. 	<p>Ian</p> <p>Gayle & Ajay</p> <p>Ian</p> <p>Richard</p> <p>Jason to organise with Ray.</p> <p>Richard to work on.</p>
<p>PRODUCTIONS:</p> <p>Stepping Out Revised dates are 18 November - 10 December.</p>	

<p>Ray is now the musical director. Rehearsals are going fine. There will be a Production meeting next week.</p>	
<p>OTHER BUSINESS: Richard asked about the lighting box in the Hatea room, Jason said it would be permanent. Jess invited everyone to her and Dan's engagement party. Gayle acknowledged Penny's Mum's passing and Wade's recent health scare and successful recovery.</p>	
<p>Next Meeting – Monday 24th October 2011 at the Riverbank Theatre 7.00pm.</p>	