

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at The Riverbank Centre
On Monday 23 April 2012.**

The meeting commenced at 7.00pm.

PRESENT: Tane Davis, Penny Mashlan, Barbara Trimmer, Pamela Black, Alison Thomson, Sue Fordyce. Jason Riggir, Ray Palmer, Lila Lusha, Sally Leftley,

APOLOGIES: Ian Page, Jess Loftus

FINANCIAL REPORT:	<u>ACTION</u>
<p>Sue presented the months accounts (tabled)</p> <p>MOTION: Alison moved and Chris seconded that cheques, electronic payments and DDs for April for \$3706.49 be passed for payment. Carried</p> <p>Alison wished to continue the stock take. Areas will be allocated, and it is hoped it will be done by June meeting.</p> <p>MOTION: Alison moved and Penny seconded that Annabelle's fee to be increased to \$13.50. Carried.</p> <p>It was proposed that Sue be given a pay rise. Discussion followed. Alison moved that Sue's wage increase to \$400/month, but it was decided to wait for the full committee to be brought up to date, and a final decision to be made next meeting.</p> <p>The issue of further discounts for block bookings was raised. It was felt that the current \$2 discount is enough and prices are getting too marginal. No further discounts would be offered.</p>	<p>Sue</p> <p>Alison</p>
<p>MINUTES OF THE PREVIOUS MEETING:</p> <p>MOTION: Ray moved and Lila seconded that they be accepted as a true and correct record of the meeting. Carried.</p> <p>MATTERS ARISING:</p> <p>The planned presentation for former committee members has been postponed till further notice.</p>	<p>Lila</p>
<p>CORRESPONDENCE:</p> <p>Inward</p> <p>Richard Harris production manager for Footrot Flats Harlequin Musical Theatre</p> <p>Outward</p> <p>Nil</p>	<p>Pam</p>

<p>GENERAL BUSINESS:</p> <p>Membership discounts were previously 2 tickets to dress rehearsal, and \$1 off ticket price. However there were administrative difficulties with this with the electronic system. MOTION: Chris mover and Tane seconded that the ticket discount be discontinued. Carried. MOTION: Tane moved and Lila seconded that members receive a free drink at the bar on showing their membership card. Carried.</p> <p>Long-term Strategy. Our submission has been entered with regard to the Council’s possible sale of the land on which the theatre sits. There needs to be an increase in our income. Discussion continued around putting all shows on the main stage, extending the bar, having increased hires of the Hatea room, putting extra doors on Hatea room to accommodate more people as the dinners are getting more popular. MOTION: Lila moved and Pam seconded that we try putting all shows on the main stage next year. Carried. The outside of building needs cleaning and decorating, and the signage needs updating. It was recognised we should try to plan improvements a year ahead at time. MOTION: Pam moved and Sally seconded that Lila create a strategic plan for the next 2-5 years. Carried.</p> <p>Job Descriptions To be reread and processed at next meeting.</p>	<p>Ian</p> <p>Jess</p> <p>Forward Planning</p> <p>Lila</p>
<p>REPORTS FROM SUB-COMMITTEES:</p> <p>Theatre Hire. Barbara gave her report. Bookings steady Front of House. Publicity Grease--Tickets open Monday 30th on target Props Nil Lighting and Sound Headsets will cost approx. \$2000 for the 12 required. MOTION: Penny moved and Tane seconded that 12 headsets be bought. Carried. Front of House Planning OK. Forward Planning Pam tabled the report, including prices for various shows.</p>	<p>Jason</p>

<p>PRODUCTION REPORTS:</p> <p>Grease: Barbara presented the strengths and weaknesses of the show at the moment. All are being addressed.</p> <p>Dangerous Liaisons: Alison had nothing new to report at present.</p>	
<p>Meeting closed 8.52pm</p> <p>Next Meeting – 7pm Monday May 28th at the theatre.</p>	