

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at The Riverbank Centre on Monday 20 August 2012.**

The meeting commenced at 7.00pm.

PRESENT: Penny Mashlan, Barbara Trimmer, Alison Thomson, Jason Riggir, Ray Palmer, Sally Leftley, Ian Page, Chris Parry

APOLOGIES: Pamela Black, Sue Fordyce, Lila Lusher

FINANCIAL REPORT:	<u>ACTION</u>
<p>Alison tabled the financial report and monthly accounts for payment.</p> <p>MOTION: Alison moved and Ian seconded that cheques, electronic payments and DDs totalling \$13457.76 be paid. Carried.</p> <p>There is still a payment to be made this month for cleaning duties. Alison also is concerned that the documents supplied with invoices for payment need to be more specific in their details.</p>	ALL
<p>MINUTES OF THE PREVIOUS MEETING:</p> <p>MOTION: Ray moved and Ian seconded that they be accepted as a true and correct record of the meeting. Carried.</p> <p>MATTERS ARISING:</p> <p>Radio Mikes --- still being sorted Kitchen lights have been replaced.</p>	Jason
<p>CORRESPONDENCE:</p> <p>Inward</p> <p>Robinson quote to repair and re-seal the kitchen carpark Steve Bowling quote ditto Jacob Crowne Helen Morton –Jones James Rice trust ORT one act plays NZ Police (Sandilands) child protection division Marie Ulmer</p> <p>Outward</p> <p>Nil</p>	
<p>GENERAL BUSINESS</p> <p>KITCHEN CAR-PARK REPAIRS</p> <p>There was much discussion about the need to proceed with this.</p> <p>Motion: Jason moved and Sally seconded that we award the contract to Steve Bowling for \$2200. Carried</p>	Jason

<p>Concern was also expressed about the state of the main car park. Both firms quoted to fix this, ranging from \$47000 - \$50000. It is possible that the District Council would help towards the cost if we made the car-park available for public parking.</p> <p>Ian to find out more, and in the meantime consult Ross Brown re obtaining grants.</p>	<p>Ian</p>								
<p>THEATRE ROOF</p> <p>Penny raised the point that the theatre roof should be fixed before money is spent on the main car-park. It was decided to find a roofer who has experience with this type of roof, and obtain their opinion on the best option in fixing the leaks.</p> <p>There are 4 areas of concern:- Entrance next to kitchen; Foyer; Aircon machinery on roof; Flat sections of roof.</p>	<p>Jason</p>								
<p>POSSIBLE DIRECTOR</p> <p>Jacob Crowne's letter of help with directing was discussed, however as we are not in a position to pay him, we are not able to take this further if this is what he is looking for. It was mentioned that perhaps he would be interested in helping Helen Morton-Jones.</p>	<p>Ian</p>								
<p>LONG-TERM HIRE</p> <p>Helen Morton-Jones has asked to hire the rooms on a permanent basis for the running of her acting and speech classes. This was approved subject to there being some flexibility on the use of the facility and a deadline of 6.30pm. Barbara to negotiate.</p>	<p>Barbara</p>								
<p>JAMES RICE TRUST</p> <p>This trust was set up many years ago to help pay for training for members of the Junior theatre. The Trust now needs new Trustees. It was decided to put the information in this month's newsletter to see if anyone is interested.</p>	<p>Ray</p>								
<p>ONE ACT PLAY FESTIVAL</p> <p>Otamatea Theatre Company has asked if WTC would be interested in entering this in 2013. The committee decided that yes we are interested and Ian will contact ORT.</p>	<p>Ian</p>								
<p>AOTNZ</p> <p>is offering 10 shows, similar to "Silent Night", in 2013. The committee resolved to apply for 6 of them for 2013. They are:-</p> <table border="0"> <tr> <td>The Eastern ---</td> <td>Late February</td> </tr> <tr> <td>Katherine Mansfield ---</td> <td>Early April</td> </tr> <tr> <td>Haggis Sandwich ----</td> <td>Late May</td> </tr> <tr> <td>Dancing in the Wake ---</td> <td>June Main Theatre</td> </tr> </table>	The Eastern ---	Late February	Katherine Mansfield ---	Early April	Haggis Sandwich ----	Late May	Dancing in the Wake ---	June Main Theatre	
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<p>Miss Haversham ---- Early August Bella Kalol Band --- October anytime</p> <p>The actual dates have still to be finalised. There will be a heavy load on Front of House personnel.</p> <p>FIRE DRILL This will be undertaken at the last dress rehearsal of Dangerous Liaisons</p>	<p>Ian</p> <p>Penny</p>
<p>REPORTS FROM SUB-COMMITTEES:</p> <p>Theatre Hire. St Francis Xavier 23-27 September St Andrews Church 27 October Philatelic Society 13 November, and then every 2 weeks, except the moths of December/January Larsen wedding 3 November Burke wedding 10 November</p> <p>Front of House. The helpers' names to be entered onto whiteboard in the kitchen. More helpers needed for DL</p> <p>Props: Nil Lighting and Sound: Nil Publicity: Dangerous Liaisons - done Forward Planning: Nil Buildings: Finlayson street alterations Rod to start 21/8. Kitchen Light fittings have been replaced - Ray to advise insurance company</p> <p>Front of House: Database of helpers/ushers needs updating. Ruth to get in touch with Jess who already has a list.</p>	<p>Penny/Sally</p> <p>Ray</p> <p>Ruth</p>
<p>PRODUCTIONS:</p> <p>Dangerous Liaisons: Planning is advancing with ideas for Foyer and displays. The cast has sampled the meal that is being used before the show, and it was very successful. The catering contract needs filling out. All members of the cast should now be paid members.</p> <p>Footrot Flats: Penny meeting Richard Harris, director on 22/8. Assistant director still to be appointed. Audition dates to be decided.</p>	<p>Penny Barbara</p> <p>Penny</p>
<p>Meeting closed 9.30 pm Next Meeting: Monday 24 September – 7pm at the theatre.</p>	