

**Minutes of the Whangarei Theatre Company Executive Committee Meeting  
Held at The Riverbank Centre on Monday 28th November 2012.**

The meeting commenced at 7.00pm.

**PRESENT:** Barbara Trimmer, Alison Thomson, Jason Riggir, Ray Palmer, Ian Page, Chris Parry

**APOLOGIES:** Penny Mashlan, Lila Lusher, Sally Leftley,

<p><b>FINANCIAL REPORT:</b> Alison presented the monthly accounts for payment. <b>MOTION:</b> Alison moved and Ian seconded that cheques, electronic payments and DDs totalling \$16192.46 be paid. Seconded Chris <b>Carried</b></p> <p>Alison is concerned about a Hot Print invoice which was not authorised. Alison will put in writing our requirements for purchase (order numbers) for the next meeting.</p>	<p align="center"><u><b>ACTION</b></u></p> <p align="center"><b>Alison</b></p>
<p><b>MINUTES OF THE PREVIOUS MEETING:</b> <b>MOTION:</b> Ray moved and Alison seconded that they be accepted as a true and correct record of the meeting. <b>Carried.</b> <b>MATTERS ARISING:</b> Preferred Provider List - Alison still working on it Foyer monitor screens - Ian in progress Revised drink prices: Chris suggested that the price of beer go up to \$5, and RTDs up to \$6. Soft drinks remain the same. The wine glasses should have a mark or Logo guide for filling <b>MOTION:</b> Chris moved and Alison seconded that these revised prices should apply. <b>Carried.</b></p>	
<p><b>CORRESPONDENCE:</b> <b>Inward</b> Papakura Newsletter Napta nominee certificates <b>Outward</b> Nil</p>	<p align="center"><b>Ray</b></p>
<p><b>GENERAL BUSINESS</b> MTNZ Our posters and programmes have been submitted to the annual competitions. No nominations for the Nola Spier Patron's Encouragement Award or MTNZ Merit Awards were made.</p> <p>AGM It was agreed this would be on Sunday March 24<sup>th</sup> at 4pm.</p>	<p align="center"><b>Ray</b></p> <p align="center"><b>Ray &amp; Ian</b></p>

<p><b>NAPTA</b>          Congratulations to all involved for the 19 nominations received.          The Awards Evening is on 23<sup>rd</sup> March at the Papatoetoe Cosmopolitan Club. More details will be announced in due course.</p> <p><b>FOOD AND DRINK IN AUDITORIUM</b>          It was agreed that drinks and crisps (Pringles) can be taken into the auditorium. The possibility of using plastic glasses for drinks was discussed, but thought not to be essential. Wherever possible Ushers should not have other duties, so that they can keep an eye on crowd control and enable earlier entry of the audience to the auditorium. The Stage Manager must work with the Front of House manager to ensure the stage is clear in time to allow the audience entry.</p> <p>It was agreed that we use voice announcements at half time to get patrons back in theatre. Ian will organise the text, and Alison the recording.          It was also agreed a microphone for use in the office should be organised to enable whole of house announcements.</p> <p><b>AOTNZ</b>          Have asked if we could change the date for Playing Miss Haversham from Friday 2<sup>nd</sup> August to Saturday 3<sup>rd</sup> August. Approved.</p>	<p><b>Lila</b></p> <p><b>Ian &amp; Alison</b></p> <p><b>Jason</b></p> <p><b>Ian</b></p>
<p><b>REPORTS FROM SUB-COMMITTEES:</b></p> <p><b>Theatre Hire.</b>          Leadership Academy January 13, 14, 15, 22, 23, 24, 26 (various times)          Shaan Antunovich 21 - 24 February 2013 has been cancelled</p> <p><b>Wardrobe - nil</b>  <b>Building</b> – Painting awaiting last coat on floor  <b>Publicity</b> – Eastern Posters arrived  <b>Props - Nil</b>  <b>Make-up</b> – Nil  <b>Lighting and Sound - Nil</b>  <b>Front of House - Nil</b>  <b>Forward Planning - Nil</b></p>	

**PRODUCTIONS:**

Footrot Flats - season successful and closed.

Mums Choir – casting done, Production meeting end of January.

Boy Friend - nil

Masquerade - Production Manager still needed.

Meeting closed 8.35 pm

Next Meeting: 7pm Monday 21st January