

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at the Riverbank Theatre
On Monday 23rd January 2012.**

The meeting commenced at 7.00pm.

PRESENT: Ian Page, Eilean Rawson, Penny Mashlan, Ruth Coulton, Barbara Trimmer, Gayle Dowsett, Richard Bryham, Jess Loftus, Joel Stanners, Sue Fordyce, Ray Palmer, Jason Riggir,

APOLOGIES: Alison Thomson

FINANCIAL REPORT:	<u>ACTION</u>
<p>Ray and Sue presented the financial report</p> <p>MOTION: Ray moved and Penny seconded that cheques, electronic payments, and direct debits for January be passed for payment. Carried.</p> <p>Ray asked if GJ Productions had paid for “Raise the Titanic” hire yet. Discussion followed about who should send out invoices for hire etc. that wasn’t paid at the time. Ray will create an invoice with our letterhead and our GST number for any accounts that we will be putting through the treasurer; otherwise we are to use our account books.</p> <p>Gayle asked if we could have an indication of income for the month in each financial report. Sue said that she would do that.</p>	Ray
<p>MINUTES OF THE PREVIOUS MEETING:</p> <p>MOTION: Gayle moved and Ian seconded that they be accepted as a true and correct record of the meeting. Carried.</p> <p>MATTERS ARISING:</p> <p>There was a mistake in the typing in the last minutes. A \$ instead of a 4 in the finance section. Also a spelling mistake, which suggested another meaning. Personal should read personnel.</p> <p>Gayle – Les Mis request, this will come from forward planning.</p> <p>Gifts after show. Penny was not happy with the motion to not give gifts to the production team after a show. A discussion followed then it was suggested that a small group could discuss this.</p> <p>Gayle proposed and Eilean seconded, that a group discuss and bring a proposal to the next meeting. Carried</p> <p>Penny, Eilean, Ian and Gayle volunteered</p>	
<p>CORRESPONDENCE:</p> <p>Inward</p> <p>Outward</p>	

<p>GENERAL BUSINESS</p> <ol style="list-style-type: none"> 1. Oxford Grant. MOTION: Ian proposed that we apply to Oxford for money to support Death and Taxes in Kerikeri. Carried. 2. AGM – 25th March Ian asked that the committee consider if they are interested in standing for the committee and also officer positions for the next year. He also asked everybody to encourage others they thought would be interested. 3. Co-opt a new member to cover Wade’s sponsorship work. MOTION: Ray proposed and Jess seconded that Ross Brown be co-opted onto the committee as a non-voting member, to continue the job Wade has done with sponsorship and grant applications. Carried 4. Visa card MOTION: Ray proposed and Lila seconded, that we continue to use our Visa card to pay for rights overseas and that it be in the treasurer’s name as this is a stipulation from the bank. Carried 5. With the AGM coming up, Gayle will check with Wade about our employee’s conditions of service and where these are kept. 	<p>Ray</p> <p>Gayle</p>
<p>REPORTS FROM SUB-COMMITTEES:</p> <ul style="list-style-type: none"> • Theatre Hire. Barbara asked Gayle to organize a key for Anaru at the Academy, as they would be using our building regularly. They have been here all week. 27th – 28th February they will also be here. They have asked to have the theatre 2 nights a week. It was agreed that this could be accommodated. Lila commented on how good it has been working with them there. Lorne from St Andrews has made an enquiry for the 25th April for a dinner. 3pm – 10pm. There is a wedding booked in August and 2013. • Wardrobe. Need to tidy lower dressing rooms for Death and Taxes. • Building. 	<p>Gayle</p>

<p>Need to check the gutter leak at Finlayson street. Aircon – Peter Harris, manager of Airzone, will come and have a look. They propose to do a comprehensive check every year then a smaller one 6-monthly. All filters need replacing. Small pulley and belts need replacing to bring up to standard. \$600 estimated. Richard to organize.</p> <p>When will Finlayson street be ready for the wardrobe? Jason said he can do the job. Penny suggested that we put the money aside to get some help for Jason. Jason and Gayle to meet at Finlayson street to finalize the plan before framing and nogging. Jason will draw up a rough sketch for Jess and Ray to get prices when he comes back from holidays.</p> <p>MOTION: Penny moved and Ruth seconded, that we put aside \$1000 to pay builders to complete the framing and lining. Carried.</p> <ul style="list-style-type: none"> • Publicity Grease audition notice is out. Death and Taxes publicity is underway. Joel will do a facebook update. • Props Meeting together on Wednesday night. • Make-up Nil to report. • Lighting and Sound Nil to report. • Front of House. Eilean asked what our plans for dinner for Death and Taxes was. Lila and Ruth want dinner to be an option for our patrons. Eilean will ask Craig. • Forward Planning No report. 	<p>Richard</p> <p>Jason Gayle Jess Ray</p> <p>Joel</p> <p>Eilean</p>
<p>PRODUCTIONS:</p> <p>Death and Taxes 2nd March – 17th March. Lila said she has a fabulous cast. They have purchased half of the set and are hiring other pieces from Tauranga. Lighting and sound, Jason agreed to set up for side stage operation. The show needs to be transported to Kerikeri on the 14th March. Joel or Jason will be available for this. Lila wants to paint the stage floor. No objections. They need a boxing robe and shorts – 1987, white with a black stripe. Also a grey suit. There is a need</p>	

<p>for a production meeting. Ruth and Lila will nut out these items. A revised budget was presented. MOTION: Ruth proposed and Lila seconded that the budget be accepted. Carried There will be 10 performances.</p> <p>Grease Barbie presented a proposed budget for discussion. All set for auditions – nothing to report until we know we have a cast.</p> <p>Further business.</p> <p>Jess – NAPTA’s. There is a massive change since the last meeting. Everyone has to get his or her own tickets from i-ticket. \$89 (includes \$4 a ticket booking fee). You will need your ticket as you come in the door.</p> <p>Richard – Remember the conference this year, April Phillips is the speaker.</p>	
<p>Next Meeting – 7pm Monday 27th February 2012 at the theatre.</p>	