

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

The meeting commenced at 7.00pm.

PRESENT: Penny Mashlan, Barbara Trimmer, Pamela Black, Alison Thomson, Sue Fordyce, Jason Riggir, Ray Palmer, Lila Lusher, Sally Leftley, Ian Page, Jess Loftus

APOLOGIES: Tane Davis, Chris Parry

<p>FINANCIAL REPORT: Alison presented the financial report and accounts for payment (tabled). MOTION: Alison moved and Lila seconded that cheques, electronic payments and DDs for July totalling \$15086.57 be passed for payment. Carried It was noted that our ticketing system is now being used to sell tickets for Otamatea Repertory shows.</p>	
<p>MINUTES OF THE PREVIOUS MEETING: MOTION: Ray moved and Sally seconded that they be accepted as a true and correct record of the meeting. Carried. MATTERS ARISING:</p> <ul style="list-style-type: none"> • Insurance has been paid • Stocktake - Wardrobe – Pam to deliver list Lighting/sound - Jason - in progress • Computer - the advantages of laptop and desktop discussed, and it was noted that the only real need is for a keyboard and monitor to be accessible at the hatch. Jason to find out cost of cabling to remote monitor. • Photocopier - Lila will investigate downsizing but maintaining present throughput and colour. • Radio Mikes - Still no word - Jason to ask Joel • Sir Ian McKellen - not able to come. • NAPTA: Eileen Rawson has offered to go on the board. • Liquor License: One off payment for the building costs \$794. Currently \$60 for each show. However extra show nights are extra costs, unless already allowed for. More investigation required. • Signs: Still being actioned. • Front of House Guidance: will be available at next meeting. 	<p>Pam Jason</p> <p>Jason</p> <p>Lila Jason</p> <p>Lila</p> <p>Tane</p>

<p>CORRESPONDENCE: Inward ASB Community Trust Grants meeting on 4th August. Barbara: Philatelic Society request for regular hire for meeting on Tuesday nights and some storage options. It was agreed Barbara should negotiate this. Insurance risk: Lights in kitchen need replacing. Dashboard: filed Eco Insulation: Fees to be clarified Backflow device: Council to monitor Regional Council Maps of land around theatre: Filed Jess Loftus presented her letter of resignation, which was reluctantly accepted with a great deal of regret. She still wished to remain an active member. Outward Nil</p>	<p>Barbara</p> <p>Alison</p>
<p>GENERAL BUSINESS ARTS on TOUR NZ. The menu of shows is available. We need to pick the ones we want before other theatres take options. Silent Night was very successful. Decision to be made at next meeting - options to be reviewed before then.</p> <p>FIRE DRILL Ray suggested a fire drill be held on a final rehearsal night, when audience is not paying. For further discussion at the next meeting.</p> <p>JOB DESCRIPTIONS and FAQs These were confirmed.</p> <p>BERNINA FASHION AWARDS Gayle had emailed requesting permission to use Grease cast for Bernina fashion parade. It was agreed that our permission was not required as WTC not involved. Ian to reply</p> <p>KITCHEN LIGHT FITTINGS MOTION: Penny moved and Lila seconded that light fittings in kitchen be replaced by end of August. Carried</p> <p>AUGUST MEETING It was agreed that the meeting would be brought forward a week due to production of Dangerous Liaisons.</p>	<p>ALL</p> <p>ALL</p> <p>Ian</p> <p>Ian</p> <p>Jason</p> <p>Ray</p>

<p>REPORTS FROM SUB-COMMITTEES:</p> <p>Theatre Hire. St Andrew’s Church 27th October (7am-5pm) approved.</p> <p>Props Nil</p> <p>Lighting and Sound: nil</p> <p>Wardrobe: Valuation of wardrobe difficult. Pompallier has hired some costumes for Oliver</p> <p>Makeup: Nil</p> <p>Front of House: Lila organising Front of House for Dangerous Liaisons, with a meeting on 1st August.</p> <p>Buildings: Lila said she and Jason had agreed that the Finlayson St wardrobe would be ready to use by 30th September. Ian suggested further use of Rod King (builder) to help achieve this. This was agreed. A working B will take place on Saturday 28th to clean up Finlayson Street building. Car park repairs: Contractor did not turn up. Theatre roof: Cam (roofer) looked at it, and has suggested further contractors to consider how best to fix it. Fault register will be started, and the Building committee will meet monthly to rectify problems. Suggest engaging a “handyman” to monitor and fix minor faults. Keys. Sets need to be made up for wardrobe access.</p> <p>Publicity: Under control</p> <p>Forward Planning: Footrot Flats: Script and score received. Assistant director to be advised. Boyfriend: Rights holder located Perusal copies of David Spicer shows requested. Production managers required for: Mums Choir The Boyfriend Masquerade</p>	<p>Lila</p> <p>Lila/Jason</p> <p>Lila/Jason</p> <p>Lila Ray</p> <p>Penny</p> <p>Ray</p>
<p>PRODUCTION REPORTS:</p> <p>Silent Night: The evening was booked out and financially very successful. It was a good opportunity to bring new people into our theatre. There is an offer to repeat the show in December. To be decided next meeting. The Thursday night time slot seemed to be not any bother.</p> <p>Dangerous Liaisons: no major concerns at present. Tickets will go on sale mid-August.</p>	<p>ALL</p>

Footrot Flats: Nothing to report yet.	
Meeting closed 9.12 pm	
Next Meeting – 7pm Monday 20 th AUGUST at the theatre. NOTE CHANGE	