

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at The Riverbank Centre on Monday 25th June 2012.**

The meeting commenced at 7.00pm.

PRESENT: Tane Davis, Penny Mashlan, Pamela Black, Alison Thomson, Sue Fordyce, Jason Riggir, Ray Palmer, Lila Lusher (chair), Sally Leftley, Ian Page (from 8pm), Chris Parry

APOLOGIES: Barbara Trimmer

<p>FINANCIAL REPORT: Alison presented the financial report and accounts for payment (tabled). MOTION: Alison moved and Sally seconded that cheques, electronic payments and DDs for June totalling \$21766.51 be passed for payment. Carried</p> <p>The P&L for Grease is incomplete as invoices are still coming in. Our insurance payments were also due this month MOTION: Lila moved and Chris that AON be given the contract for \$7798.51. Carried</p>	<p align="center">Chris to facilitate</p>
<p>MINUTES OF THE PREVIOUS MEETING: MOTION: Lila moved and Sally seconded that they be accepted as a true and correct record of the meeting. Carried.</p> <p>MATTERS ARISING: Stocktake - Wardrobe – Pam to deliver list Lighting/sound Jason – work in progress</p>	<p align="center">Pam Jason</p>
<p>CORRESPONDENCE: Inward Northland Security re smoke alarms Pompallier College re costumes hire for Oliver. MOTION: Penny moved and Pamela seconded that a nominal fee be charged (suggest reduced by 75% from normal rate) Outward</p>	<p align="center">Jason Pam</p>
<p>GENERAL BUSINESS COMPUTER REPLACEMENT. Discussion was held on replacing the office computer, to allow its use at the hatch. It was decided that it should be upgraded but not a laptop.</p> <p>FINLAYSON STREET Pam and Jason meeting to work out layout for wardrobe fittings in the building.</p>	<p align="center">Ian to investigate</p> <p align="center">Jason + Pam</p>

<p>FINLAYSON STREET ELECTRICAL WIRING MOTION: Alison moved and Chris seconded that \$5000 be allocated for materials for Jason to do the wiring in the building. Carried</p>	<p>Jason</p>
<p>JOB DESCRIPTIONS Discuss at July meeting</p>	<p>Ray</p>
<p>RADIO MIKES Have not been paid for, but as yet have not arrived.</p>	<p>Jason to investigate</p>
<p>SIR IAN MCKELLEN Penny suggested that as Ian Mackellen is patron of the Little Theatre Guild of Great Britain, and which we are a member of, that he be invited to the Opening night of Dangerous Liaisons</p>	<p>Jason</p>
<p>MOTION: Lila moved and Sally that we invite Sir Ian. Carried.</p>	<p>Penny</p>
<p>NAPTA Ian explained the need for a person to stand for the NAPTA trust committee. There are 4 meetings a year and it is (ideally) for a 3 year term. Persons interested should contact Ian.</p>	<p>Ray (for newsletter)</p>
<p>HOUSE MANAGER Lila asked that we re-address the engaging of a Front of House Manager, part time, no hours set. However it was thought that the expense would be too high. Lila is to contact Wade, as a similar report was given to the society in the past, but not actioned, and may be available to study,</p>	<p>Lila</p>
<p>LIQUOR LICENCE Lila asked if the theatre could become a licensed premises. This would save applying for a liquor licence every time. There would be ideally 2/3 people holding the licence, and they don't have to be on the premises at the time, but do have to be on call. Lila to investigate costs.</p>	<p>Lila</p>
<p>THEATRE SIGNAGE Lila asked if the signage could be improved. After discussion it was decide that Riverbank Centre sign would be changed to:- Whangarei Theatre Company at The Riverbank Centre There could also be a sign painted on the roof. Lila will have to see the council re any regulations operating</p>	<p>Lila</p>

<p>ACCOUNTS Lila to set up an account at Bunnings for the theatre.</p> <p>GOVERNANCE Ian spoke on overall governance issues raised at the MTNZ Conference this year, such as preparing for disaster, fire/flood assembly area signage, etc. After some discussion it was suggested that the ushers be made into a team, and given training, with the stage manager being the fire warden in charge. It was noted that we need to write a “ Front of House” Guidance for this.</p>	<p>Lila</p> <p>Tane</p>
<p>REPORTS FROM SUB-COMMITTEES:</p> <p>Theatre Hire - as at May. Props - nil to report. Lighting and Sound - nil to report. Front of House - monthly meetings started. 2 more bar people with license required. Forward Planning - Pamela presented the sub-committee report. MOTION: Pamela moved and Tane seconded that the following 3 shows (subject to Rights being obtained) be produced in 2013. Carried</p> <p>Mum’s Choir April 19, 20, 26, 27, 28, May 1, 2, 3, 4 (and 11 in Kerikeri).</p> <p>The Boyfriend or Spring Awakening August 30, 31, September 5, 6, 7, 8, 12, 13, 14 (and 21 in Kerikeri).</p> <p>Maskerade November 29, 30, December 5, 6, 7, 8, 12, 13, 14.</p>	
<p>PRODUCTION REPORTS:</p> <p>Silent Night - Thursday 19th July Sally and Lila will be Ushers, Jess & George on the bar. Ian has publicity in hand, tickets \$20. It was decided it should be performed in the Hatea room.</p> <p>Dangerous Liaisons - Alison presented a draft budget which was accepted (tabled). It was agreed the ticket price was \$30 (including Kerikeri).</p>	<p>Ian</p> <p>Ian</p>

<p>Footrot Flats Rights are now in our possession for stated season. Signed copies of the agreement returned with payment of \$2101.</p> <p>Rocky Horror Show Not available in Australasia due to professional production 2013-2104. We can re-apply in 2015.</p>	
<p>Meeting closed 9.15 pm</p> <p>Next Meeting – 7pm Monday 23rd July at the theatre.</p>	