

**Minutes of the Whangarei Theatre Company Executive Committee Meeting  
Held at the Riverbank Theatre  
On Monday 26 March 2012.**

The meeting commenced at 7.00pm.

**PRESENT:** Ian Page, Barbara Trimmer, Pamela Black, Jess Loftus, Alison Thomson, Sue Fordyce, Tane Davis, Chris Parry, Lila Lusha, Jason Riger, Sally Leftley, Ray Palmer,

**APOLOGIES:** Penny Mashlan

<b>FINANCIAL REPORT:</b>	<b><u>ACTION</u></b>
<p>Sue presented the accounts for payment.  <b>MOTION:</b> Alison moved and Lila seconded that cheques, electronic payments and DDs for March be passed for payment. <b>Carried</b>                      The bill for Stepping Out music/scripts charges was viewed as valid.</p>	<b>Sue</b>
<p><b>MINUTES OF THE PREVIOUS MEETING:</b>  <b>MOTION:</b> Ian moved and Barbara seconded that they be accepted as a true and correct record of the meeting. <b>Carried.</b>  <b>MATTERS ARISING:</b>                      The Grease script account is still unpaid.</p>	<b>Sue/Alison/Ray to investigate.</b>
<p><b>CORRESPONDENCE:</b>  <b>Inward:</b>                          letter from Mayor                          letter from WDC: considering selling land that theatre is standing on. Ian to scan letter and send out to committee to consider for response.                          Southport Dramatic club (theatre guild)                          Papakura Theatre Company - two tickets for Footrot Flats. Agreed to offer these to Richard Harris (our director).  <b>Outward:</b> Nil</p>	<p><b>Ian</b>  <b>ALL</b></p> <p><b>Ray</b> to d/w RH and inform Papakura.</p>
<p><b>GENERAL BUSINESS:</b>                      Lila proposed some sort of presentation for the four committee members who recently stood down, to acknowledge their hard work. It was agreed to have a shared lunch at 12pm Sunday 22 April, open to all WTC members. It was agreed (Lila moved, Tane seconded) that up to \$110 WTC funds could be used to support the event. Lila will organise invitations.</p>	<b>Lila</b>

<p>NAPTA awards – the NAPTA Trust have called an emergency meeting on Sunday 1 April to discuss its future, given concern about prices, venues, and falling attendances. Barbara offered to go on our behalf, and present the ideas discussed tonight.</p> <p>MTNZ CONFERENCE - Ian felt going to conference is worthwhile, and advised that any member (not just those on the committee) could benefit from going. Next conference in Dunedin 15-17 March 2013.</p> <p>Garden Maintenance - Dean Scanlen has offered to take this on, with Ryan Ujdur. The offer was accepted with thanks to both of them.</p> <p>Future Show Options - Ian informed the committee of:  Les Miserables - a narrow window of opportunity exists  Phantom of the Opera - a consortium is being proposed by MTNZ, who wish to know if we are interested. It would be likely to have one set and be moved around. We would need a lot of money for wardrobe and costumes  Rocky Horror Show - the rights are given to only one amateur company per year.  These are big ticket items to be considered by the forward planning committee.</p> <p>Ian has brought the latest lists of current shows available for the forward planning committee to consider.</p> <p>Forum North is thought to be booked provisionally for 2014.</p> <p>CHART have sent a feasibility study questionnaire and would like feedback by Monday 2 April.</p> <p>Meeting Processes - Ian asked that items for the agenda be in to Ray by the Thursday before the monthly meeting to prepare agenda. If not in by Friday then not on agenda. This is because General Business needs to be known to be considered before the meeting.</p> <p>The post of Treasurer had not been filled at the AGM. Alison agreed to take on the role.</p> <p><b>MOTION:</b> As Alison becoming Treasurer left a vacancy on the Committee Ian proposed and Chris seconded that we</p>	<p><b>Barbara</b></p> <p><b>Ian</b> to inform Dean. <b>Ray</b> to provide Dean with key and code.</p> <p><b>Pamela</b> to take to FPC</p> <p><b>Ian</b> to complete</p> <p><b>Alison</b> to liaise with <b>Ray &amp; Sue</b>.</p>
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<p>invite Mel Thomas to fill it. <b>Carried.</b></p> <p>Alison asked about Ross Brown's nomination. It was noted he had previously agreed to seek Grants/Sponsorship on behalf of the Publicity Committee, and this will continue.</p> <p>Keys &amp; codes are required for all committee members, and to be retrieved from those who no longer need them.</p> <p>It was agreed to leave the issue of Membership Discounts (raised at the AGM) until the next meeting.</p>	<p><b>Ian</b> to invite Mel.</p> <p><b>Ian</b> to organise.</p> <p><b>Ray</b> to action - <b>Gayle</b> has book with key codes</p> <p><b>Ray</b> to place on agenda.</p>
<p><b>SUB-COMMITTEES:</b></p> <p>Treasurer: Alison  Finance: Alison, Ray, Barbara, Chris  Membership: Barbara  Theatre Hire: Barbara, Alison  Wardrobe: Pamela, (+Ajay)  Building: Jason, Lila, (+Richard)  Gardens - (+Dean+Ryan)  Publicity: Ian, Chris, Tane, Sally re ticketing  Props : , (+Rob+Aidee)  Makeup: Jess,  Lighting/Sound: Jason, Alison (+Joel)  Front of house : Jess, Lila, Tane, Sally, (+Nola)  Forward Planning: Pamela, Tane, Sally, Jason, (+Ruth)  Secretary – keys, newsletter, phone messages: Ray  Junior theatre: no-one at present</p> <p>Hirage - The Leadership Academy will use the Hatea Room from 9am-4pm on May 24<sup>th</sup>.</p>	<p><b>Lila</b> will be seeing Cam re leak in Finlayson roof.</p>
<p><b>PRODUCTION REPORTS:</b></p> <p><b>Grease:</b> Barbara presented a revised budget, with ticket prices of \$30 for adults, \$20 for school age.</p> <p><b>MOTION:</b> Barbara moved, and Tane seconded, that the budget be accepted. <b>Carried.</b></p> <p>Production plans and rehearsals are going according to plan. revised but not much changed at the moment.</p> <p>Various ideas for publicity (posters in cafes, radio, DVD store and movie theatres, Grab One) were mentioned</p> <p>Alison asked if a block booking could be made for 50 D&amp;S for Friday 25<sup>th</sup> May, and this was agreed. The patrons would also wish to use the Bar after the show - this was approved, subject to sharing with the cast and WTC Members and complying with our liquor licence.</p>	<p><b>Ian</b> to take to publicity.</p> <p><b>Ian &amp; Alison</b> to progress.</p>

<b>Dangerous Liaisons:</b> Alison had nothing new to report at present. Auditions are set for Monday 4 <sup>th</sup> June 1 -5pm and Tuesday 5 <sup>th</sup> June 7—9pm.	
Next Meeting – 7pm Monday 23 April 2012 at the Theatre	Apologies from <b>Ian</b>