

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

The meeting commenced at 7.00pm.

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

| <b>FINANCIAL REPORT:</b>  | <u><b>ACTION</b></u>  |
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| <p>Sue presented the month's accounts for payment (tabled)<br/><b>MOTION:</b> Alison moved and Lila seconded that cheques, electronic payments and DDs for May totalling \$10,891.67 be passed for payment. <b>Carried</b><br/>Currently we have \$76093.92 in Bank account and \$42.48 in the Savings account.<br/>There was discussion about the timely presentation of accounts, and the need for them to be allocated to shows etc.</p>   |   |
| <p><b>MINUTES OF THE PREVIOUS MEETING:</b><br/><b>MOTION:</b> Ray moved and Lila seconded that they be accepted as a true and correct record of the meeting. <b>Carried.</b><br/><b>MATTERS ARISING:</b><br/>Nil</p>  |   |
| <p><b>CORRESPONDENCE:</b><br/><b>Inward</b><br/>Telecom phone package - this was discussed.<br/><b>MOTION:</b> Lila moved and Sally seconded that we should continue with Telecom. <b>Carried.</b><br/>Insurance - one premium package was available, the other from Rothbury's is awaited.<br/>Invitation to opening nights of Thoroughly Modern Millie will be taken up by Alison (probably).<br/><b>Outward</b></p>  | <p><b>Ray to obtain</b><br/><b>Alison</b></p>   |
| <p><b>GENERAL BUSINESS</b><br/><b>OVERLOCKER</b><br/>Its location was queried - Ajay has it in the dressing room.<br/><b>JOB DESCRIPTIONS</b><br/>Front of House - this is a huge area, and needs a full sub-committee team to deal with it. Alison advised the value of monthly meetings of the team to ensure all take on roles.<br/>Suggest office Monitor be moved by the window, along with mouse &amp; keyboard.<br/>Front of House team to report back with further ideas.</p> | <p><b>Jess to organise</b><br/><b>Ian to organise</b><br/><b>Jess to coordinate</b></p> |

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| <p><b>MUSICAL DIRECTOR</b><br/> <b>MOTION:</b> Ray moved and Lila seconded that the words “The Director’s decision is final even if you disagree”, be removed from the MD’s description. <b>Carried.</b></p> <p><b>FINANCE OFFICER PAY</b><br/> <b>MOTION:</b> Alison moved and Ian seconded that Sue to be given a pay rise from \$300 to \$400/ month. <b>Carried.</b></p> <p><b>STOCKTAKE</b><br/> This is in progress, with returns due in June meeting</p> <p><b>NAPTA AGM</b><br/> This is at NSMT on Sunday 10<sup>th</sup> June at 1030am. The accounts and minutes from their last meeting were tabled. Our consensus is that it should continue. As Ian cannot go Alison said she may be available to attend on our behalf.</p> <p><b>CHAMBERS of COMMERCE<br/> BUSINESS EXCELLENCE AWARDS</b><br/> These were discussed, and it was agreed we would not enter this year.</p> <p><b>DEEP-FAT FRYER</b><br/> The possibility of purchasing a deep fat fryer was discussed. The need for an appropriate electrical supply was also noted.</p> <p><b>CAR PARKING</b><br/> Eco lease 5 places during the day in the kitchen carpark</p> <p><b>SMOKE ALARMS</b><br/> The issue of the kitchen(and therefore all) smoke alarms being turned off was discussed. Ways to avoid this will be investigated.</p> <p>It was suggested that disposable cups be used for the cast during the last weeks of Grease.</p> <p>It was noted that Mel Thomas has declined the invitation to join the executive committee.</p> | <p><b>Alison to action</b></p> <p><b>ALL</b></p> <p><b>Alison</b></p> <p><b>Lila to investigate.</b></p> <p><b>Ray/Jason</b></p> <p><b>Jess to organise</b></p> |
| <p><b>REPORTS FROM SUB-COMMITTEES:</b></p> <p><b>Theatre Hire.</b><br/> Meshla Nathan 6-10pm Hatea room 22 June<br/> Raewyn Hildreth 6-12pm Hatea room 23 June<br/> Helen Morton-Jones 2-6pm Hatea room 12 August</p>   |   |

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| <p>St Francais Xavier Main Theatre 25/26/27 September<br/> Shelly Lawson wedding Hatea room 3 November<br/> Sean Bourke wedding Hatea room 10 November</p> <p><b>Front of House</b> - all going well with Grease.<br/> <b>Wardrobe</b> - nil to report.<br/> <b>Props</b> - Tane offered to be responsible for Props, on the understanding that Rob &amp; Adee would actually look after them.<br/> <b>Publicity</b> - all well for Grease, and forthcoming auditions for Dangerous Liaisons. Will be contacting Arts on Tour NZ regarding their using our theatre.<br/> <b>Lighting and Sound</b> - still waiting on headsets<br/> <b>Make up</b> - nil to report.<br/> <b>Forward Planning</b> - Tane presented the report. Future show possibilities being considered are The Witches of Eastwick, Chicago, Rocky Horror Show. Other scripts requested are Seussical, Spring Awakening, Chorus Line, Gypsy, Maskerade<br/> Origin Theatrical have suggested we consider Happy Days, The Wiz, La Cage Aux Folle, Godspel.</p> | <p><b>Barbara</b></p>   |
| <p><b>PRODUCTION REPORTS</b></p> <p><b>Grease</b> - all going well with a sold-out season. Congratulations to everyone involved. A request for the cast to have a BBQ after the matinee was approved.</p> <p><b>Dangerous Liaisons</b> - Royalty fees of \$2197 are organised to be paid in time. Auditions are Monday 4<sup>th</sup> and Tuesday 5<sup>th</sup> June.<br/> <b>MOTION:</b> Ian moved and Lila seconded that we should reduce the season from 4 weekends to 3. <b>Carried.</b><br/> <b>MOTION:</b> Ian moved and Tane seconded that we should try to take the show to Kerikeri for one performance in the weekend after the Whangarei season ends. <b>Carried.</b></p> <p><b>Footrot Flats</b> - Penny will be Production Manager. Richard Harris has asked that we get an assistant director for the show.</p>  | <p><b>Tane</b></p> <p><b>Alison to contact Playbureau over change of dates and change of venue. Alison to investigate.</b></p> <p><b>Penny to coordinate.</b></p> |
| <p>Meeting closed 9.15pm</p> <p>Next Meeting – 7pm Monday June 25th at the theatre.</p>   |   |