

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

The meeting commenced at 7.00pm.

PRESENT: Penny Mashlan, Barbara Trimmer, Pamela Black, Alison Thomson, Jason Riggir, Ray Palmer, Lila Lusha, Sally Leftley, Ian Page, Chris Parry

APOLOGIES: Nil

FINANCIAL REPORT:	<u>ACTION</u>
<p>Alison presented the monthly accounts for payment. MOTION: Alison moved and Ian seconded that cheques, electronic payments and DDs totalling \$9549.84 be paid. Carried</p> <p>Alison presented a list of all the account holders with whom we do business. It was agreed that Ray will send the list to Exec members for perusal, and a decision regarding the use of purchase orders with each will be made at the December meeting.</p>	Ray
<p>MINUTES OF THE PREVIOUS MEETING: MOTION: Ray moved and Jason seconded that they be accepted as a true and correct record of the meeting. Carried. MATTERS ARISING: David Thomson's research project will no longer take place, as he has an internship instead. Monitor screens for foyer - in progress Opera North ticketing - contract approved and signed.</p>	Ian
<p>CORRESPONDENCE: Inward Opera North Outward Opera North</p>	
<p>GENERAL BUSINESS COMPLIMENTARY TICKETS Alison suggested that these be included in Production Managers brief (see May 2011 minutes for details).</p> <p>NAPTA Nomination evening 9th December 4pm, at Howick. Ian will go, and anyone else who is interested is invited.</p>	Ray

<p>TICKET HOLDER Ian showed a draft design for a ticket holder cover that could be printed and used for sales at Suit Hire. It was agreed the concept should be progressed. Chris suggested that future shows be also overprinted on cover. Ian to investigate costs.</p> <p>SHOW BUDGETS Ticket sales are usually assumed to be at 66% audience capacity. It was agreed that, in the current economic climate, this should be lowered to 50% to be more realistic for budget purposes.</p> <p>UNDERSTUDIES Penny wondered why we don't use more understudies in shows. After discussion it was decided that this could only operate on a case by case basis.</p>	<p>Ian</p> <p>Production Managers</p>
<p>REPORTS FROM SUB-COMMITTEES:</p> <p>Theatre Hire. Leadership Academy Saturday 15th December Alison Friday 21st December Shaan Antunovich 21st - 24th February 2013</p> <p>Wardrobe - nil Building - Start painting at Finlayson Street Sunday 9th Dec at 1pm, continuing 10am on the following Monday. Steel - galvanized pipe to be used. Lila to order</p> <p>Publicity - on-going. Penny as Production Manager for Footrot Flats, complimented the team on their publicity for the show.</p> <p>Props - Nil Make-up - A lot being used. The need for purchase orders was noted.</p> <p>Lighting and Sound - progressing</p> <p>Front of House - Going well, with the bar moved around. Ian asked if a refrigeration engineer could service the chiller and the one in the kitchen. Data base of helpers being kept up to date. Finger food must be provided on show nights without the dinner option.</p> <p>Chris thinks that the drink prices need reviewing. It was agreed he would present a proposed list of changes at the next meeting. Barbara suggested the wine glasses need updating and the committee agreed. Lila to investigate cost.</p>	<p>Lila</p> <p>Lila</p> <p>Lila</p> <p>Chris</p> <p>Lila</p>

<p>Forward Planning - no firm plans for 2014 to table at present.</p>	
<p>PRODUCTIONS:</p> <p>Footrot Flats – going well. Audience enthusiastic.</p> <p>Mums Choir – MOTION: Alison proposed and Pamela seconded that the opening night be Saturday 20th April with a matinée on the first Sunday 21st. Discussion occurred, where it was noted that this had not been successful in the past. Carried.</p> <p>Boy Friend - progressing</p> <p>Masquerade - Production Manager still needed.</p>	<p>Ian</p>
<p style="text-align: center;">Meeting closed 8.30 pm</p> <p>Next Meeting: 7pm Monday 17th December with plate at the theatre.</p> <p style="text-align: center;">7pm Monday 21st January 2013, when the AGM date will be decided</p>	