

**Minutes of the Whangarei Theatre Company Executive Committee Meeting  
Held at The Riverbank Centre on Monday 29<sup>th</sup> October 2012.**

The meeting commenced at 7.00pm.

**PRESENT:** Penny Mashlan, Barbara Trimmer, Sue Fordyce, Jason Riggir, Ray Palmer, Lila Lusher, Ian Page,

**APOLOGIES:** Pamela Black, Alison Thomson, Sally Leftley,

<p><b>FINANCIAL REPORT:</b></p> <p>Sue tabled the accounts for payment.  <b>MOTION:</b> Ian moved and Lila seconded that cheques, electronic payments and DDs totalling \$11857.22 plus the cleaner's wages be paid. <b>Carried</b></p> <p>Sue asked that any email invoices be sent direct to her. Agreed.</p> <p>Money spent so far on Dangerous Liaisons was \$13883 and Footrot Flats \$2529.93.</p>	<p align="center"><b>Sue</b></p>
<p><b>MINUTES OF THE PREVIOUS MEETING:</b>  <b>MOTION:</b> Ray moved and Ian seconded that they be accepted as a true and correct record of the meeting. <b>Carried.</b>  <b>MATTERS ARISING:</b>  Carpark:- seal repaired  Radio Mikes:- approval to replace confirmed  James Rice Trust:- Reorganized and in operation</p>	<p align="center"><b>Jason</b></p>
<p><b>CORRESPONDENCE:</b>  <b>Inward</b>  Newsletters  North Shore,  Manakau Performing Arts  Wellar Rebur Kerikeri  Musical Theatre Annual Conference in Dunedin.</p> <p><b>Outward</b>  Nil</p>	

<p><b>GENERAL BUSINESS</b>  <b>SECURITY AT THEATRE</b>  Key holder now on IR report which is emailed to committee on day received. The need for clear responsibility for locking up after rehearsals was noted.</p> <p><b>DAVID THOMSON RESEARCH PROJECT</b>  Suggested items included Future Financial Security, Managing Volunteer Workforce.  <b>MOTION:</b> Ian proposed and Jason seconded that David be given access to theatre information to complete his studies.  <b>Carried.</b></p> <p><b>AOTNZ DATES</b>  The Eastern – Saturday 2 February  Katherine Mansfield – Friday 5 April  Haggis Sandwich – Friday 24 May  Dancing in the Wake – Friday 21 June  Miss Haversham – Friday 2 August  Bella Kalolo – Friday 11 October  These are now confirmed, using the Hatea room except “Dancing in the Wake” which will use main theatre due to specific stage requirements.  <b>MOTION:</b> Ian proposed and Lila seconded that ticket prices for these shows would be \$20. <b>Carried.</b></p> <p><b>3 OLD DISPLAY/ NOTICE BOARDS.</b>  Ian proposed and Barbara seconded that these be disposed of.  <b>Carried.</b></p> <p><b>MONITOR (TV) SCREENS FOR FOYER</b>  Barbara proposed and Ian seconded that we look at purchasing 2 screens plus computer to drive.  <b>Carried.</b></p> <p><b>CURTAINING TO HIDE KITCHEN STAFF FROM PATRONS IN HATEA ROOM.</b>  After some discussion in was felt that the proposal from a WTC member was not practical at the moment.</p> <p><b>FINANCIAL REPORTING OF SHOWS</b>  Penny moved and Lila seconded that one month after a show closes a provisional profit and loss account be supplied to the committee.  <b>Carried.</b></p>	<p><b>Penny</b></p> <p><b>Ian</b></p> <p><b>Ian</b></p> <p><b>Ian</b></p> <p><b>Ian</b></p> <p><b>Ian to investigate prices and report back for approval.</b></p> <p><b>Sue/Alison</b></p>
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<p><b>FINLAYSON STREET</b>  The supply of galvanized steel pipe was approved.  In light of the exorbitant quotes for commercial painting Lila will organise painting herself, possibly with some paid help.  <b>SEAT ADVISOR SYSTEM - OPERA NORTH</b>  Opera North wish to use our ticketing system for their annual Opera in the Garden. They wish to have a formal contract, which Ian will arrange.  <b>MOTION:</b> Ian proposed and Penny seconded that the committee will review the contract by email. Subject to email approval, Ray will sign on behalf of WTC.  <b>Carried.</b></p>	<p><b>Lila</b></p> <p><b>Ian &amp; Ray</b></p>
<p><b>REPORTS FROM SUB-COMMITTEES:</b></p> <p><b>Theatre Hire.</b>  Weddings this coming Saturday (3<sup>rd</sup>) and next (10<sup>th</sup>)  Napta awards and certificates to office for security.  Stamp Society will hold their first meeting Tuesday 13<sup>th</sup>  Helen Morton Jones is here every Tuesday  Leadership Academy hope to hire the building on 15<sup>th</sup> December</p> <p>Vicki Miller Creative have requested hire of the theatre from 21-24 February 2013. Approved in concept.  Barbara to liaise to finalise details, especially regarding equipment usage.</p> <p><b>Wardrobe - nil</b>  <b>Publicity - in process</b>  <b>Props - nil</b>  <b>Lighting and Sound - nil</b>  <b>Building -</b> More suggestions are required from committee on improving/replacing/upgrading Riverbank Centre  New signage plans are ongoing - Lila to email committee as and when to help things move along  <b>Front of House</b>  The purchase of Room Dividers - 4 natural colour dividers was approved.  <b>MOTION:</b> Lila proposed and Jason seconded that branded aprons and caps for kitchen (10) be bought.  <b>Carried.</b></p> <p>Ian is now licensed bar manager, but we still need more people to do the course (we will pay). More info can be obtained from Ian or Richard.</p>	<p><b>Barbara</b></p> <p><b>Barbara</b></p> <p><b>Lila</b></p> <p><b>Lila</b></p> <p><b>Ray - newsletter</b></p>

<b>Forward Planning - nil</b>	
<p><b>PRODUCTION REPORTS:</b></p> <p>Footrot Flats – progressing – time lines being met.</p> <p>Mums Choir---Auditions will be on December 16<sup>th</sup> 1-5pm. The decision about a proposal to do opening night on the Saturday (20<sup>th</sup> April) with matinee on first Sunday (21stApril) was deferred until the next meeting.</p> <p>Maskerade--- Production Manager required. Anyone interested can ring Lila for more information about the show.</p> <p>Boyfriend---Barbara is PM – an initial meeting has been held – cast 15 plus chorus. Auditions 11/12 May 2013.</p>	<p><b>Ray - agenda</b></p> <p><b>Ray - newsletter</b></p>
<p>Meeting closed 9.15 pm</p> <p>Next Meeting: 7pm Monday 26<sup>th</sup> November at the theatre.</p>	