

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at The Riverbank Centre on Monday 24 September 2012.**

The meeting commenced at 7.00pm.

PRESENT: Penny Mashlan, Barbara Trimmer, Jason Riggir, Ray Palmer, Sally Leftley, Ian Page, Pamela Black, Sue Fordyce, Lila Lusher

APOLOGIES: Alison Thomson,

FINANCIAL REPORT:	<u>ACTION</u>
<p>Sue tabled the monthly accounts for payment MOTION: Sue moved and Ian seconded that cheques, electronic payments and DDs totalling \$16564.20 be paid. Carried</p> <p>There is still a payment to be made this month for Luke Treadwell, of \$887.50 for work at Finlayson street. This was also authorised to be paid.</p>	<p align="center">Sue</p>
<p>MINUTES OF THE PREVIOUS MEETING: MOTION: Ray moved and Ian seconded that they be accepted as a true and correct record of the meeting. Carried. MATTERS ARISING: Radio Mikes --- still being sorted Car Park repairs ---- work in progress Theatre roof - Ross Brown has had 3 roofers look at the problem. A complete membrane cover would be the ultimate fix at about \$150,000. Shorter term fixes would cost about \$50,000. Ross Brown looking at grants available for this work.</p> <p>At present the land the theatre stands on is under lease, and has approx 18 more years to run before it comes up for renewal which is usually 21 year cycles. There is the possibility after repairing the roof that we could loose the lease.</p>	<p align="center">Jason Lila</p>
<p>CORRESPONDENCE: Inward WDC: Our physical address is now 71 Reyburn House Lane. The council has asked us to display this number prominently on our site.</p> <p>Papakura Theatre Co: Pirates of Penzance tickets for 20th Oct.</p>	<p align="center">Jason Penny</p>

<p>Outward Our Charities Commission annual return has been sent.</p>	
<p>GENERAL BUSINESS JAMES RICE TRUST The last directors of this trust have asked to step down, and want new trustees appointed. The Trust is domiciled under the umbrella of WTC, who appoint trustees. Ian explained the aims and objects of the trust, which is to give grants for speech and voice training. MOTION: Ian proposed and Penny seconded that the following people be invited to be trustees of the James Rice Trust: Ray Palmer, Lynn Allan, Eileen Rawson. Carried. Joan Kennaway will be asked if she wishes to continue or step down. If Eileen Rawson is not willing to be a Trustee, it was agreed we would approach Wade Rowsell.</p> <p>AGM MINUTES The minutes were reviewed and some corrections made by the committee.</p>	<p>Ray</p> <p>Ian</p>
<p>REPORTS FROM SUB-COMMITTEES:</p> <p>Theatre Hire. St Francis Xavier 23-27 September Leadership Academy 28 September St Andrews Church 27 October Stamp Society 13 November, and then every 2 weeks, except the months of December/January Larsen wedding 3 November Burke wedding 10 November</p> <p>Front of House. The desktop computer has now an Excel sheet in its database of Helpers/Members. The committee encourages the use of the database to find volunteers for various jobs. There is also a calendar display on screen with all hirings and show season dates.</p> <p>Props - Nil Lighting and Sound: Radio Mikes have been cancelled, and may need to be re-ordered. Publicity: Eileen Curnow added to group Buildings: Finlayson street alterations finished. Clean up</p>	<p>Barbara</p> <p>Penny/Sally/Lila</p> <p>Jason</p> <p>Jason/Lila</p>

<p>needed and painting to be done by contract. Wiring done, waiting for painting before putting fittings in. Aiming to have all this finished before next meeting in October. Committee members to tell Jason/Lila how best the rooms are to be used and allocated.</p> <p>Forward Planning Boyfriend rights applied for “Oh What a Lovely War” being considered for 2014 Dangerous Liaisons: Audience numbers being collated.</p> <p>Wardrobe Various accounts being used around town. It was decided that the Production Manager for each show use an order book. Meanwhile our accounts at Spotlight and Arthur’s Emporium would be modified to this.</p> <p>The committee has asked the treasurer/financial manager to supply a list of business that we have accounts with.</p>	<p>Jason/Lila</p> <p>ALL</p> <p>Pamela</p> <p>Alison/Sue</p>
<p>PRODUCTIONS:</p> <p>Footrot Flats: Penny impressed with casting. Penny tabled budget for consideration. Discussion as to whether the show be in theatre or Hatea room. There are lighting problems involved in using Hatea Room. However more interaction with audience in Hatea room. However the committee still wished the show to be in the theatre. Penny to revise budget. A props person and set builder are still needed. Ticket prices were confirmed as:- \$30 Adults, \$20 under 18’s Dinner \$20</p> <p>Mums Choir: Alison to be Production Manager Audition dates ---- Mid to end January</p> <p>The Boyfriend: Barbara to be Production Manager</p>	<p>Penny</p> <p>Penny</p> <p>Ian</p>
<p>Meeting closed 9.00 pm</p> <p>Next Meeting: Monday 29 October – 7pm at the theatre.</p>	