

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at The Riverbank Centre on Monday 23 April 2013.**

The meeting commenced at 7.00pm.

PRESENT: Penny Mashlan, Barbara Trimmer, Pamela Black, Alison Thomson, Jason Riggir, Lila Lusher, Sally Leftley, Ian Page, Eilean Rawson

APOLOGIES: Nil

FINANCIAL REPORT:	<u>ACTION</u>
<p>Alison presented the monthly financial accounts for payment. MOTED: Alison, seconded Lila, that accounts totalling \$31,669.29, be approved for payment. (It was noted that nearly \$17,800 had already been remitted to kindred societies using our ticketing service.) Carried Concerns expressed that funds are rapidly depleting</p>	<p align="center">All</p>
<p>MINUTES OF THE PREVIOUS MEETING: MOTION: Ian moved and *** seconded that they be accepted as a true and correct record of the meeting. Carried. MATTERS ARISING: *Sutherland Security appears to be expensive. It was agreed that as we now have Finlayson St on board, it is a good time to get quotes for our two buildings. * Penny offered to be secretary and this was accepted. * It was agreed the 4th Monday each month remains the best night to have our meetings. * Andrew White wishes us to finance his proposed concert show, similar to Arts on Tour. He will use the big theatre, on 1 (+2) November.</p>	<p>Penny - obtain more quotes for security services Penny - liaise with Ray for hand over Ian - arrange details with Andrew White's team</p>
<p>CORRESPONDENCE: Inward Outward Nil</p>	

<p>GENERAL BUSINESS</p> <p>Wardrobe: the inadequate return for hours spent hiring out wardrobe was discussed.</p> <p>Moved: that wardrobe hire be made available only to members until the shift is completed. Any marginal inquiries to Pamela.</p> <p>Areas of responsibility of committee members:</p> <p>Theatre Hire: Barbara</p> <p>Grants: Ross</p> <p>Wardrobe: Pamela</p> <p>Building: Jason, Ian, Ross, Penny</p> <p>Music & Library: Eilean</p> <p>Newsletter: Eilean</p> <p>Props: Barbara, Alison, Jason</p> <p>Lighting & Sound: Jason</p> <p>Forward Planning: Pamela, Ross, Eilean, Sally, (Jason)</p> <p>Front of House: Lila, Penny, Sally</p> <p>Publicity: Ian, Lila, Barbara</p> <p>Make up/hair: appoint for each show</p>	<p>Ian – remove wardrobe hireage from web site</p> <p>Eilean to inform members in newsletter</p> <p>Ian: Create email address account for the newsletter.</p> <p>Ian: and helpers - create job description for make-up supervisor</p>
<p>REPORTS FROM SUB-COMMITTEES:</p> <p>Theatre Hire. Hireage details are on the hatch in the kitchen. These include:</p> <p>May 17 – St Andrew’s Dinner</p> <p>May 18 – Fideliter netball quiz night</p> <p>Aug 24 – Richard’s birthday bash</p> <p>21 Sept – Fideliter prizegiving</p> <p>Check board for others.</p> <p>Front of House. Nil</p> <p>Wardrobe: moving day is 10 May from 10 – 2pm. Men are also needed because of carrying boxes etc</p> <p>Lighting and Sound Nil</p> <p>Forward Planning</p> <p>Next year looking at Chicago or Bonnie and Clyde, using our own theatre.</p> <p>We have a perusal copy for Dad’s Army in 2004</p> <p>Possibility of Fame? Any other shows anyone wants to direct?</p>	<p>Eilean - Newsletter notice please</p> <p>Pamela to check with Grant using our theatre</p> <p>Eilean to invite interest in newsletter</p>

<p>Building</p> <ol style="list-style-type: none"> 1. Outside lights needs replacing. Bulbs are in the office. 2. Dist. Council to inspect building for WOF- pending 3. ROOF – Ross says 5 companies approached, only 2 interested in quoting, jointly. Work involves: <ol style="list-style-type: none"> a. Remove shingles, bitumen, replace rotten ply b. Cover roof with 50 year guaranteed special peel and stick underlay cover c. Lay Landmark shingle on top – also 50 year guarantee d. Will need scaffolding with a weatherproof cover over (Health and Safety regs) e. Price was \$153K for enviroclad, shingles and ply. Add \$20K plus \$20K for contingencies, totals \$193K. We will need quotes to apply for grants to achieve this. <p>MOTION: Ross proposed and Eilean seconded that Ross begins process of obtaining grants to replace roof. Carried</p> <ol style="list-style-type: none"> 4. Use of freed-up space in theatre: Suggestions: <ol style="list-style-type: none"> a. Music Room – Request by Ross for sheet music and instruments etc. b. Programs and Library – space above kitchen c. Archives – in current bar stock room off wardrobe d. Bar stock – in current Stamp Club cupboard? e. Props – in the upstairs wardrobe area? f. Set furniture – under stage in a logical arrangement g. Lights – under stage in boxes h. Sets, big items – downstairs at Finlayson St. i. Philatelic Society – current library? j. Eilean keen to sort out library in future. Shelving needed. 	<p>Ian</p> <p>Ross to obtain file box of past grants from Ray or Wade</p> <p>Eilean and helpers (?) as time permits</p>
<p>PRODUCTIONS:</p> <p>Mum's Choir is carrying on. Small audiences but receiving excellent comments. Afternoon tea at matinee appreciated.</p> <p>The Boyfriend - auditions being advertised</p> <p>Maskerade - auditions will be 10am - 1pm on 11 & 18 August</p>	
<p style="text-align: center;">Meeting closed 9:25 pm</p> <p>Next Meeting – 7pm Monday 27 May at the theatre.</p>	