

**Minutes of the Whangarei Theatre Company Executive Committee Meeting  
Held at The Riverbank Centre on Monday 18 February 2013.**

The meeting commenced at 7.00pm.

**PRESENT:** Barbara Trimmer, Alison Thomson, Jason Riggir, Ray Palmer, Lila Lusha, Sally Leftley, Ian Page.

**APOLOGIES:** Penny Mashlan, Pamela Black

<b>FINANCIAL REPORT:</b>	<u><b>ACTION</b></u>
<p>Alison presented the monthly accounts for payment.  <b>MOTION:</b> Alison moved and Ian seconded that cheques, electronic payments and DDs totalling \$8170.30 be paid.                      Seconded Lila  <b>Carried</b>                      Bar takings are now being kept in a separate account, without allocation by show.</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>                      Fridge engineers report: \$135 for work done. Condenser needing \$183.10 to repair. Agreed the work should be done.                      Fresh Aircon needs certifying every 3 months (Airzone) noted.                      Voice overs: To discuss next month.                      Wine glasses: Choice of 3  <b>MOTION:</b> Lila proposed and Ian seconded that Lila should decide on which size glass, and purchase 200 with a cost up to \$1000. <b>Carried</b>                      Microphones for audience announcements: Jason to process</p>	<p><b>Ian</b></p> <p><b>Alison</b></p> <p><b>Lila</b></p> <p><b>Jason</b></p>
<p><b>CORRESPONDENCE:</b>  <b>Inward</b>                      Whangarei council - Valuation                      Waipu Pageant committee - Thanks for help with costumes                      Papakura newsletter                      NAPTA tickets - instructions for purchase of tickets  <b>Outward</b>                      Thanks to Ray &amp; helpers for painting Finlayson Street</p>	
<p><b>GENERAL BUSINESS</b>  <b>BUILDING WOF:</b>                      We have the paperwork but not the certificate. Lila to investigate with Richard Bryham.  <b>ORT</b>                      One Act Play Festival. Anyone can put on a play that hasn't</p>	<p><b>Lila</b></p>

<p>been done before.  <b>ANDREW WHITE:</b>  We have the option to host Andrew White. It was agreed we should consider it, with Ian to negotiate.  <b>WARDROBE MOVE:</b>  It was agreed we should have a Garage sale for any surplus gear including props, after the move to Finlayson Street.  <b>AGM:</b>  Lila sends apologies as will not be able to attend AGM.</p>	<p><b>Ray ( for newsletter)</b></p> <p><b>Ian</b></p> <p><b>Ray &amp; Lila</b></p>
<p><b>REPORTS FROM SUB-COMMITTEES:</b></p> <p><b>Theatre Hire</b>  Stamp Club now regularly using rooms, as is Helen Morton Jones.  Leadership Academy – borrowing chairs on Mondays. It was agreed they could clean them in lieu of payment?</p> <p><b>Wardrobe</b>  The move to Finlayson Street will be on Saturday March 16<sup>th</sup>, Volunteers needed to help between 10am and 4pm, and should contact Pamela for details.</p> <p><b>Building</b>  Finlayson Street lighting yet to be fixed under the current ceiling.  3 surplus fire extinguishers from theatre to be put in Finlayson Street.  James Franklin is moving his gear out of building.  Ray to get quote from Sutherland Security re alarm/fire protection.</p> <p><b>Publicity</b>  Flyers have gone out to Rest Homes etc. for the rest of the year, and also for Mum’s Choir for the Opera in the Garden programme.  Ticket holders will cost about 35c each  <b>MOTION:</b> Ian proposed and Lila seconded that we purchase 1500 ticket holders at a price of \$441.28 plus GST. <b>Carried</b></p> <p><b>Props - Nil</b>  <b>Make-up – Nil</b>  <b>Lighting and Sound - Nil</b>  <b>Front of House</b> –Thanks to “Eastern” helpers  Katherine Mansfield show will need more helpers - Lila to organise.</p> <p><b>Forward Planning :</b> Pamela to approach Grant Smith for confirmation of which show he wants to do next year.</p>	<p><b>Barbara</b></p> <p><b>Ray for newsletter</b></p> <p><b>Jason</b></p> <p><b>Ian</b></p> <p><b>Ray</b></p> <p><b>Ian</b></p> <p><b>Lila</b></p> <p><b>Pamela</b></p>

**PRODUCTION REPORTS:**

Mums Choir: - Proceeding steadily. Alison Quigan to be invited to attend the theatre on opening night.  
Next Production meeting 27<sup>th</sup> Feb

Boyfriend: - nil to report at present, apart from delays in liaising with director.

Maskerade: - Production manager still needed, but may be found from committee after AGM.

**Pamela  
Alison**

**Barbara**

Meeting closed 8.45pm

Next Meeting – AGM Sunday 24<sup>th</sup> March at 4pm.  
A quick monthly meeting will be held straight afterwards,  
primarily to approve accounts for payment.