

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at The Riverbank Centre on Monday 21 January 2013.**

The meeting commenced at 7.00pm.

PRESENT: Barbara Trimmer, Alison Thomson, Ray Palmer, Ian Page, Lila Lusher, Sally Leftley

APOLOGIES: Pam Black, Chris Parry

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 \$15738.10 be paid. Seconded Barbara Carried</p> <p>Ray to write to Eco Insulation confirming use of car park</p>	<p align="center">Ray</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: Monitors ---- General business AGM notice to be published 2 weeks before AGM Sunday March 24th at 4pm. Voice over announcements – carried forward Steel for wardrobe – arriving Thursday Refrigeration engineer --- to assess/fix fridges in Bar, Kitchen, Green Room New wine glasses:--- quote for 300 glasses, with logo. Logo used for line of fill.</p>	<p align="center">Ray</p> <p align="center">Ian/Alison Lila</p> <p align="center">Lila</p> <p align="center">Lila</p>
<p>CORRESPONDENCE: Inward Pam ---- Keys: Sets of wardrobe keys held by Pam, AJ, Alison, Mel, Jason Anglican Parish --- thanks for loan of staging Radio network - discussion re ‘contract’ for the year ahead - decided against. Turner Centre, Kerikeri re forthcoming shows - we decided it was unlikely we would do any shows in Kerikeri this year. Outward Nil</p>	<p align="center">Ray</p> <p align="center">Ian</p>
<p>GENERAL BUSINESS Steel coming for wardrobe on 24th Jan. Pam to organise shift</p> <p>Monitors: Pam and Hugh Black have donated two monitors to the theatre. Discussion was held as to placement and decided - one by Bar, the other on wall in foyer. Letter of thanks to be sent.</p>	<p align="center">Pam</p> <p align="center">Ray</p>

