

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at The Riverbank Centre on Monday 24 June 2013.**

The meeting commenced at 7.00pm.

PRESENT: Penny Mashlan, Alison Thompson, Sally Leftley, Eilean Rawson, Pamela Black, Jason Riggir, Lila Lusher, Ross Brown

APOLOGIES: Barbara Trimmer, Ian Page

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| <p>FINANCIAL REPORT: Alison presented the monthly financial accounts. MOVED: Alison, seconded Ross, that accounts totalling \$10,486.45 be passed for payment. Carried It was noted that some department heads do not understand their show budgets. These sums are an upper limit and not an allocated amount to spend. Receipts must be produced to justify any expense claims and every attempt made to keep costs down. Alison suggested Front of House has a petty cash sum for tea, coffee and the many such items they need during the show.</p> | <p align="center"><u>ACTION</u></p> |
| <p>MINUTES OF THE PREVIOUS MEETING: MOTION: Alison moved and Sally seconded that they be accepted after minor amendments. Carried. MATTERS ARISING * Security quotes. Ross will obtain quotes from several security companies, and find out if we own the key pad system * Dates for Chicago: It was decided to ask Origin if it can be staged later, maybe August 2014, provided only that Grant is willing to change the dates also.</p> | <p>Ross: Obtain quotes for security services Pamela: ask Grant, then Origin</p> |
| <p>CORRESPONDENCE: Inward:</p> <ul style="list-style-type: none"> • Zone 1 Musical Theatre NZ – meeting at Papakura June 29th. No one from committee can go. Unless Richard Bryham wants to go, email them to apologise. • Thanks from Haggis Sandwich for AOT performance here; thinks theatre is great and good assistance. • Newsletters from other theatre groups. | <p>Penny</p> |

Reports From Sub-Committees

Theatre Hire: Nothing to report

Grants: New Roof: Ross has a meeting with the ASB Trust. He has applied for \$225,000 (\$181,000 for roof and \$39,000 for scaffolding to meet safety requirements.) This consists of taking the tiles off, repairing any ply that is not sound, covering ply with a suitable membrane, and covering with 50-year guaranteed tiles. Four companies were asked to quote; only one can do it. If we receive the grant, we can accept the quote as above. We would have scaffolding on while we continue to use the building for shows.

Wardrobe

Pamela is continuing to cull excess garments and giving them to schools. This is still a massive job, as we had far too much to handle. Thanks to Pamela and helpers for all this work.

Building

Jason to liaise with Rod the builder about cutting access into the orchestra pit from the downstairs wardrobe.

Penny needs to arrange for Rod's password with Sutherlands. More discussion needed amongst the committee about best use of spaces freed-up by wardrobe shift. Ross would like to organise the music and archive space for easier access

Front of House

Thanks to Nola, Tane, and Sally for helping on bar etc for Arts On Tour production

Thanks to Tane for the sound tracks for the foyer screens

Forward Planning: Pamela reported from the meeting. Discussion of Dad's Army for next year. It should be a popular show, to be held in the main theatre.

Possible dates for Chicago, to be held in our own theatre – 6 June to 21 June. Noted - if we did Dad's Army first, this would be a strain on casting and technical help.

Suggestion: Pamela to ask Grant and Origin about possibly of moving Chicago to August?

Ruth wants to direct a Revue-type show, perhaps in March for two or three performances?

Suggestion for 2014:

March – Ruth's revue (2-3 shows)

April – Dad's Army

August – Chicago

Nov/Dec – Slice of Saturday Night – Ian to direct?

2015 - Eilean suggested *The King and I* or *Annie*.

Jason

Penny

Penny

Pamela

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| <p>Newsletter: Eilean needs information to invite helpers, as below. We need Front of House/bar helpers for Playing Miss Havisham, AOT show on 3 August.</p> <p>Lighting and Sound: Nothing to report</p> <p>Publicity: Publicity for The Boy Friend has been good so far.</p> <p>Make up/hair: Nothing to report</p> <p>PRODUCTION REPORT</p> <p>The Boyfriend The work has concentrated on singing and dancing so far. Costumes and other expenses will have to be contained, as we are not financially flush at present. More will be reported at next meeting.</p> | |
| <p>GENERAL BUSINESS</p> <p>Requirements for assistants: More discussion of the need for volunteers to help with a range of areas, such as making picture boards for advertising, setting up for shows, etc. Eilean to put something in the newsletter about this.</p> <p>Building WOF: Lila will talk to Richard Bryham about this.</p> <p>Celtic Duo: They want \$900 to put on a show in our premises next year.</p> <p>Moved Lila, and seconded Sally, that we leave this decision until we consult with Ian and decide if the fee is acceptable.</p> <p>Security: Sutherlands says the alarm was not on. Check date when it was last opened.</p> <p>Web Site: Ross would like to update the website with a virtual tour of the building.</p> <p>Possible show – Ross would like to research forming a separate company to do The Rocky Horror Show.</p> | <p>Penny</p> <p>Ross/Ian</p> <p>Ross</p> |
| <p>Meeting closed 8:20 pm</p> <p>Next Meeting – 7pm Monday 22 July at the theatre. Apologies from Sally</p> | |