

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on Monday 27 May 2013.**

The meeting commenced at 7.00pm.

PRESENT: Penny Mashlan, Barbara Trimmer, Alison Thompson, Sally Leftley, Ian Page

APOLOGIES: Eilean Rawson, Pamela Black, Jason Riggir, Lila Lusher, Ross Brown

<p>FINANCIAL REPORT: Alison presented the monthly financial accounts. MOTION: Alison moved, seconded Ian, that accounts totalling \$9664.31 be passed for payment. It was noted that full income for Mum’s Choir has not arrived yet. Carried The committee thanked Margie Matthews and John Swinney for their contributions to our props expenses for Mum’s Choir.</p>	<p style="text-align: center;"><u>ACTION</u></p> <p>Penny</p>
<p>MINUTES OF THE PREVIOUS MEETING: MOTION: Penny moved and Sally seconded that they be accepted as a true and correct record of the meeting. Carried. MATTERS ARISING: *Penny has liaised with Ray for the hand over. *It was agreed that we hold other matters arising until the next meeting; eg * Security quotes. *Andrew White</p>	<p>Penny to obtain more quotes for security services</p>
<p>CORRESPONDENCE: Inward: Whangarei City Council: Registration of Premises permit to be completed. Operatunity Calendar, newsletters from other societies.</p>	

<p>GENERAL BUSINESS</p> <p>Deputising duties: Penny noted a need for gofer-type help with many tasks, as we have a shortage of willing helpers, and the HODs are all busy people. Maybe each show needs a coordinator to make sure all the tasks get done.</p> <p>Building spaces allocation: We need to cut through from a downstairs wardrobe space into the orchestra pit to allow easier access for pianos, etc.</p> <p>CHART is launching a Google calendar – uploading details of coming shows.</p> <p>Reports From Sub-Committees</p> <p>Theatre Hire: June 30, birthday celebration 12 – 5pm. Opener required July is a busy month, 3 bookings: 13, 20, and 27th Two in September, 21st and 22nd</p> <p>Grants: No report</p> <p>Wardrobe: Hirings to Kamo High and Parua Bay Musik Makers. Joseph’s Technicolour coat is missing. Any ideas? Moving wardrobe to Finlayson Street May 18th went well, but lots of culling to be done. Thanks to those who helped and some who continue to help. Work is progressing.</p> <p>Building: Key list to be updated with Sutherlands</p> <p>Newsletter: Eilean needs information and invites helpers.</p> <p>Props: We had a request to borrow for Great Gatsby night. We have few suitable costumes – decline request</p> <p>Forward Planning: Royalties sent to Playmarket for Mum’s Choir. No APRA bill received yet. To check with Grant re his opinions re Chicago in our theatre. Pamela paid the royalties deposit for the Boy Friend with her credit card. Orchestra sets ordered for 1 July - the extra cost</p>	<p>All</p> <p>Jason and Ian.</p> <p>Ian to submit details to CHART.</p> <p>All</p> <p>All – do we know where Joseph’s Coat is?</p> <p>Penny</p> <p>Pamela</p>
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<p>has been agreed by the PM Chicago: Rights granted for 2014, subject to no publicity until Auckland season finishes in Nov. Currently reading Dad's Army, Glorious and Bubbles for 2014 options.</p> <p>Lighting and Sound: Nil to report.</p> <p>Front of House: Haggis Sandwich was a success, new patrons and at least \$800 surplus. Thanks to the helpers.</p> <p>Publicity: Ian may need someone to help with follow up advertising displays and other publicity tasks.</p>	<p>Pamela</p>
<p>PRODUCTION REPORTS</p> <p>The Boyfriend has been cast. It is largely a young cast. Rehearsals have begun. Pre-show publicity has been good.</p> <p>Maskerade - nothing to report.</p>	
<p>Carry over of Items to be Discussed June Meeting</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 begins process of obtaining grants to replace roof. Do we need to discuss future-proofing the roof? 4. Use of freed-up space in theatre: Suggestions from last meeting to be followed up 	
<p style="text-align: center;">Meeting closed ~ 8:25 pm</p> <p>Next Meeting – 7pm Monday 24 June at the theatre.</p>	<p>Apologies from Ian</p>