

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

The meeting commenced at 7.00pm.

PRESENT: Eilean Rawson, Penny Mashlan, Alison Thompson, Ian Page, Sally Leftley, Pamela Black, Jason Riggir, Ross Brown, Barbara Trimmer

FINANCIAL REPORT:	<u>ACTION</u>
Alison presented the monthly financial accounts.	
MOVED: Alison moved and Barbara seconded that cheques, electronic payments and DDs for October, totalling \$10739.18, be approved for payment. Carried	
Arising:	
It is taking too long for invoices to arrive for the Treasurer. Penny to clear the postbox more often	Penny
It was noted that we have been paying the District Council about \$2000 a year land rental, whereas when the theatre was built we had a peppercorn rental from the old Harbour Board.	Ross
Penny wrote and hand delivered a letter to Eco Insulation about non-payment for their parking. There has been no response. Penny to write another letter with a deadline before we terminate the parking agreement.	Penny
No grants have been applied for in the past two years, according to Sue. We used to get grants in kind for some show expenses. Ross will look into this.	Ross
FEEDBACK FROM FINANCE MEETING	
* Outgoings cannot really be reduced much?	
* We can make some savings on electricity by taking more notice of the use of lights, etc.	All
* Ross will arrange a meeting with various security companies to see if we can make some savings in this area.	Ross
* Discussed having less insurance, but we are underinsured in some areas already.	
* Discussion on how to make our wardrobe pay. We need volunteers so we can be open more regularly to hire out costumes. Perhaps share costume space with a hire firm?	All
* Show dinners – do we make them pay? We have dropped off the entree course already. Do we use catering students to help?	
* The bar is making a surplus these days with the more realistic prices and bar food.	
* How do we get more hirers? More weddings? Ideal venue. Advertising on-line under wedding venues.	Ian

<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, except that Barbara had apologized and did not attend. Carried MATTERS ARISING Keys returned: Penny has emailed keyholders and followed up with cancelling security access to the few who have not responded and do not need a key at present. Indian Ink Co Penny will attend the show on Nov 15</p>	
<p>CORRESPONDENCE: Inward A letter of thanks from Jessica Hamer for being able to attend the NAPTA training day Letter accompanying cheque from hirer for damages her guest caused, with apologies. Octagon’s next show, With a Smile and a Song Centre Stage opening Fiddler on the Roof - 2 November Harlequin Theatre opens Grease – 2 November Opera North has signed the contract for using Seat Advisor in future. Penny countersigned on behalf of WTC Outward Penny sent an email to Debi thanking her for her kind offer to direct Treasure Island. Penny sent further emails to those with unreturned keys informing them their security pins and passwords have been deleted, and inviting them to return the keys until needed again. We acknowledged Kerry Stone’s death, as a long-standing, influential member of the society. Penny to send a card.</p>	<p>Penny</p>
<p>GENERAL BUSINESS Discussion on how to use the now empty downstairs wardrobes. There is no production team for Songwriter. The set requires a raised platform downstage for the piano. Eilean wishes to use the Revolves. They need maintenance. It may be that we can use only one of the Revolves. The agreement from Roger Hall and Philip Norman has not arrived yet. Pamela is pursuing this. MOTION: Eilean moved and Barbara seconded that the committee co-opt Nola, as we need to keep our strengths and resources available. Carried Ross has applied to the Pubs Charities for a grant of \$2,000.</p>	<p>Ian Ian/Eilean</p>

PRODUCTION REPORT

Current show: The Roger Hall and Phillip Norman collaboration, Where Would a Songwriter be Without Love ('Songwriter') Auditions held Sat 29th Sept, and nine performers were selected. Seven are new to our stage, but there is real talent amongst them, and it is an exciting cast, and the show has great music.

Ross is doing the music, with Cathy Teinaki as pianist. Eilean is Director and choreographer.

Show opens 30 November, as 29th is Roger Hall's new play at Forum North. Closes 14 December, with a matinee on Sunday 8th December. Dinner on Friday and Saturday nights.

As we are using costumes from our wardrobe and minimal set, the main costs will be advertising and royalties.

We have had no Production Meeting, as we have no production team yet. We do not have a Production Manager, Front of House, and also lack other helpers, so this needs addressing. (Wardrobe is doing well, though.)

We have not received backing tapes for some songs yet. They said they were sent, but will send them again.

The Meeting closed at 9:00 pm

Next Meeting Monday 25 November 2013 at 7pm