

**Minutes of the Whangarei Theatre Company Executive Committee Meeting  
Held at The Riverbank Centre on 5 May 2014.**

[deferred from 28 April 2014]

The meeting commenced at 7.05pm.

**PRESENT:** Eilean Rawson, Tane Davis, Marjorie Bowdler, Alison Thompson, Susan Alves, Pamela Black, Paul Dickens, Penny Mashlan, Clair Montgomery, Ian Page, Brent Shortridge, Barbara Trimmer, Murray Archer; Jason Riggir

**APOLOGIES:** Nola Sooner

<b>FINANCIAL REPORT:</b>	<b><u>ACTION</u></b>
<p>Alison presented a summary of the monthly financial accounts totalling approximately \$13,000. The actual statement to be emailed to committee. An anonymous donation has been received which has cleared all outstanding debts and paid all current invoices.</p>	<p><b>Alison</b></p>
<p><b>MOVED:</b> Alison moved and Susan seconded that cheques, electronic payments and DDs for April be approved for payment. <b>Carried</b></p>	
<b>MINUTES OF THE PREVIOUS MEETING:</b>	
<p><b>MOTION:</b> Ian moved and Alison seconded that they be accepted as a true and correct record of the meeting. <b>Carried</b></p>	
<b>MATTERS ARISING</b>	
<p>Alternative cleaner's contract provided by Sally Leftley discussed. A comparison to the earlier version had been received.</p>	
<p><b>MOTION:</b> Marj moved and Eilean seconded: That the cleaner's contract is rejigged by Susan with Alison and Barbie and that the person with the hiring responsibility is the Line Manager for the Cleaner be incorporated into the contract. <b>Carried</b></p>	<p><b>Susan / Alison / Barbie</b></p>
<b>CORRESPONDENCE:</b>	
<p><b>Inward:</b> <b>Barbie</b> – email regarding parking – see hiring subcommittee</p>	
<p><b>Outward:</b> <b>Marj</b> – email to Turner Centre regret Chicago not a viable production to bring to Kerikeri <b>Marj</b> – letter to Sutherland Security ceasing patrols of Riverbank Centre.</p>	

<p><b>GENERAL BUSINESS</b></p> <p><b>Grants / Sponsorship / Funding</b>  Penny explained that if we seek a grant from the ASB for \$20,000 we will not be able to request a further grant during this current year from them.  <b>MOTION:</b> Ian moved and Brent seconded: That we apply for an ASB Trust grant of \$20,000 for operational costs. <b>Carried</b></p> <p>Brent has applied for a grant from Pub Charities to cover the cost of microphones. Closing date was 17 April, we are yet to hear their response.</p> <p><b>Dinners</b>  Eilean raised the difficulties we are experiencing with providing dinners at some of the shows centred around a lack of assistance from the membership and people in shows to assist in the kitchen and waiting on tables. Discussion followed.  <b>MOTION:</b> Eilean moved and Murray seconded: That we eliminate dinners after the current production. <b>Carried</b>  <b>MOTION:</b> Alison moved and Eilean seconded: That the Front of House team organise a meeting to discuss alternative food options. <b>Carried.</b></p> <p><b>From the MTNZ</b>  <b>MTNZ</b> - Into the Future a workshop and roadshow for anyone to join in with ideas to help plan the future of MTNZ to be held at the Theatre on 29 June at 3pm.</p> <p><b>Annual Conference &amp; Volunteer Training Weekend</b> is highly recommended by Ian and Eilean for anyone to attend and participate, to be held in Christchurch 20-22 March 2015.</p> <p>Ian suggested that members could book tentatively now, and then the Committee could try to fund them (if required) through sponsorships.</p> <p><b>Keyholders</b>  A list of keyholders has been supplied by Sutherland Security. Ian has made suggestions regarding who should retain keys. Sutherland Security to be notified.</p> <p><b>Insurance</b>  Is due in early July. After discussion around fire, theft and damage to contents and buildings it was recommended that we seek quotes for “loss of business” and “public liability”.</p>	<p><b>Penny</b></p> <p><b>Nola / Penny / Ian</b></p> <p><b>All</b></p> <p><b>All</b></p> <p><b>All</b></p> <p><b>Marj</b></p> <p><b>Marj</b></p>
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<p><b>SUB-COMMITTEE REPORTS:</b></p> <p><b>Hireage:</b>  <b>Life4U Church</b> – starts on 4 June. They will meet on Wednesdays 5.30pm to 8.30pm and Sundays 8.30am to noon and 5.00pm to 9.00pm.</p> <p><b>Authors Society of NZ</b> – are booked for the 23, 24 and 25 May. Need someone to open up for them. Barbie to arrange communication re times.</p> <p>Stamp Club and Drama Group continue their arrangements.</p> <p>French Society Saturday 12 July</p> <p>Pru Martin 23 August for 40<sup>th</sup> Birthday</p> <p>Kensington Hospital have booked for 7 September</p> <p>St Frances Xavier are booked for their annual show for 1 week starting 19 September</p> <p>A Wedding is booked for December.</p> <p>Whangarei Film Society has approached us for the use of the main theatre one evening a week between February and November from 2015. They had sent a questionnaire after a viewing of the facilities held last month.</p> <p><b>MOTION:</b> Ian moved and Penny seconded That we respond to the Film Society offering Wednesday nights to them. If they accept then we will explore the details with them.  <b>Carried.</b></p> <p>Charter School  Barbie to find out more details regarding parking requirements and also enquire regarding resiting of bins for a shared use, and to ask for more details for the seating they proposed.</p> <p><b>Props:</b>  Decided that Props should be signed out and back from shows to improve accountability and tidiness. A system of recording to be developed by the time Chicago is underway.</p> <p><b>Wardrobe:</b>  Pamela reported that Wardrobe is an ongoing task. Helpers always welcomed.</p>	<p><b>Barbie</b></p> <p><b>Barbie / Marj</b></p> <p><b>Marj</b></p> <p><b>Barbie</b></p> <p><b>Barbie</b></p>
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<p><b>Building:</b> The Regional Council owns the land upon which the Finlayson Street building is sited. They are reviewing their management portfolio re selling. Ian reported that this should not be a problem for us.</p> <p>Water has entered the electricity box by the stage door, quick thinking by Jason averted any damage.</p> <p><b>MOTION:</b> Eilean moved and Clare seconded: That an Arch Lever file be started to contain all building certificates and maintenance notices and compliances. <b>Carried</b></p> <p><b>Lighting and Sound:</b> Need to order some more lamps</p> <p><b>Front of House:</b> Dinners for the current show still need more helpers. Place settings need to be done prior to the evening meals.</p> <p><b>Forward Planning:</b> <b>Meeting held 5 May</b> – considering 2015 “Bloody Murder” and “Vicar of Dibley” at the end of next year.</p> <p>Hairspray application has been denied, both Eilean and Marj have requested information as to why. We could reapply after December as a possible midyear show. An alternative “Little Shop of Horrors” was proposed by Richard Rewa but the consensus rejected that as an end of year show. Alternatives such as a cabaret genre by Richard or a pantomime such as Cinderella could be performed. Forward Planning to talk again with Richard, in the meantime we hold off making any decisions at this time.</p> <p><b>Social Events:</b> A paper was circulated [see attachment] outlining the details for a film evening “The Rocky Horror Picture Show Night” to be held on Friday 13<sup>th</sup> June. There will be no door sales and a set number of 70 tickets will be sold. A Donation from a friend of Paul’s in the USA will cover half the allocated budget. Advertising to members through a Newsletter and tickets sold through Seat Advisor.</p> <p><b>MOTION:</b> Tane moved and Penny seconded: that the committee allows the social events sub-committee to put on “The Rocky Horror Picture Show Night” on the 13 June 2014. <b>Carried.</b></p>	<p><b>Ian</b></p> <p><b>Jason/Alison</b></p> <p><b>Eilean / Penny / Nola</b></p> <p><b>Susan</b></p> <p><b>Tane/Ian</b></p>
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