

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at The Riverbank Centre on 25 August 2014.**

The meeting commenced at 7.00pm.

PRESENT: Eilean Rawson, Tane Davis, Jason Riggir, Marjorie Bowdler, Alison Thomson, Susan Alves, Pamela Black, Penny Mashlan, Ian Page [via phone], Brent Shortridge, Barbara Trimmer,

APOLOGIES: Paul Dickens, Clair Montgomery, Nola Sooner

FINANCIAL REPORT:	<u>ACTION</u>
<p>Alison presented the monthly financial accounts. MOVED: Alison moved and Susan seconded that cheques, electronic payments and DDs for August, totalling \$27,084.96 be approved for payment. Carried Arising: The balance is now at \$44,991.37 with an approved grant of \$20,000.00 to be added.</p>	<p align="center">Alison</p>
<p>MINUTES OF THE PREVIOUS MEETING: Corrections as follows: Forward Planning</p> <ul style="list-style-type: none"> • Sound of Music - motion should not include Sound of Music, rather A show in 2016. • A Christmas Carol – the costs as explained do not include GST. • Mama Mia – is to be performed at Forum North in conjunction with the Waipu Museum, not at Waipu Museum. <p>MOTION: Tane moved and Ian seconded that they be accepted as a true and corrected record of the meeting. Carried</p> <p>MATTERS ARISING</p> <ul style="list-style-type: none"> • Cleaner’s contract – Barbie will make amendments covering job description and stating that ovens will be cleaned after each show to be added. • Life 4U Church – need to check that when they set the alarm the phrase “exit delay” will show on the screen. If this is not happening they could phone Sutherlands Security. • Rubbish bin keys – we have received three keys, one will be kept by Barbie another by the cleaner and the third in the key press. 	<p align="center">Barbie</p> <p align="center">Barbie / Marj</p> <p align="center">Barbie</p>

<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> • Invoices for microphones for the Pub Charities grant. • Whangarei District Council – acknowledgment that the funding application for \$2666.00 for advertising for Cinderella has been received. • Zone 1 request for a representative from each theatre to brainstorm “membership”. • Zone 1 meeting to be arranged to be held in Whangarei early December. • Charities Commission – newsletter offering funding seminars. Nearest is North Shore in October. • Whangarei District Council – Renewal of Lease – has `slipped through the cracks` since 2006, although we have been sent bills and paying \$1800 a year. The paperwork is to be renewed and as we are a Charities approved society the matter of overcharging for the past 7 years will be discussed with them. • Resignation by Murray Archer from the Executive Committee is with regret accepted. <p>Outward nil</p>	<p>Brent</p> <p>Penny</p> <p>Eilean / Paul</p> <p>Eilean</p> <p>Penny</p> <p>Eilean</p> <p>Marj</p>
<p>GENERAL BUSINESS None presented.</p>	
<p>SUB-COMMITTEE REPORTS:</p> <p>Hireage: The following dates have been booked for a variety of purposes: 2014 – 31st August; 15-19 September; 27th September; 3rd October; 8th November; 2nd December; 13th December; 2015 – 31st January; 14th February; 18th April; 10 October</p> <p>Jess Loftus recommended the theatre as a venue for the Schleich family on the 31st August. Eilean/Barbie to thank Jess. Penny to lock up the theatre</p> <p>Props: Continues to function well.</p> <p>Wardrobe: Ajay is required to complete this responsibility he had with Chicago by ensuring all wardrobe items used have either been dry-cleaned or washed and then returned to the wardrobe. There have been enquiries for this coming weekend [30th</p>	<p>Barbie</p> <p>Eilean/Barbie/Penny</p> <p>Pamela</p> <p>Pamela</p>

<p>August] Colonial Day event.</p> <p>Building: A third of the monies required to replace the roof would be \$70,000.00 in order to comply with the Lotteries Board grants. As this is not possible at this time alternative actions were discussed. Watco has provided an estimate for \$3,816 for repairs addressing the current areas of leaks. MOTION: Penny moved and Pamela seconded that we accept the estimated price from Watco Plumbing for the repair of the roof. Rejected.</p> <p>After further discussion it was then agreed that Penny arrange with Watco Plumbing to meet with Ian and Jason for a roof inspection together, photos can be taken, and a detailed list of action to repair leaks is provided to be completed by the next meeting.</p> <p>The plywood cladding from around and above the stage door to the workroom door needs replacing MOTION: Eilean moved and Barbie seconded that if Mr Briggs gets clearance from the Whangarei District Council to do this work that he gives us an estimate of costs before the next meeting. Carried</p> <p>Availability of funding for the above two maintenance jobs was designated as part of the \$20,000 organisational grant approved by the ASB.</p> <p>Lighting and Sound: It would be helpful to Jason for more people to be involved with packouts.</p> <p>Front of House: Lessons learnt from Chicago:</p> <ul style="list-style-type: none"> • Packout – disappointing turn out on the Sunday. As the Hatea Room has to be left ready for the Church group the following morning it was decided that one group would clear out the set / wardrobe / makeup / backstage / props areas etc and another group would clean the areas of the Hatea room / patrons toilet areas and the kitchen on the final night. All Executive Committee members are expected to be good role models for the cast in getting these jobs done. 	<p>Penny</p> <p>Penny / Ian / Jason</p> <p>Marj / Ian</p> <p>Penny / Alison</p> <p>All</p>
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<ul style="list-style-type: none"> • Commendations to the people involved in arranging the sellout status for Chicago using MORE FM and Facebook advertising. • When a smaller cast is used for a show it is recommended that all advertising avenues are applied, as used previously, should be incorporated. • Website – in the process of being rebuilt, using ideas from Tabitha Kaiser. If anyone else has suggestions for improvements please let Ian know. • Programmes need to be proof read by many people to minimize the number of errors. • Cast initiated awards – “stuff ups” and “well done” MOTION: Ian moved and Eilean seconded that the star and the stuff up awards are abandoned. <p>Carried</p> <ul style="list-style-type: none"> • Bar / Kitchen liaison – bar food – we issue tokens when paid for at the bar to be presented to the kitchen staff for toasted sandwiches / pies. These need to be prepared in advance and kept frozen for each show. Eilean to work out details with Diana. • Closing night food bill was exorbitant. Eilean to talk with chef. <p>Forward Planning:</p> <ul style="list-style-type: none"> • Hairspray – We need a committee member to act as the Production manager. • Christmas Carol – we need a Director. • 2016 midyear show – it was agreed that we defer discussions regarding the show in Forum North until the next meeting. • Vicar of Dibley 2016 – Pamela would like to be the Director. <p>Social Events: The next movie proposed is Grease to be shown in October. The movie rights have been applied for and Tane is awaiting the response before he plans the proposal and budget for the committee. He will email us once he has the pertinent information.</p> <p>Alison repeated her request that the accountant requires a journal breakdown / specific documentation from the Rocky Horror Show finances from Paul. Ian noted that Paul’s delay in providing the information does not look good.</p>	<p>All</p> <p>Eilean</p> <p>Eilean</p> <p>Sue</p> <p>Tane / Ian</p> <p>Paul / Alison</p>
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