

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Black Residence on 15 December 2014.**

The meeting commenced at 6.00pm.

PRESENT: Eilean Rawson, Tane Davis, Marjorie Bowdler, Susan Alves, Pamela Black, Penny Mashlan, Clair Montgomery Ian Page, Rob Perham.

APOLOGIES: Jason Riggir, , Nola Sooner, Alison Thompson, Barbara Trimmer.

FINANCIAL REPORT:	<u>ACTION</u>
<p>Alison emailed a partial monthly financial account.</p> <p>MOVED: Eilean moved and Ian seconded that cheques, electronic payments and DDs for December, totalling \$9264.81 be approved for payment. Carried</p> <p>Arising:</p> <ul style="list-style-type: none"> • Alison will contact Eilean for further payments due this month prior to authorising payment. • Eilean to discuss with Craig cost of dinners, pre and post performance costs. • If Graham Franks coopted on to Executive then he will work alongside Alison. 	<p>Alison</p> <p>Alison / Eilean</p> <p>Eilean</p> <p>Alison / Graham</p>
<p>MINUTES OF THE PREVIOUS MEETING:</p> <p>CORRECTIONS:</p> <p>Forward Planning : Little Shop of Horrors – Susan had not stated that “Susan to contact Richard Rewa, then start exploring rights if he accepts” corrected to: “The Forward Planning Committee would reconsider Little Shop of Horrors.”</p> <p>Bar : “flagging the possibility of purchasing into ‘paypal’ or leasing” corrected to: “flagging purchasing or leasing a new Eftpos machine.”</p> <p>MOTION: Ian moved and Tane seconded that they be accepted as a true and corrected record of the meeting. Carried</p> <p>MATTERS ARISING</p> <p>From the previous meeting a task list had been prepared. Those left outstanding to be completed are:</p> <ul style="list-style-type: none"> • Work on power charges - see hireage. • Gong events were not attended as both committee members were needed to be at a rehearsal on that evening. • Ian is following through regarding the Forum North curtains • Sourcing and costing of small ice-cream tubs through Penguin Foods realistically could only be done if we used our own freezers. • Costing of a Swipe Card Reader • Writing a Publicity strategy process for all committee members. • Work with Rob on a shortlist of repairs which can be undertaken soon. • Measurements, source and cost fabric for curtains in Hatea 	<p>Jason / Barbie</p> <p>Tane / Clair</p> <p>Ian</p> <p>Ian</p> <p>Ian</p> <p>Ian</p> <p>Ian / Rob</p> <p>Pamela</p>

<p>Room.</p> <ul style="list-style-type: none"> • Provide measurements for blacks, source and cost. • Source and cost furniture for foyer 	<p>Jason / Pamela Penny</p>
<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> • From Lila – declining the position of Director for Christmas Carol November 2015. • MTNZ and Zone 1 information already circulated to committee - emails • From Brent –resignation from the Executive Committee – email. Accepted with regret letter to be sent. <p>Outward nil</p>	<p>Susan</p> <p>Eilean / Marj</p> <p>Marj</p>
<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • Coopt a member on to the Executive Committee: MOTION: Eilean moved and Penny seconded that we coopt Graham Franks on to the Executive Committee. Carried • Pamela requested that we discuss the impact of hireage on rehearsal schedules. Eilean requested that this be deferred to the January meeting. Pamela agreed. 	<p>Eilean / Graham</p> <p>Pamela</p>
<p>SUB-COMMITTEE REPORTS:</p> <p>Hireage:</p> <ul style="list-style-type: none"> • MOTION: Eilean moved and Penny seconded that we have a separate hireage fee for people using a set rig in the Hatea Room and theatre. Carried. • See under General Business deferred until January meeting. • One further commitment confirmed Arts on Tour 30 October – The Miho Jazz Orchestra <p>Props: Nothing to report</p> <p>Wardrobe: Hire out to Whangaruru School undertaken.</p> <p>Building:</p> <ul style="list-style-type: none"> • Roof – arrangements have been confirmed for the roofing estimate to be accepted and work to begin. • Stage Door overhang – this will be done in the last week of February 2015. <p>Lighting and Sound: Nothing reported</p>	<p>Jason/Barbie</p> <p>Pamela</p> <p>Pamela</p> <p>Ian</p> <p>Ian</p>

<p>Front of House:</p> <ul style="list-style-type: none"> • Eftpos – Swipe Card reader being followed up for the Bar. • Box Office – Photocopier / printer: <p>MOTION Marj moved and Ian seconded that we accept the Ricoh leasing contract at \$1 per month and the details as set out in the proposed contract. Carried</p> <p>Forward Planning:</p> <ul style="list-style-type: none"> • Little Shop of Horrors <p>MOTION: Eilean moved and Penny seconded that we do Little Shop of Horrors in the August / September slot in 2015. Not Carried</p> <p>MOTION: Penny moved and Eilean seconded that we move Little Shop of Horrors to the November 2015 time slot as long as Richard Rewa and the puppets are available. Carried</p> <ul style="list-style-type: none"> • 2016 – have things in mind • Hairspray - Speaking to Gayle; Graham to be confirmed as Production Manager at next AGM will liaise with Gayle in the meantime. <p>Social Events:</p> <ul style="list-style-type: none"> • Going to Butter Factory to check out ‘open-mike nights’ • North Shore – Eilean has a contact and will check out how they do ‘open-mike nights’ <p>Publicity:</p> <p>Bloody Murder : Clair is liaising with David Thompson Hairspray : logos and publicity package to come.</p> <p>PRODUCTION REPORTS</p> <p>Current show: Bloody Murder Has been cast and in rehearsal.</p> <p>Next show: Hairspray Audition dates yet to be confirmed and possibly a venue other than WTC will be needed.</p>	<p>Ian</p> <p>Marj</p> <p>Susan</p> <p>Tane / Clair</p> <p>Eilean</p> <p>Clair Clair</p> <p>Pamela / Alison</p> <p>Graham</p>
<p style="text-align: center;">The Meeting closed at 7.55pm Next Meeting 26th January 2015 at 6.30pm</p>	

Signed
Eilean Rawson President WTC

date: 26 January 2015