

**Minutes of the Whangarei Theatre Company Executive Committee Meeting  
Held at the Riverbank Centre on Monday 24 February 2014.**

The meeting commenced at 7.00pm.

**PRESENT:** Eilean Rawson, Penny Mashlan, Alison Thompson, Ian Page, Sally Leftley, Jason Riggir, Barbara Trimmer, Nola Sooner

**APOLOGIES:** Pamela Black

<b>FINANCIAL REPORT:</b>	<u><b>ACTION</b></u>
<p>Alison presented the monthly financial accounts.  <b>MOTION:</b> Alison moved and Sally seconded that accounts totalling \$2779.42 be approved for payment. <b>Carried</b>  <b>Arising:</b>                      There is money owing to Alison for payments she has made, as well as to other committee members, and our funds are low. We owe Play Bureau \$720. We need to look at more ways to generate income. Discussion followed.                      Query from Alison about whether we can get our GST returned as we are a charity. To ask Sue if we are having it refunded at present.</p>	<p style="text-align: center;"><b>All</b></p> <p style="text-align: center;"><b>Alison</b></p>
<p><b>PRESENTATION for Hairspray</b>                      The meeting paused so we could hear from Richard Rewa, who wants to direct Hairspray as the end of the year show. There was a short dance sequence and he presented his ideas for casting the show. Dates were discussed, and pros and cons for the idea, mainly financial issues.  <b>MOTION:</b> Ian moved and Barbara seconded that we ask Richard Rewa to direct Hairspray to open 21 November for 11 performances, closing 6 December. <b>Carried</b> - 3 to 1, the rest abstaining.</p>	<p style="text-align: center;"><b>FP committee to seek rights</b></p>
<p><b>MINUTES OF THE PREVIOUS MEETING:</b>  <b>MOTION:</b> Penny proposed and Ian seconded that the minutes be accepted as a true and correct record of the meeting.  <b>Carried</b></p> <p><b>MATTERS ARISING</b>  <b>Review cleaner's contract.</b> The secretary had been unable to locate the current contract. Sally offered to draft one for us.</p> <p><b>Media Works</b> contract done; they will provide \$5800 worth of assistance per show. They need the script for 30 second ad content. There will be a half page ad in our programmes. Tracey Scott needs an ad for the upcoming Don't Dress for</p>	<p style="text-align: center;"><b>Sally</b></p>



<p>this rental, provided it does not exceed the hours as set for Sundays only.</p>	<p><b>Barbie</b></p>
<p><b>Wardrobe:</b> Pamela was absent, but says things are much better as the space is better organized.</p>	
<p><b>Building:</b> Diane suggests we use Periodic Detention guys to do gardens. We will need access keys for toilets, tea etc.</p>	<p><b>Penny</b></p>
<p>* Rubbish bins – discussion on allowing the Academy to keep their bins on our property in exchange for using their bins and saving money on bin hire. Location and other issues to be resolved.</p>	<p><b>Barbie</b></p>
<p>* Academy want to replace part of our lane fence with new fencing incorporating seating. We need a drawing and plans before deciding.</p>	<p><b>Barbie</b></p>
<p><b>Publicity:</b> Underway for DDFD. Hoardings going up. Confusion about where to put the half size signs.</p>	<p><b>Penny</b></p>
<p>Penny to talk to Media Works (Ellie) re radio ads</p>	
<p><b>Critic</b> - Rosemary Roberts is happy to be our permanent critic for our shows, and the Advocate to print the crit.</p>	<p><b>Penny</b></p>
<p><b>Props:</b> How to control the allocating and return of props to the right place. A new system needs to be set up.</p>	<p><b>Barbie</b></p>
<p><b>Makeup</b> Jo Thomas won a NAPTA Award for best Makeup and Hair for The Boyfriend. Nothing else to report.</p>	
<p><b>Lighting and Sound:</b> We need to replace several bulbs. Jason to get quotes.</p>	<p><b>Jason</b></p>
<p>Head microphones: Discussion of the need for these, for Slice and many other productions. Do we rent them or buy them, as our funds are so low. They cost about \$2500 each. We need to get prices from Bounce for all options, including rent to buy? We may need to remove the cost of mics from this budget, and allocate it to general theatre expenses, as owning them provides a general resource for the society.</p>	
<p>Penny to investigate funding to buy at least 12 head mics, enquiring re criteria from Nelson Trust, Pub Charities etc. to apply.</p>	<p><b>Penny</b></p>
<p><b>Front of House:</b> Nola will ring people to volunteers for FOH duties. Costing for canapé/table snacks with a budget of \$250, or \$2.00 a head. Chips and nuts will also be for sale at the bar.</p>	<p><b>Nola</b></p>
<p><b>Forward Planning: 2014</b> If Hairspray goes ahead this year, what do we do next year?</p>	

<p>New Committee will need to decide shows in more detail than we are at present, and look further out for possibilities.</p>	<p><b>Forward Planning</b></p>
<p><b>PRODUCTION REPORTS</b></p> <p><b>Don't Dress for Dinner:</b> One of the men could not continue in his role, and James Mulligan-Hill agreed to take on the challenge. It has been difficult to incorporate him into rehearsals, and it means lots of extra work. It is a good cast.</p> <p><b>Slice of Saturday Night:</b> One of the cast cannot do the first Friday performance. It was agreed that we open on the Thursday 1st May, then go to Saturday 3<sup>rd</sup>. Pamela to contact rights holders with the change of dates. The budget was approved.</p> <p><b>MOTION:</b> Ian moved and Alison seconded that the ticket price is \$30. <b>Carried</b></p> <p><b>Chicago:</b> Auditions are on 5/6 April, using a booking system, with call backs on 12 April. A song from the show and a tryout of a dance routine will be required. Alison will be Production Manager, and any queries re auditions can be answered by ringing her home phone, 4353222. Potential cast must be 18 years and over.</p> <p>The concept of finding a co-producer, such as Amici Productions, was discussed.</p>	<p><b>Jason</b></p> <p><b>Pamela</b> <b>Nola</b></p> <p><b>Alison</b></p>
<p><b>The meeting closed at 10pm.</b></p> <p>Next Meeting: <b>Annual General Meeting</b></p> <p><b>Sunday 16 March 2014 at 1 pm.</b> <b>In the Hatea Room, Riverbank Centre</b></p>	