

**Minutes of the Whangarei Theatre Company Executive Committee Meeting  
Held at The Riverbank Centre on Monday 20 January 2014.**

The meeting commenced at 7.00pm.

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

**APOLOGIES:** Nil.

<p><b>FINANCIAL REPORT:</b> Alison presented the monthly financial accounts. <b>MOTION:</b> Alison moved and Ian seconded that accounts totalling \$5755.19 be approved for payment. <b>Carried</b> <b>Arising</b> Why have there been 4-5 accounts from the cleaner for Dec-Jan period? We need to print out the cleaner's contract to refresh ourselves on its terms. An advance has been made on Slice of Saturday Night and a deposit for Chicago.</p>	<p align="center"><b><u>ACTION</u></b></p> <p align="center"><b>Penny</b></p>
<p><b>MINUTES OF THE PREVIOUS MEETING:</b> <b>MOTION:</b> After the following corrections (for which errors Penny apologized), Penny proposed and Ian seconded that they be accepted as a true and correct record of the meeting. <b>Carried.</b> Ian is eligible to run as president, but decided not to. There are no outstanding Boyfriend accounts. There are no accounts that were part paid. There is no problem with the date of the AGM as March 16<sup>th</sup> at 1pm..</p> <p><b>MATTERS ARISING</b> <b>Eco Insulation</b> has been joined by tradesmen in using our car park. Notification to them about not using the car park in future to be sent. <b>Chair Cleaning</b> has not been done yet. <b>Sutherlands:</b> Ross was going to liaise with them. No report yet. Ian will talk to Ross. <b>Branding:</b> Sign above the entry porch to say Whangarei Theatre Company, to emphasize we are a theatre. <b>Genie</b> may not need inspecting</p>	<p align="center"><b>Ian/Barbie</b></p> <p align="center"><b>Ian</b> <b>Ian</b></p>

<p><b>CORRESPONDENCE:</b></p> <p><b>Inward</b></p> <ul style="list-style-type: none"> <li>- Manukau Performing Arts newsletter</li> <li>- Stork inspection of the lift report- passed</li> <li>- Building and Fire certificate – passed</li> <li>- Airzone inspection - ok</li> <li>- Fire equipment report – ok.</li> <li>- MOJ Alcohol licence. In very low risk category, \$320 fee</li> <li>- Operatunity publicity</li> <li>- One Music APRA/PPNZ new licensing regime.</li> </ul> <p><b>Outward</b></p> <p>MTANZ Merit Application form sent off</p> <p>AGM: Penny to put notice of date of AGM in newspaper two weeks in advance.</p>	<p><b>Penny</b></p>
<p><b>GENERAL BUSINESS</b></p> <p><b>AGM date Sunday 16 March 1pm.</b></p> <p>At the theatre. Nomination forms are on the web site, and in the office.</p> <p>Subscriptions are due now. \$25 for the 2014 year. Only paid up members may be nominated or vote at the AGM.</p> <p>Nominations close 14 March at 5pm. Box is in the office at the theatre.</p> <p>Jason sends his apologies for the AGM. Sally is standing down this year.</p> <p><b>NAPTA Awards</b> night is 15 February, costs \$50. In Auckland. Put in newsletter.</p>	<p><b>Eilean</b></p>

<p><b>Sub Committee Reports:</b></p> <p><b>Hireage:</b> Leadership Academy wants a 6am-11am breakfast.  * Donna Finlayson for a reunion  * Helen Morton Jones – twice a week from 11 February.  * Stamp club – every other Tuesday (probably)</p> <p><b>Wardrobe:</b> Ongoing work being done. Rob the builder has cleared a space downstairs. Lights still to wire in.</p> <p><b>Building:</b> There are continuing leaks in the roof.</p> <p><b>Props:</b> Most are now in the upstairs wardrobe.</p> <p><b>Lighting/Sound</b> may need assistance with DDFD, as Jason will be away at the end of the run.</p> <p><b>Publicity:</b> Penny suggested we have the words Whangarei Theatre Company on signage, as some people know us only as The Riverbank Centre.  Alison proposes that we have a ‘preview night’, rather than a final dress rehearsal, with unpaid tickets where people can use complimentaries, and which we can use to invite family, friends, media, critics and sponsors.</p> <p><b>MOTION:</b> Alison moved and Eilean seconded that we approach Media Works seeking their support for one year of publicity. Penny to send letter to them. <b>Carried</b></p> <p><b>Forward Planning:</b> Nothing new to report. Last show for 2014 still to be decided; scripts are being perused.</p> <p><b>Front of House:</b> Nola and team to decide finger food to be served to patrons, which has to be substantial as the bar is open. Catering for the Cast party on Opening and Final Night needs a decision as to who will cater for this?</p>	<p><b>Ian</b></p> <p><b>Ian</b></p> <p><b>Penny</b></p> <p><b>Nola</b></p>
<p><b>PRODUCTION REPORTS</b></p> <p><b>Don’t Dress for Dinner</b>  Auditions held. A good cast has been chosen, including Sally, Nick Green, Michael Thorsen, Kirsten, Hannah White. Need a “George” for the final act.  Rod is doing the set, Margie Matthews stage manager, Penny publicity, Prompt, Marj Bowdler. Wardrobe – ask Fay?  Show to open 14 March, until 22 March. Finger food, tea/coffee provided, bar will be open.</p> <p><b>A Slice of Saturday Night:</b> Stage manager and production manager needed. Head microphones will be needed, but we have not got enough, so will need to be bought/hired.  Auditions will be 1 and 2 Feb, 10am to 4pm. Arrangements progressing well.</p>	
<p style="text-align: center;"><b>Meeting closed at 8:40 pm</b></p> <p style="text-align: center;"><b>Next Meeting Monday 24 Feb 2014 at 7pm</b></p>	

