

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Penny Mashlan's home on 23 July 2014.**
The meeting commenced at 7.05pm.

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

<p>FINANCIAL REPORT: Alison presented the monthly financial accounts. MOVED: Alison moved and Barbie seconded that cheques, electronic payments and DDs for July, totalling \$9067.85, be approved for payment. Carried</p> <p>Arising: Life 4 U Church has not been setting the alarm on Sundays, so the Sutherland Security charges were higher. Life 4 U church will be asked to pay these additional charges.</p> <p>Show keys will be retained and re allocated for each show so that the charges for entering pins and codes will not be required.</p>	<p style="text-align: center;"><u>ACTION</u></p> <p>Alison / Barbie</p> <p>Production Managers / Marj</p>
<p>MINUTES OF THE PREVIOUS MEETING: MOTION: Ian moved and Alison seconded that they be accepted as a true and correct record of the meeting. Carried</p> <p>MATTERS ARISING</p> <ul style="list-style-type: none"> • Cleaner's contract has been signed off. A Job Description is needed to be formulated. • Duties of the Ushers were distributed for discussion. Suggestions will be accommodated and re drafted. • Eilean followed through regarding Brent's resignation letter; concerns were addressed resulting in his resignation being withdrawn. • Eilean followed through regarding Tabitha's interest in being involved with the committee. Discussion is ongoing as to what role this will be. • Marketing thoughts from Murray were addressed by Ian through emails. Any further discussion welcomed when Murray next attends a meeting. • Bar food planning is still required for the non-dinner nights for Chicago. • Signage for Bar / Hatea Room / Outdoor sign yet to be done. • MTNZ Road Show Zone 1 completed. Compilation will be distributed. 	<p>Susan / Barbie</p> <p>Ian / All</p> <p>Murray</p> <p>Eilean / Dianne</p> <p>Ian</p>

<ul style="list-style-type: none"> Secretary to respond to enquiries from MTNZ regarding show dates. 	<p>Marj</p>
<p>CORRESPONDENCE: Inward Nil Outward Nil</p>	
<p>GENERAL BUSINESS Dinners Trialing during Chicago to ascertain help offered.</p> <p>Arts on Tour 2015 Committee agreed that the following performances would be requested with a preference for Fridays: April – Jews Brothers May – Meeting Karpovsky October – Jon & Amiria Grenell November – Miho’s Jazz Orchestra</p>	<p>Eilean</p> <p>Ian</p>
<p>SUB-COMMITTEE REPORTS: Hireage: French Society – had a successful evening. Arising : that if the key holder is different to Barbie, they need to have all information regarding the contract and arrangements made with others involved in the Hireage.</p> <p>Talent Group with Shelley Matiu requested a two hour photo shoot hire on the main stage after Chicago finishes. They request that the stage lights are switched on for that period. Agreed.</p> <p>Whangarei Christian Home School Group – contracted for Friday mornings 10-12 starting in Term 4 @ \$55 per school week. Understood that if other contractors such as Arts on Tour need access to the Hatea Room the School Group will make alternative arrangements.</p> <p>2015 Two weddings are booked 14th February and 18th April.</p> <p>Props: Well organised and routines working well.</p> <p>Wardrobe: Currently sorting bags of redundant items to be distributed between Schools / Dress for Success / Hospice.</p>	<p>Barbie</p> <p>Barbie / Jason</p> <p><i>Marj - key</i></p> <p>Pamela / team</p>

<p>Clothing items are now being labelled with sizes. Hireage of items is now available and can be posted on the website. Lighting in Finlayson St building waiting to be done would be helpful.</p> <p>Building: Storm damage increased the water collection from the leaking roof. Ian explained that although there are specific areas of damage his recommendation would be for a whole roofing replacement is done rather than parts of the roof. Marj raised the possibility of an insurance claim, particularly for the carpet in the foyer, but this was discounted as the base is concrete, so that a heating only and not a replacement would be the result and not worth the excess likely to be needed first.</p> <p>Roofing solutions / funding – Penny reported that she has contacted for quotes and solutions from :</p> <ul style="list-style-type: none"> • Northland Roof – full replacement. Their previous quote of \$210,000 + \$30,000 scaffolding will need to be updated. • North Tile Roofing [Kerikeri] – Torchon Membrane – they don't have the staff to do such a big job. • Northland Waterproofing Systems • Whangarei Rhino Linings – need more information • Fibreglass – not appropriate • Watco – need to get a quote. <p>A funding application is now urgently required to be completed.</p> <p>Repairs and maintenance of the threadbare treads of the carpeting on the steps to the auditorium needs to be sourced before they become a safety hazard.</p> <p>Lighting and Sound: The new mikes with body packs and receivers are being used for Chicago, these are to comply with the frequencies regulations. Old sets need to be returned to JANDS via Ian.</p> <p>Front of House: There are now three defined areas of responsibility for rosters: Dianne – kitchen / waiting staff / setting up tables. Nola – a bar manager and one helper Marj – Box office / Host/Hostess / Ushers</p>	<p>Pamela / Ian</p> <p>Pamela / Ian</p> <p>Penny</p> <p>Penny / Brent / Ian</p> <p>Jason / Ian</p>
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<p>Discussion arose around the times people are required for the three areas, and the likelihood of volunteers attaching ushers to kitchen / bar tasks. There was seen to be an overlap of times especially if the ushers' role was extended to include meet and greet. If the status quo remains there would not be this problem. The three roster keepers are requested to communicate so that double ups are not occurring.</p> <p>Forward Planning: Hairspray – 19 June – 4 July 2015 – Gayle Dowsett - Director – Auditions in February 2015 for 4 months rehearsal. Paul will be shadowing Gayle. Will need sponsorship. Christmas Carol – November 2015 - Agent requires us to pay for rights and scripts now of \$1800, this also included GST; discussion around payments to be renegotiated ie no GST and instalments on the rights [\$1500] and pay for scripts and score when needed. Agreed. Sound of Music – 2016 – MOTION: Eilean moved and Ian seconded that we would perform Sound of Music in Forum North. Carried. MOTION: Penny moved and Pamela seconded that the dates of pack in will be 25 June to pack out 31 July 2016. Carried It was then agreed that we pay the deposit due 25 August 2014 to confirm the booking.</p> <p>Mama Mia is to be performed at the Waipu Museum in June 2017 directed by Lachie McLean.</p> <p>Social Events: Are planned for after Chicago ends.</p>	<p>Dianne / Nola / Marj</p> <p>Penny / Brent</p> <p>Susan / Alison</p> <p>Ian / Alison / Susan</p> <p>Tane</p>
<p>PRODUCTION REPORTS</p> <p>Current show: Chicago We have a fantastic cast and crew working well together. The ticket sales are running at 60%; but this is affected by very large bookings with reduced prices. MORE FM is providing great advertising and the social media networks are working well. We will leave the decision for a Wednesday performance whilst there are still tickets available for other nights and the matinee.</p> <p>Next show: Cinderella MOTION: Eilean moved and Susan seconded that the budget as presented at the meeting be approved. Carried.</p>	<p>Alison</p> <p>Eilean</p>

Comment was made that all budgets are for that show only, as are the ticket prices and times of shows.	
The Meeting closed at 9.45pm Next Meeting 25 August 2014 at 7pm	

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Eilean Rawson, President, WTC

25 August 2014