

**Minutes of the Whangarei Theatre Company Executive Committee Meeting  
Held at Riverbank Centre on 23 June 2014.**

The meeting commenced at 7.00pm.

**PRESENT:** Eilean Rawson, Tane Davis, Jason Riggir, Marjorie Bowdler, Alison Thompson, Susan Alves, Penny Mashlan, Clair Montgomery, Ian Page, Nola Sooner, Barbara Trimmer,

**APOLOGIES:** Murray Archer, Pamela Black, Paul Dickens.

<b>FINANCIAL REPORT:</b>	<u><b>ACTION</b></u>
<p>Alison presented the monthly financial accounts.  <b>MOVED:</b> Alison moved and Ian seconded that cheques, electronic payments and DDs for May 2014, totalling \$12,993.99 be approved for payment. <b>Carried</b></p>	
<p><b>MINUTES OF THE PREVIOUS MEETING:</b>  <b>MOTION:</b> Marj moved and Eilean seconded that they be accepted as a true and correct record of the meeting. <b>Carried</b></p> <p><b>MATTERS ARISING</b></p> <ul style="list-style-type: none"> <li>• The contract is with the cleaner, Barbie awaiting any queries and then signature.</li> <li>• Ian to add to / change job description for ushers.</li> </ul>	<p><b>Barbie</b></p> <p><b>Ian</b></p>
<p><b>CORRESPONDENCE:</b></p> <p><b>Inward</b></p> <ul style="list-style-type: none"> <li>• Resignation from the WTC Executive Committee letter from Brent Shortridge. Discussion followed expressing regret and endorsing his valued skills and passion for the theatre company.</li> </ul> <p><b>MOTION:</b> Penny moved and Susan seconded: that the President speaks with Brent to ascertain if any difficulties could be overcome without the need to resign. <b>Carried</b></p> <p><b>Arising:</b></p> <ul style="list-style-type: none"> <li>• That consideration is given to co-opting Tabitha Kaiser on to one of the subcommittees, such as Front of House.</li> </ul> <p><b>Outward</b></p> <ul style="list-style-type: none"> <li>• Letter to Onerahi Pharmacy requesting their sponsorship to replenish the first aid kit. A label to be attached to the lid recognizing their sponsorship.</li> <li>• Annual Charities Return completed by due date.</li> </ul>	<p><b>Eilean</b></p> <p><b>Eilean</b></p> <p><b>Barbie</b></p>

<p><b>With sadness it was reported that Thelma MacMillan died this morning. Thelma was a Life Member and had contributed to the success of the theatre for many years over which her work with the Youth Theatre in the early days and her abilities as a director, particularly comedic timing, were reflected upon.</b></p> <p><b>The President will make herself available to the family to pay a tribute to Thelma.</b></p>	<p><b>Eilean</b></p>
<p><b>MOTION:</b> Alison moved and Eilean seconded that an obituary is placed in the newspaper. <b>Carried</b></p>	<p><b>Eilean</b></p>
<p><b>GENERAL BUSINESS</b></p> <p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>• Deferred until Murray attends meeting</li> </ul> <p><b>Train the Trainer</b></p> <ul style="list-style-type: none"> <li>• MTNZ and Hal Leonard are promoting workshops for directors / stage managers and anyone interested in working with young people [student age groups] cost is \$45 to be held on 23<sup>rd</sup> August in Auckland. Any member is eligible to attend. To be sent out in Newsletter. The committee will consider applications for funding.</li> </ul> <p><b>Dinners / Bar Food</b></p> <ul style="list-style-type: none"> <li>• There is a strong likelihood that we will be able to return to offering dinner shows in 2015.</li> <li>• In the meantime for Chicago and Cinderella we will offer bar food such as toasted sandwiches / cold platters / anything that can be microwaved and remain edible and attractive.</li> <li>• Front of House organisation would then become Dianne in the kitchen responsible for waiting and dishwashing helpers and refreshments at intervals; Ian and Nola in the bar responsible for stocking and additional helpers; Marj for box office and liaison with ushers. Someone to meet and greet [host / hostess] and show to tables when diners arrive will be needed in 2015.</li> <li>• A Bar sign is needed to direct patrons through to the Hatea Room with a notice saying that drinks can be taken into the auditorium.</li> </ul>	<p><b>Murray</b></p> <p><b>Eilean</b></p> <p><b>Eilean</b></p> <p><b>Nola &amp; Team</b></p> <p><b>Dianne</b></p> <p><b>Ian / Nola</b> <b>Marj / Richard</b></p> <p><b>Ian</b></p>
<p><b>MTNZ – Road Show – 29 June</b></p> <ul style="list-style-type: none"> <li>• What does the community want re musical theatre? More information was requested re sessions / needs.</li> </ul>	<p><b>Eilean</b></p>

<b>SUB-COMMITTEE REPORTS:</b>	
<p><b>Hireage:</b></p> <ul style="list-style-type: none"> <li>• French Society booked for 12 July – person needed to open and close the building.</li> <li>• Pru’s Birthday Celebrations booked for 23 August</li> <li>• St Francis Xavier Ulysses performance booked 15-19 September</li> <li>• New request from a Home School group for Friday mornings two hours for meetings and study groups during term times. Discussion followed around likelihood of other groups such as Arts on Tour needing a morning slot. Committee instructed Barbie to go ahead with contract charging \$50 for the two hours. Marj to issue a key, pin and code. It was also agreed that \$50 be requested to cover the cost of a key and having the pin number keyed into the security alarm by Sutherlands.</li> </ul>	<p><b>Barbie / Marj</b></p>
<p><b>Props:</b></p> <ul style="list-style-type: none"> <li>• <b>An In and Out sheet</b> has been prepared for the props person allocated for each show.</li> </ul>	<p><b>Barbie Production Managers</b></p>
<p><b>Wardrobe:</b></p> <ul style="list-style-type: none"> <li>• Penny reported that Val, Alison and herself had been in one week, but needed more instructions from Pamela how to continue in her absence.</li> </ul>	<p><b>Pamela</b></p>
<p><b>Funding / Grants:</b></p> <ul style="list-style-type: none"> <li>• Suggestions for specific grants applications was sought: <ul style="list-style-type: none"> <li>▪ Carpet in foyer and staircase to auditorium</li> <li>▪ Advertising and publicity for Cinderella including hoardings / posters / flyers / programmes</li> <li>▪ Perimeter fence</li> <li>▪ Ladies and Gents toilet areas spruced up.</li> </ul> </li> <li>• ASB grant application for the roof is in progress.</li> </ul>	<p><b>Penny</b></p> <p><b>Penny</b></p>
<p><b>Building:</b></p> <ul style="list-style-type: none"> <li>• Nothing specific to report</li> </ul>	<p><b>Ian / Jason</b></p>
<p><b>Lighting and Sound:</b></p> <ul style="list-style-type: none"> <li>• Nothing specific to report, this will change once production meeting discuss needs for Chicago.</li> </ul>	<p><b>Jason</b></p>

<p><b>Front of House:</b></p> <ul style="list-style-type: none"> <li>• Rosters will be prepared for Chicago, ready for next meeting.</li> <li>• We discussed options around the provision of hot food, such as a toasted sandwich maker or small microwave for the bar.</li> <li>• Discussed and agreed that a donation basket be provided next to the interval teas and coffees.</li> </ul>	<p><b>Nola</b></p> <p><b>Nola</b></p> <p><b>Nola</b></p>
<p><b>Forward Planning:</b></p> <ul style="list-style-type: none"> <li>• The Rights for Cinderella have been received, and scripts ordered.</li> <li>• Much discussion followed regarding 2015 performances with particular reference to Hairspray which cannot be requested until early January. If we are successful the optimum time to perform would be late July / August.</li> <li>• Gayle has shown interest in directing Hairspray as has Richard who is now showing interest again after stating he would not be willing to work with WTC. Contact with Gayle to ascertain her commitment to Hairspray or another of her choice, is needed as soon as possible.</li> <li>• Auditions for Bloody Murder would be in December 2014 and performed 20, 21, matinee 22, 26, 27 and 28 March 2015. Director will be Pamela.</li> <li>• A further possibility would be to have a small musical in May.</li> <li>• An end of year [November] production of A Christmas Carol with music and lyrics by Gilbert and Sullivan is proposed.</li> </ul>	<p><b>Susan</b></p> <p><b>Susan / Eilean</b></p>
<p><b>Social Events</b></p> <ul style="list-style-type: none"> <li>• The film Rocky Horror Show was very successful with 54 tickets sold. There were 11 helpers on the night which ran smoothly and enjoyed by all. More social events have been requested.</li> <li>• The next event is being planned to happen between Chicago and Cinderella; and a possibility of a December event. More details at the next meeting.</li> <li>• Alison reminded the Social Events group that all finances must go through the WTC's books</li> </ul>	<p><b>Tane</b></p> <p><b>Tane</b></p> <p><b>Paul / Alison</b></p>

