

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

The meeting commenced at 7.00pm.

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

APOLOGIES: Murray Archer; Jason Riggir

FINANCIAL REPORT:	<u>ACTION</u>
<p>AUDITOR – Alan Martin spoke to the committee regarding the financial status of Whangarei Theatre Company as follows:</p> <ul style="list-style-type: none"> • As the auditor he has to make us aware that if the financial status does not improve he would have to report a “going concern concept which may lead to insolvency”. • Points raised included a variety of grants and funding organisations which could be approached to raise the financial status. • Applications need to be detailed and thorough in presentation. • An alternative to committee members seeking grants could be made by a fund raising consultant. 	<p align="center">All</p>
<p>Alison presented the monthly financial accounts. MOVED: Alison moved and Ian seconded that cheques, electronic payments and DDs for attached list, totalling \$4409.27, be approved for payment. Carried</p>	<p align="center">Alison</p>
<p>Arising: *Committee members were made aware that the situation of owing monies to other committee members is an urgent priority to be addressed.</p>	<p align="center">All</p>
<p>FEEDBACK FROM FINANCE MEETING</p>	
<p>Upcoming expenditures to be noted are:</p>	
<ul style="list-style-type: none"> • Ground rent \$500 per quarter • Power costs increase for a show to approximately \$600-800 per month. • Insurance – could this be paid monthly rather than annually and a need to work with brokers under new insurance legislation. • Discussion around Seat Advisor – agreed to continue 	<p align="center">All</p>

<p>MINUTES OF THE PREVIOUS MEETING: Corrections: Under Sub Committee Reports / Hireage should read: *St Francis Xavier show 15-19 September. Their lighting and sound technician used to be Joel. Can we contact him if necessary. Charge about \$1000. Barbie to see what technical assistance Helen needs for Jason’s information. *21 September Helen Morton-Jones rehearsal of 23 September MOTION: Ian moved and Nola seconded that with the corrections they be accepted as a true and correct record of the meeting. Carried MATTERS ARISING *Alternative cleaner’s contract provided by Sally Leftley discussed. A comparison to the earlier version was requested. MOTION: Eilean moved and Barbie seconded : That the cleaner’s contract is held in abeyance until Ian can open it, circulate it to Exec, and to come back with ideas at the next meeting. Carried</p>	<p>Ian/All</p>
<p>CORRESPONDENCE: Inward: Alison – advertising Ian – email from the Turner Centre, Kerikeri requesting Chicago be performed in their theatre. Discussed. Agreed that this was not viable. Secretary to respond. Penny – acceptance response from Mayor as Patron Outward: Penny – Requesting the Mayor to be patron of WTC.</p>	<p>Marj Penny to give to Marj</p>
<p>GENERAL BUSINESS Grants / Sponsorship / Funding Eilean suggested that more than one person should work on this portfolio which could be broken down into three areas:</p> <ol style="list-style-type: none"> 1. Roof – latest quotation \$250,00 2. Regular sponsorship for shows of \$5000 needed to cover advertising, ticket sales, and publicity in general 3. One-offs – e.g. Radio mikes are urgently needed <p>Ian explained that the radio frequency waves used in the past have been sold off to digital TV requiring a change in both transmitters and receivers. We have to replace our current radio mikes etc at a cost of about \$1000 each. The ongoing cost of the headsets could be factored into each show budget. MOTION: Susan moved and Tane seconded: That Brent approach pub charities for the Grant required to purchase 12 microphone sets. Carried</p>	<p>Brent</p>

<p>Penny requested that she continue to follow up and work solely with ASB.</p>	
<p>MOTION: Tane moved and Clair seconded: That Penny approach ASB for a grant towards getting the roof repaired. Carried</p>	<p>Penny</p>
<p>Alison requested that she continue to follow up and work solely with Media Works. Agreed.</p>	<p>Alison</p>
<p>A volunteer is required to be responsible for the show advertising through organisations such as Lotteries, Oxford Trust and local business sponsorship. It was agreed that all sponsors and reviewer to be invited to each show's Gala Night.</p>	<p>All</p>
<p>Roles and Responsibilities of Committee Members</p>	
<p>After discussion the following allocations were agreed: Front of House – Nola, with Penny and Ian [Bar] NB that the Production Manager of each show will now purchase last night gifts not Front of House as before. Publicity Sub-committee – Clair with Paul and Tane Seat Advisor Ticket sales / Website – Ian Poster / flyers distribution – Brent with Penny Venue & Props Hireage – Barbie with Ian Props – Barbie with Ian and Susan Wardrobe – Pamela with volunteers from membership Building & Building Maintenance – Ian Lighting & Sound – Jason with Alison and Josh Ireland Forward Planning Sub-committee – Susan with Pamela, Tane, Paul and Eilean Musical Instruments – Marj Keys – Marj</p>	<p>Nola</p> <p>Clair Ian Brent Barbie Barbie Pamela Ian Jason Susan</p> <p>Marj Marj</p> <p>Alison/Brent</p>
<p>Alison requested a volunteer to be mentored in the treasurer's role. Brent volunteered. Agreed</p>	
<p>From the MTNZ conference held in Napier last weekend Eilean, Barbie and Ian reported that all members of WTC are able to avail themselves of this networking and upskilling, informative workshops opportunity. 2015 will be held in Christchurch and 2016 in Rotorua. Travel and accommodation is your own cost.</p>	<p>All</p>
<p>Boyfriend won a prize in the best Programme section.</p>	

<p><i>Merit Award – Pamela Black</i> was presented with this prestigious award :</p> <p style="text-align: center;"><i>For Outstanding Service to Musical Theatre</i></p> <p>People Potential arrange with members to attain a Bar License at a cost of \$180 per person.</p>	<p>All</p>
<p>SUB-COMMITTEE REPORTS:</p> <p>Hireage: Life4U Church – negotiations are currently in progress to hire the Hatea Room, foyer and kitchen on a regular basis. Meeting agreed that Barbie and Ian represent our interests and work on a contract, and sign on our behalf, with Tui and Graham Cruickshank as representatives of the Church.</p> <p>Props: Decided that Props should be signed out and back from shows to improve accountability and tidiness.</p> <p>Wardrobe: Pamela has found approximately 200 buckles amongst wardrobe items. Discussed and agreed that Pamela will investigate the sale of same. Pamela also requested that Brent approach Ajay to have the overlocker returned to Finlayson Street.</p> <p>Building:</p> <p>Lighting and Sound:</p> <p>Front of House:</p> <p>Forward Planning: Meeting held 6 March – considering 2015 “Beauty & the Beast”, “Bloody Murder” and “West Side Story” if Grant available. For 2016 “Vicar of Dibley”</p> <p>Pamela presented a report dated 4 February 2014 outlining the processes and requests for the next forward planning sub-committee to consider.</p> <p>Social Events: subcommittee has been formed and they are requested to present a paper outlining their proposals for the next meeting. Submit to Marj no later than the Friday prior to the next meeting so that it can be circulated.</p>	<p style="text-align: center;">Barbie / Ian</p> <p style="text-align: center;">Barbie</p> <p style="text-align: center;">Pamela</p> <p style="text-align: center;">Brent</p> <p style="text-align: center;">Susan</p> <p style="text-align: center;">Susan</p> <p style="text-align: center;">Tane</p> <p style="text-align: center;">Paul</p>

<p>PRODUCTION REPORTS</p> <p>Current show: Don't Dress for Dinner – postponed, dates discussed and agreed Gala night May 28, then 29, 30 and 31 matinee possibly at 4pm. To be discussed with cast and backstage crew for availability.</p> <p>Next show: Slice of Saturday Night – Need a props person. Eilean to request through next newsletter. Set looking great. Dates confirmed as: 30/4 Gala Night; then May 1, 3, 8, 9, 10, 11, 15, 16, and 17; with Weds 14th if required. Gala night for cast, reviewer, sponsors, family & friends catered canapés and drinks.</p> <p>Chicago – Auditions – Saturday 5th April and Sunday 6th April</p>	<p>Eilean</p> <p>Alison/Eilean</p>
<p>The Meeting closed at 10.05 pm Next Meeting Monday 28th April 2014 at 7pm</p>	