Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 27 May 2014.
The meeting commenced at 7.00pm.

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

	ACTION
FINANCIAL REPORT: Alison presented the monthly financial accounts. **MOVED**: Alison moved and Susan seconded that cheques, electronic payments and DDs for May 2014, totalling $16,219 be approved for payment. **Carried**	**Alison**
MINUTES OF THE PREVIOUS MEETING: **Correction by Alison** that the date of Kensington Hospital booking is for 7 June not September. **MOTION:** Jason moved and Pamela seconded that they be accepted as a true and corrected record of the meeting. **Carried** **MATTERS ARISING** **Cleaners Contract:** Susan has drafted a contract which Barbie will work through with the cleaner on Saturday 31st May to ensure that all the duties the cleaner does are covered in the contract. Especially those done on a regular basis and those when a show is on. It was also commented that ushers should check the auditorium for items left behind including rubbish, after patrons have left for the evening. Ian to update job description for ushers. **Charter School:** Agreed that we come to an arrangement whereby the school uses four parking spaces in return for Whangarei Theatre Company having access to and using the recycling bins.	**Susan / Barbie** **Ian** **Barbie**
CORRESPONDENCE: **Inward** Pub Charities – a letter confirming the successful application for the microphones with an information template for the required accountability. Emails	**Brent / Alison**

from Aon and Rothbury Insurance brokers from Sutherland Security for quote on new stage door lock **Outward** to Aon and Rothbury Insurance brokers to Sutherland Security requesting quote	**Marj** **Marj**
GENERAL BUSINESS **Dinners** After discussion and the reading of Nola's email [attached] it was decided that having dinners was too big a task for one person to organise as Front of House and that job sharing was possible. However it was finally agreed that dinners will not be raised again until a solution is found. The Caterer needs to be informed. **Keys** Although an amnesty letter was sent out to all members requesting the return of some 25 keys outstanding only two people had responded. A quote for a replacement lock and keys was discussed when more keys were located in the safe. These will be checked and reissued as required. **Insurance** Information received from Aon and Rothbury Insurance Brokers was shared regarding business interruption cover and contained repairable damage – eg kitchen fire / plumbing incidents [see attached]. **MOTION: Eilean** moved and **Susan** seconded That we continue to pay the full insurance cover and arrange to make monthly payments. **Carried** **NAPTA** **Paul** raised the fact that few major NAPTA awards had been won by WTC. He felt this was due to poor direction, and asked that directors note the criteria for NAPTA awards, specifically : • Interpretation and adherence to the script regarding elements of time period and location. • Sympathetic portrayal of musical numbers to suit time,	**Ian to amend job description.** **Eilean** **Marj** **Marj**

place and period. He further criticised the lack of the use of accents / dialects for the actor to use for their character development in A Slice of Saturday Night. Discussion followed, and suggestions agreed to: • That all directors be given a copy of the NAPTA criteria • That the results of judging by NAPTA are fully inclusive of comments of why won/not won is underway. • That a survey is prepared for pre and post a performance, for everyone involved on-stage, contributing to the continuing development of quality of our theatre. **Pompallier Community Day** To be held on Friday 6th June Suggestions included: windows; washing down outside of buildings; de-glugging cups; empty kitchen cupboards and clean shelving; wipe down all doors / handles etc.	**Production Managers [Eilean]** **Paul / Marj** **Penny**
SUB-COMMITTEE REPORTS: **Hireage:** • NZ Authors Conference – cheque received with thanks for a successful hireage and compliments for our beautiful building and location. • Charter School – as decided earlier • Film Society – waiting to hear from them • Life 4 U Church – starts 4th June • Promise & Promiscuity Friday 6th June **Props**: Chicago props are extensive. **Wardrobe**: Pamela requested assistance in marketing the sale of approximately 200 buckles. Work continues, Chicago going well **Grants / Funding / Sponsorship:** • ASB application has been sent in for $20,000 to cover operational costs, closes 1 June. • Roofing – need at least two formal quotes check with	**Barbie** **Ian** **Alison – Trade Me** **Paul – Face Book** **Pamela - MTNZ** **Penny** **Brent**

Ross Brown who he had contacted and follow through. • Further sponsorship needed for each show eg. Northland Community Trust – Ros Martin • List of local commercial businesses from Wade to rotate requests for sponsorship eg Fast Signz	**Brent/Penny** **Brent**
Building: Nothing specific to report.	
Lighting and Sound: Nothing specific to report.	
Front of House: Email from Eilean to committee and a response from Nola to committee were discussed earlier under Dinners.	
Forward Planning: End of year 2014 show proposed Cinderella by Norman Robbins; Director – Marj; Production Manager – Eilean;	
MOTION: Moved Susan, seconded Penny That Cinderella by Norman Robbins is put on for the end of year show on November 14, 15, 20, 21, 22, 23 Matinee, 27, 28 & 29 starting at 7pm for evening shows and 2pm for the matinee. **Carried**	**Marj**
Other related considerations are that as this is a family show that there will be an arrangement for family pricing. Production Manager will prepare a budget for the committee.	**Eilean**
2015 Shows decided • Murder Bloody Murder – Pamela Director under consideration are: • Vicar of Dibley – not the Phoenix Centre, need to see the Papakura production. • Gilbert & Sullivan – modern concept such as Mikado or HMS Pinafore • Forbidden Broadway • A Christmas Carol – one of the many varieties • Noises off – Pamela • All Shook Up – Paul	

• Rush Paul & Tabitha keen to direct a show with the assistance of a mentor. Gayle Dowsett being contacted to see is she would like to direct the mid-year 2015 show. Possibility of Hairspray, or one of her choice. 2016 Need to start planning for 70th Anniversary of Whangarei Theatre Company. **Social Events:** Tane reported that all was now in order for them to proceed with the advertising and sale of tickets for the Rocky Horror Film Night on 13th June. The Licence and Film and Video Labelling Body have cleared his poster for publicity. It was agreed that the evening would be funded by WTC with the donation from Paul's friends in USA. Alison requested that all money transactions go through the treasurer.	**Susan** **Tane / Ian** **Paul / Alison**
PRODUCTION REPORTS **Current show:** **Don't Dress for Dinner -** cast need an audience. **Next show:** **Chicago –**rehearsal schedule is completed; discussion on the budget [attached] MOTION: Alison moved and Paul seconded That the budget for Chicago is accepted. **Carried.**	**Eilean** **Alison**
The Meeting closed at 9.37 pm **Next Meeting 23 June 2014 at 7pm**	

Signed as a true and correct record: dated:

…….. 23 June 2014.
Eilean Rawson, President