

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

The meeting commenced at 6.30pm.

PRESENT: Eilean Rawson, Tane Davis, Jason Riggir, Marjorie Bowdler, Alison Thompson, Susan Alves, Pamela Black, Penny Mashlan, Ian Page, Barbara Trimmer,

APOLOGIES: Clair Montgomery, Brent Shortridge, Nola Sooner

OBSERVER: Robert Perham – co-opted on to committee

FINANCIAL REPORT:	<u>ACTION</u>
<p>Alison presented the monthly financial accounts.</p> <p>MOVED: Alison moved and Tane seconded that cheques, electronic payments and DDs for October, totalling \$10,212.03 be approved for payment. Carried</p> <p>Arising: Cinderella script to be invoiced for loss by cast member. Invoice Natalie Moon for car park rental re sale of ice-creams during Matinee performance.</p> <p>FEEDBACK FROM FINANCE MEETING</p>	<p>Alison</p> <p>Alison Alison / Eilean</p>
<p>MINUTES OF THE PREVIOUS MEETING:</p> <p>MOTION: Eilean moved and Barbie 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"> • Barbie confirmed that Trevor Buckingham has agreed to a rental of \$20 each time he uses the car park for his business. • Pamela will measure the amount of fabric required to replace the window curtains in the Hatea Room and to get a quote from a wholesaler. • Jason confirmed that there is a need to purchase two sets of blacks – wool serge / fireproofed. Most likely to purchase via John Herbert. Need measurements and a quote. • Ian is awaiting more information regarding the Northland Youth Theatre’s use of the Forum North curtains as a possible replacement for us. • Tane has hard copies of the movie rights and film certification as recorded in 27 May 2014 minutes. He will pass these on to Alison. • Paul Dickens resignation to be acknowledged. • Lease with the WDC - Eilean reported that nothing will happen until Gay Kerr, Properties Manager WDC, changes the lease from Commercial to Recreational. Eilean to discuss with Cheryl Mai, Mayor and Patron of WTC, re changing the status of our lease. 	<p>Barbie</p> <p>Pamela</p> <p>Pamela / Jason</p> <p>Ian</p> <p>Tane / Alison</p> <p>Marj</p>

<ul style="list-style-type: none"> • Furniture for the foyer will be assessed and quotes provided once the Pub Charities matter has been resolved as we did not do the process properly for the microphones. GST to be returned. • Sue Fordyce will invoice Whangarei Theatre Company for her services as Treasurer to meet the regulations regarding employees. 	<p>Penny / Brent Alison</p> <p>Alison</p>
<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> • Pub Charities – regarding payments and GST information <p>Outward</p> <ul style="list-style-type: none"> • Play Bureau regarding missing Cinderella script. 	<p>Penny / Brent / Alison</p>
<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • Wheelie Bins MOTION: Penny moved and Marj seconded that we ask Barbie to acquire a wheelie bin to be placed at the stage door. Carried • Cigarette Butts – source and cost of two appropriate receptacles, one for front of house, the second near the Green Room door. Jason requested that smokers stay away from all entry / exit doors as the smell permeates the theatre. Cast will be asked to observe this, but unlikely to stipulate to patrons. • NAPTA nominations – to be held 14th December; Pamela, Eilean and Penny will be attending. • Printer / photocopier MOTION : Pamela moved and Tane seconded that Marj investigate leasing contracts with Konica Minolta, Xerox and Cannon. Carried • Two plungers to be purchased, one for toilets and one for the kitchen. • Co-opting a member to the Executive MOTION: Tane moved and Penny seconded that we co-opt Robert Perham on to the Executive Committee. Carried 	<p>Barbie</p> <p>Marj</p> <p>Production Managers</p> <p>Pamela / Eilean / Penny</p> <p>Marj</p> <p>Marj</p> <p>Robert</p>
<p>SUB-COMMITTEE REPORTS:</p> <p>Hireage:</p> <ul style="list-style-type: none"> • December dates for Zone 1 MTNZ meeting is now postponed to preferred date 1st February 2015. • 31st January – a birthday party • Friday 5th February an additional church meeting • Proposed Audition dates for Hairspray 7th / 8th February. Susan to contact Gayle. • Friday 19th February – MORE FM • February 20, 21, 27, 28 Mocky Horror Show – Richard Rewa – Hatea Room 	<p>Susan</p>

<p>Props: Cinderella props to be returned at end of season.</p> <p>Wardrobe:</p> <ul style="list-style-type: none"> • Request that all wardrobe items to be dry-cleaned are taken to The Regent Drycleaners. • The overlocker needs to be returned. <p>Building:</p> <ul style="list-style-type: none"> • Roof <p>MOTION: Marj moved and Penny seconded that Ian will accept the estimation and ask when repairs can be done. Carried</p> <p>Lighting and Sound: Leaving the purchase of the battery until next year.</p> <p>Front of House:</p> <p>Kitchen – People Potential have supplied staff under Sylvia’s responsibility whilst Dianne has been indisposed during the Cinderella season. They are happy to continue to run with this arrangement as it provides hands on experience for their students.</p> <p>Bar – flagging the possibility of purchasing into ‘paypal’ or leasing.</p> <p>Front of House – Both Eilean and Pamela will be more available to assist with the Box office and Hostessing next year.</p> <p>The trial of the ice-cream van for the matinee was a huge success for the children and older patrons, however this caused a 20 minute delay beyond the interval before the second act could start. We could investigate the sale of small tubs of ice cream plus we would need to supply attractive rubbish bins for the foyer or end of Hatea Room area.</p> <p>Forward Planning:</p> <p>Little Shop of Horrors – Susan to contact Richard Rewa, then start exploring rights if he accepts.</p> <p>Christmas Carol – both Leila Lusher and Marj Bowdler are interested in directing this show.</p> <p>Social Events:</p> <p>Grease in 2015 – presently exploring movie rights.</p> <p>Gong – an open microphone night – under investigation</p> <p>Publicity: A publicity strategy is necessary for people working on this team. Institutional knowledge is lost when new people attempt this task. The future planning can be linked to all shows with branding and logos and needs to work in with forward planning so that all newsletters,</p>	<p>Eilean / Barbie</p> <p>Production Managers Clair</p> <p>Ian</p> <p>Jason</p> <p>Ian</p> <p>Ian</p> <p>Ian</p> <p>Susan</p> <p>Susan</p> <p>Tane Tane / Clair</p> <p>Ian</p>
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<p>advertising for auditions and onwards can be branded, which could mean working at least 12 to 18 months ahead of a show being in production.</p> <p>At another level, we are being asked by Richard Rewa if we would allow him to use our Facebook and webpage for advertising his proposed show, to use the website and links.</p> <p>MOTION: Ian moved and Jason seconded that we accept the request from Richard Rewa and that we place the adverts for auditions and shows on our website and Facebook page. Carried</p> <p>MOTION: Jason moved and Ali seconded that any event considered to be in competition to us comes to the Executive first for approval or declining. Carried</p> <p>Out of these discussions – we need to rethink our power charges for hiring shows such as this, including St Frances Xavier, for a lighting provision of \$50 – 60 a show.</p>	<p>Ian</p> <p>Jason / Barbie</p>
<p>PRODUCTION REPORTS</p> <p>Current show: Cinderella</p> <p>The cast after show party may be held in the Hatea Room with all access to other parts of the theatre being locked and inaccessible. They will need to provide their own alcohol as our bar license will not be extended beyond.</p> <p>A letter of permission will be provided for all under 18 years which will spell out to the parents what is being provided and what they are permitting.</p> <p>Overseeing the responsible behaviours; preparing the Hatea Room and kitchen for the Life U Church will be the responsibility of two committee members.</p> <p>Lock up will be done by Tane with Rob’s help.</p> <p>Packout will start on the 29th during and for a short time after the last performance before the after show party. Final packout will be at 1.00pm on the 30th.</p>	<p>Eilean</p> <p>Tane / Rob</p> <p>Tane / Rob</p> <p>Eilean</p>
<p>Next show:</p> <p>Bloody Murder – auditions 10 – 2.30pm on Saturday 6th December</p> <p style="text-align: center;">The Meeting closed at 9.15 pm Next Meeting 15th December 2014 at 6.30pm At Pamela Black’s residence.</p>	<p>Pamela</p>