

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 27 October 2014.**

The meeting commenced at 6.30pm.

PRESENT: Eilean Rawson, Tane Davis, Jason Riggir, Marjorie Bowdler, Pamela Black, Penny Mashlan, Brett Shortridge, Barbara Trimmer,

APOLOGIES: Alison Thompson, Susan Alves, Paul Dickens, Clair Montgomery, Ian Page, Nola Sooner.

FINANCIAL REPORT:	<u>ACTION</u>
Alison tabled the monthly financial accounts.	
MOTION: Eilean moved and Barbie seconded that cheques, electronic payments and DDs for October, totalling \$15,559.79 be approved for payment. Carried	
Arising:	
Paul Dickens has still not met the requirements for lodging the receipts, monies and accounts for the Rocky Horror Social Event. This is certainly going to raise issues when we have our accounts audited.	
Tane has some copies of the contract and receipts and will pass these to Alison.	Tane
Alison requested that all monies go through the books and that individuals do not make payments and then at a later date request payment. This can only happen in exceptional circumstances and can only be done with the full knowledge and approval of the President and the Treasurer.	Alison / Eilean
Eilean has addressed the non-payment of membership by some of the Cinderella cast.	Eilean
A request was made that the executive receive both income and expenditure information at each monthly meeting.	Alison
FEEDBACK FROM FINANCE MEETING	
Information was shared regarding the copyrights / performing rights under Commercial or Hospitality Licences.	
MOTION: Pamela moved and Barbie seconded that we dispense with the recorded music in our building apart from music out of copyright. Carried	

<p>MINUTES OF THE PREVIOUS MEETING: MOTION: Marj moved and Penny 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"> • Zone 1 meeting to be held 30th November • NAPTA nominations either the 7th or 14th December • Whangarei District Council – no response as yet regarding the lease, but still charging rent. • Funding request for the Hatea Room curtains. A grant to be applied for. • Battery for cherry picker <p>MOTION: Barbie moved and Penny seconded that Jason purchase a battery for the cherry picker. Carried</p> <ul style="list-style-type: none"> • New regulations for Incorporated Societies seminar 29th October to be held in Auckland. <p>MOTION: Eilean moved and Pamela seconded that we have our accounts reviewed instead of auditing by an accountant, and as this is a Constitutional change that we hold a Special General Meeting on the 24th November 2014 at 5.30pm. Carried</p> <ul style="list-style-type: none"> • An Advertisement will need to be placed in the public notices of the newspaper two weeks prior to the Special General Meeting. 	<p>Eilean Eilean Eilean</p> <p>Penny / Brent</p> <p>Jason</p> <p>Marj</p> <p>Marj</p>
<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> • Alister Williams requesting a booking for the 14th December for a read through 2pm – 4pm. • Whangarei District Council – Hihihaua – precinct plan have booked Hatea room 6th November. <p>Outward Nil</p>	<p>Barbie to confirm Marj to open up Eilean in newsletter Barbie</p>
<p>GENERAL BUSINESS</p> <p>Eilean, as production manager for Cinderella, received an email from Paul Dickens withdrawing from all aspects of the current and future productions. Included is his resignation from the Executive. Secretary to write to Paul regarding his resignation.</p> <p>Helen Morton-Jones wrote to the President requesting sponsorship for the end of year activities of her speech and drama group.</p>	<p>Marj</p>

<p>MOTION: Tane moved and Barbie seconded that two tickets to Hairspray Gala Night and two bottles of wine be provided. Carried</p> <p>MTNZ requesting nominations for their executive from March 2016.</p> <p>MTNZ requesting photographs which represent “us” in a theatrical sense to be on the front cover of the Strategic Plan.</p>	<p>Eilean</p> <p>Eilean</p> <p>Eilean</p>
<p>SUB-COMMITTEE REPORTS:</p> <p>Hireage:</p> <ul style="list-style-type: none"> • Trevor Buckingham has requested the use of the car park to sell ices etc. Agreed he would be charged \$20 for each day he uses the car park. • November 6th – Whangarei District Council Hihihaua • November 8th – Consortium • December 2nd – Helen Morton-Jones drama group • December 6th – Auditions Bloody Murder • December 7th – alternative date for Zone 1 meeting • December 13th – Davidson’s wedding • December 14th – Alister Williams – WWI read through <p>2015</p> <ul style="list-style-type: none"> • March 14th – Harmony Chorus • Helen Morton-Jones to increase from one day a week to Mondays and Tuesdays for her Drama group 3.20pm – 6pm <p>Props: Nothing to report</p> <p>Wardrobe: Nothing to report</p> <p>Building: Regarding the Hatea room curtains funding should also be included in the grant application for curtains for Hatea Room stage, Foyer curtains and foyer furniture.</p> <p>Lighting and Sound: We need to look at replacing sets of blacks and main stage curtains.</p> <p>Front of House: Kitchen - Dianne is arranging for People Potential to cover whilst she is incapacitated for Cinderella. Bar – roster needs helpers</p>	<p>Barbie</p> <p>Penny / Brent</p> <p>Penny / Brent</p> <p>Eilean</p>

<p>Ushers- roster needs ushers Box Office and Hostess roster completed.</p> <p>Forward Planning: MOTION: Barbie moved and Eilean seconded that Ian pay any up-front fees for performance rights for Sound of Music. Carried</p>	<p>Nola Marj</p> <p>Ian</p>
<p>MOTION: Marj moved and Tane seconded that the Executive Committee ask the Forward Planning team to reconsider Little Shop of Horrors to be directed by Richard Rewa in September 2015. Carried</p> <p>Social Events There have been numerous suggestions now action is needed.</p> <p>PRODUCTION REPORTS</p> <p>Current show: Cinderella Discussion was held regarding reported events Curtain tracks have arrived; all aspects are underway and progressing on schedule.</p> <p>Next show: Bloody Murder Stage Manager has been appointed – Margie Matthews.</p>	<p>Susan</p> <p>Tane / Clair / Brent</p> <p>Eilean</p> <p>Pamela</p>
<p>The Meeting closed at 9.20pm Next Meeting 24 November 2014 at 6.30pm</p>	