

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 22 September 2014.**

The meeting commenced at 6.30pm.

PRESENT: Eilean Rawson, Jason Riggir, Marjorie Bowdler, Alison Thompson, Susan Alves, Paul Dickens, Penny Mashlan, Clair Montgomery, Nola Sooner,

APOLOGIES: Tane Davis, Pamela Black, Ian Page, Brent Shortridge, Barbara Trimmer,

FINANCIAL REPORT:	<u>ACTION</u>
<p>Alison presented the monthly financial accounts. MOVED: Alison moved and Susan seconded that cheques, electronic payments and DDs for September 2014, totalling \$22,461.44 be approved for payment. Carried Arising: Everyone is now paid up. Alison reminded everyone that there is a limit of \$200 on any personal expenditure with an expectation of being reimbursed. Purchases over that amount must be discussed with Eilean and Alison and permission given by the Executive.</p>	<p align="center">Alison</p>
<p>MINUTES OF THE PREVIOUS MEETING:</p> <p>MOTION: Eilean 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"> • There are concerns regarding the two conferences recently attended by Ian, Eilean and Penny which have ramifications to the cleaner’s contract and to the running of the theatre. This will be discussed more fully in general business. • Zone 1 representative – Paul will read his emails and get back to Eilean if this is feasible for him to attend. • Zone 1 meeting in Whangarei will be held in either the first or second Sunday in December. Eilean is yet to hear confirmation which is preferred. • Whangarei District Council have not yet been in touch with Eilean regarding the lease renewal at Finlayson Street. • Charities Commission – New regulations are to be discussed at a seminar. Marj and Penny will attend on 15th October. One aspect is that the financial books will need to be reviewed not audited in future. • Paul to meet with Alison before the next meeting to hand over receipts, moneys and payment information from the Social Event – Rocky Horror Show. 	<p align="center">Barbie</p> <p align="center">Paul / Eilean</p> <p align="center">Eilean / All</p> <p align="center">Eilean</p> <p align="center">Marj / Penny Alison</p> <p align="center">Paul / Alison</p>

<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> • Charities Commission – notice of seminars regarding new regulations. • Whangarei District Council -The application for the Performing Arts Fund was unsuccessful. • Whangarei District Council – grant application to the Creative Communities scheme, which WDC administers for the government, will be discussed on 30th September <p>Outward</p> <ul style="list-style-type: none"> • Letter to Murray Archer acknowledging his resignation from the WTC Executive Committee. 	<p>Penny</p> <p>Penny</p> <p>Marj</p>
<p>GENERAL BUSINESS</p> <p>Health & Safety Seminar for Non Profit Organisations - Seminar notes were distributed from Ian. Penny and Eilean addressed the workshop they recently attended in Taupo with further information. Full discussion regarding the ramifications of employing personnel and the “duty of care” we need to provide.</p> <ul style="list-style-type: none"> • It was agreed that we should not be a PCBU [Person Conducting a Business or Undertaking] ie. We must not employ anyone. • This affects the cleaner’s contract. • This should not affect the arrangement we have with our accountant as long as she invoices us as a private business entity. • A Safety Officer [unpaid] is needed to be instrumental in developing a Hazard Book of static hazards; doing inductions for all volunteers who use the theatre; and for all who hire the theatre. • An induction form will need to be developed. <p>Taupo Conference – Eilean and Penny – report attached</p>	<p>All</p> <p>Barbie / Sue Alison / Susan</p> <p>Clare to arrange for a Safety Officer to meet with the Committee.</p> <p>Alison to distribute one they use at her work place.</p>
<p>SUB-COMMITTEE REPORTS:</p> <p>Hireage:</p> <ul style="list-style-type: none"> • St Francis Xavier – wish to convey sincere thanks from the teachers at St Francis Xavier. They loved using the theatre for their show and the children absolutely loved the whole experience. <p>Props: continues well</p>	

<p>Wardrobe: request to have the overlocker serviced. MOTION: Penny moved and Alison seconded that we send the overlocker to be serviced. Carried Clare to arrange with a limit of \$200 for any expenditure.</p>	<p>Clare</p>
<p>Building:</p> <ul style="list-style-type: none"> • Ian met with Watco personnel and has withdrawn his objections and wishes to recommend that we go ahead with the proposed roof repair. 	
<p>MOTION: Alison moved and Clare seconded that we proceed with the estimate provided by Watco for the immediate roof repairs. Carried</p>	<p>Ian/Penny</p>
<ul style="list-style-type: none"> • A list of building and property maintenance previously distributed was discussed with the addition of a perimeter fence [low priority] and the main extractor fan in the main auditorium [high priority with summer in mind] 	<p>Ian/Jason</p>
<ul style="list-style-type: none"> • A working bee was recommended for the items with no or little cost such as: <ul style="list-style-type: none"> ○ Hatea stage painting ○ Magnetic doors in kitchen ○ Painting bee in workshop and if paints available for other areas as itemised. What other paints would be needed and pricing needs to be done. ○ Chair cleaning when the weather is warmer consistently. 	<p>Ian / All</p>
<p>MOTION: Eilean moved and Alison seconded that Ian be asked to get estimates for the repair of the stage door panelling and bring back to the next meeting. Carried</p>	<p>Ian</p>
<p>Lighting and Sound:</p> <ul style="list-style-type: none"> • Cherry picker / genie needs a new battery. 	<p>Jason</p>
<p>Front of House:</p> <ul style="list-style-type: none"> • Arrangements for the Arts on Tour performance on Friday 26th to cover box office, bar and bar food are completed. • Alison requested that for financial accounting reasons the bar / food / door sales monies are collected and itemised separately. 	
<p>Forward Planning:</p> <ul style="list-style-type: none"> • Gershwin – proposed for September 2015 is unlikely to go ahead when finding our own music presents delays and difficulties to gain performance rights. • Hairspray – a production manager has been proposed with negotiations underway. 	

<p>Social Events:</p> <ul style="list-style-type: none"> • Negotiations and communication are still being sought with the appropriate agencies to show “Grease”. 	<p>Tane / Ian</p>
<p>PRODUCTION REPORTS</p> <p>Current show: Cinderella A second curtain track is needed for this production, and would be useful in future performances. MOTION: Marj moved and Clare seconded that we purchase curtain tracks as quoted for \$2030.00 + GST + freight. Carried</p> <p>Next show: Bloody Murder Scripts are circulating for perusal by interested participants. Auditions 6th December.</p>	<p>Marj / Jason</p>
<p>The Meeting closed at 8.55pm Next Meeting 27 October 2014 at 6.30pm Labour Day</p>	