

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 27th April 2015**

The meeting commenced at 6.30pm.

PRESENT: Eilean Rawson, Jason Riggir, Marjorie Bowdler, Graham Franks, Alison Thomson, Barbara Trimmer, Ian Page, Pamela Black, Penny Mashlan,

APOLOGIES: Tane Davis, Clair Montgomery, Deanne Heta, Laura Thomson, Michelle Briggs,

The meeting opened with a presentation by Haley Scampton [chair] and Kerry Newton [treasurer] of RisingStarz. They are seeking a hire contract with the Theatre through the committee to rehearse and store gear on the premises.	ACTION
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	
MATTERS ARISING – Task Sheet	
<ul style="list-style-type: none"> • Roles and Responsibilities flash drive – Ali had notes and Marj had sent through to Ian her thoughts. Others said they were fine with what was written. Jason asked if a technician role could be included – he and Ian will work on that. 	Ian / Jason All
<ul style="list-style-type: none"> • Newsletter to remind people of the 1st weekend of the month for repairs and maintenance work 10-4pm 2nd May. 	Eilean
<ul style="list-style-type: none"> • Further reminders to go on Facebook. 	Clare / Tane /
<ul style="list-style-type: none"> • Angled board to be erected as part of the improvements. 	Michelle
<ul style="list-style-type: none"> • Members to be encouraged to support the Theatre through working bee weekends. 	Tane Tane
<ul style="list-style-type: none"> • In-house training on “genie” to be arranged with Jason. 	Ian
<ul style="list-style-type: none"> • Continue sourcing builders for estimates/quotes to repair around dormer windows and shower area in roof. 	Marj
<ul style="list-style-type: none"> • Stacking of stairs at Finlayson Street. 	Graham
<ul style="list-style-type: none"> • Pantry culled and tidied continue. 	Alison
<ul style="list-style-type: none"> • Lighting courses and scholarship application– does Josh want to do this? 	Clair
<ul style="list-style-type: none"> • Move two directives to Graham – accounts and membership. 	Ian / Graham
<ul style="list-style-type: none"> • Re-send maintenance and repairs list updated to Tane and committee prior to Saturday. 	
<ul style="list-style-type: none"> • Bar License under building – follow up 	Ian
<ul style="list-style-type: none"> • Cockroach traps in and fly zapper installed in kitchen done 	Ian
<ul style="list-style-type: none"> • Quotes for curtains in Hatea room – 2 received waiting on a third so that a funding application can be completed by 10 May. 	Ian Pamela / Penny
<ul style="list-style-type: none"> • Foyer furniture – Penny circulated picture and pricing samples. Standing tables agreed with bench seating. Add to the quote with the curtains. 	Penny

<p>FINANCIAL REPORT: Graham presented the monthly financial accounts. MOVED: Graham moved and Ian seconded that cheques, electronic payments and DDs for April, totalling \$12,240.50 be approved for payment. Carried Arising: MOTION: Alison moved and Penny seconded that the cleaner be paid 32.5 hours work for this month. Carried MOTION: Graham moved and Ian seconded that we reassign Sue Fordyce’s net code to Eilean as President. Carried</p> <p>Discussion arose around the delays presenting receipts, especially after a show. If they have been budgeted for and approved for purchase members are encouraged to submit as soon as possible. Where a delay in payment is seen as pragmatic and responsible then a note can be attached to the effect that a delay in payment is appropriate.</p> <p>FEEDBACK FROM FINANCE MEETING Not held</p>	<p>Graham</p> <p>Graham</p> <p>Graham / Eilean</p> <p>Graham</p>
<p>CORRESPONDENCE: Inward</p> <ul style="list-style-type: none"> • Email from Sue Fordyce to Eilean – circulated. • Estimate for internal roof repairs from Renovation Masters <p>Outward</p> <ul style="list-style-type: none"> • Email and letter from Eilean to Sue Fordyce <p>MOTION: Marj moved and Alison seconded that the correspondence be accepted.</p>	<p>Marj</p>
<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • 16th May Zone 1 meeting to be held Whangarei Theatre Co 1-4pm – all members welcome. Newsletter, Web page and Facebook item. 	<p>Eilean / Ian / Clare All</p>
<p>SUB-COMMITTEE REPORTS: Hireage:</p> <ul style="list-style-type: none"> • RisingStarz request to hire was discussed fully; agreed that Ian and Barbie make further contact re times and storage required. All agreed that this proposal was excellent and we should do all we can to make it work. • Barbie presented a list of bookings which were discussed. • The list was approved with reservations for the Otamatea group that we will not be able to provide the bar license within the time frame, nor can we provide meals. Over to them to make those arrangements if they wish to go ahead. • Aspects of hireage to consider in future are: <ul style="list-style-type: none"> ○ Where lighting is put in by the hirer that Jason needs to scrutinize and sign off regarding safety. ○ That a hard copy of the contract is placed in the office under contract folder. 	<p>Barbie / Ian</p> <p>Barbie</p> <p>Barbie / Jason Barbie</p>

