

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 24th August 2015**

The meeting commenced at 6.30pm.

PRESENT: Eilean Rawson, Tane Davis, Jason Riggir, Marjorie Bowdler, Alison Thomson, Barbara Trimmer, Clair Montgomery, Deanne Heta, Ian Page, Laura Thomson, Michelle Briggs, Penny Mashlan.

APOLOGIES: Graham Franks, Pamela Black,

MINUTES OF THE PREVIOUS MEETING:	ACTION
MOTION: Penny moved and Clare 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"> • NAPTA – a task force has been set up to liaise with the trustees, their job will be to put together the nominations and NAPTA Awards dinner; with specific tasks allocated to theatre groups. 2016 NAPTA Awards will be held in the afternoon. And they will make more of the announcement of the nominations. 	
<ul style="list-style-type: none"> • NAPTA AGM – two more trustees are needed; each member society can send a delegate to meetings. There are only five trustees with the Zone 1 representative automatically a trustee. 	
<ul style="list-style-type: none"> • Working Bee – Alison, Laura and Susan Alves turned up and between them cleaned under all the seats in the auditorium bar the last three centre rows. Alison and Laura said they would complete the job. 	Alison / Laura
<ul style="list-style-type: none"> • Quiz Night & Ball – see Social Events. 	Tane
<ul style="list-style-type: none"> • Power Company – stay with Meridian and accept their offers of \$100 discount for both buildings [theatre and Finlayson St] over one year and keeping the rates to Daily 365.31 [theatre] 174.84 [Finlayson St] and Anytime 28.41 [theatre] 29.4 [Finlayson St] inclusive of GST and confirmed for two years. 	Marj
<ul style="list-style-type: none"> • Facilitator – answers from Graham yet to receive. Eilean confirmed that Pauline Vella, MTNZ has offered to assist later in the year. 	Eilean
FINANCIAL REPORT:	
Graham emailed the monthly financial accounts.	
MOVED: Penny moved and Barbie seconded that cheques, electronic payments and DDs for August, totalling \$4,124.68 be approved for payment.	Graham
Carried	
Arising:	
<ul style="list-style-type: none"> • Hirage fees \$160 – who / what was this for? 	Graham
<ul style="list-style-type: none"> • Bar sales and expenses are not just incurred for shows, therefore they need to stand alone. 	Graham
<ul style="list-style-type: none"> • Need to re-code bar and kitchen costs. 	Graham
<ul style="list-style-type: none"> • Ticket brokerage needs to be kept out of Society income – this affects MTNZ membership fees. 	Graham

<ul style="list-style-type: none"> • Need to clarify what is linked. • WDC regarding rates – a query – did you pay the whole amount as we have an automatic monthly payment arrangement? • Please talk with Alison urgently. 	<p>Graham Graham Graham</p>
<p>FEEDBACK FROM FINANCE MEETING</p> <p>MOTION: Alison moved and Tane seconded that the finance team must have a financial meeting before each committee meeting. Carried</p>	<p>Graham + Ian, Alison and President as required</p>
<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> • A letter from the Mayor saying how much she enjoyed Hairspray, congratulations to all involved and that she is most willing to support any funding / sponsorship requests. • Making a Scene – Helen Morton-Jones letter outlining her concerns regarding our contract with RisingStarz and her perceived impact on her business as a sole trader. This was discussed fully and Eilean will respond with the Executives decision. • WDC – Building compliance. <p>Outward</p> <ul style="list-style-type: none"> • H Morton-Jones – acknowledgement that her letter was received. 	<p>Penny</p> <p>Eilean</p> <p>Ian</p> <p>Marj</p>
<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • Power company provider will remain with Meridian. • AOT – Helen Moulder unable to meet our available dates to present Gloria’s Handbag. She will get back to us next time she is in Northland. • Creative Northland seminar on Marketing was attended by Marj who reported back. There is more information for interested parties. She put in a request that she be part of the publicity team from a marketing point of view. • Signage – RisingStarz have requested they put signage up on the Riverside aspect of the theatre. Decision was made that both RisingStarz and Making a Scene would be offered the same opportunity with limitations on size and placement. • Directors being performers in their own shows – this is not a preferred option, but at times in order to cast a show it may be necessary. Should this occur the Production Manager must bring this back to the Executive for a decision. A Special Executive Meeting would be called as timing would be important. This will be incorporated into the Directors job description. 	<p>Marj Ian</p> <p>Marj</p> <p>Barbie</p> <p>Ian</p>

<p>SUB-COMMITTEE REPORTS:</p> <p>Forward Planning:</p> <ul style="list-style-type: none"> • 2016 – Ringi Smith will be directing Nonsense with Graham as mentor. <p>PRODUCTION REPORTS</p> <p>Current show: Silly Old Buggers On track with all aspects, production meeting held 23rd August. Learning lines now the priority.</p> <p>Next show: Little Shop of Horrors Rehearsals are going well, no concerns.</p> <p>Publicity & Advertising: Underway for SOB</p> <p>Grants & Sponsorship: An application for \$6,500 has met the deadline, to cover the cost of the repairs and maintenance of the dormer window area and the roofing, which includes the necessary scaffolding.</p> <p>Lighting and Sound: Nothing to report</p> <p>Wardrobe: Kamo and Tauraroa Area School and Totara Grove have hired costumes for their respective school drama events.</p> <p>Props: Pompallier College has hired props for Disco Inferno.</p> <p>Show Management: Kitchen /Bar / FOH: Silly Old Buggers Kitchen – Eilean will arrange for People Potential to staff the kitchen. Bar – As Ian will be on the premises each night we will only need help at the bar. FOH – as the show is in the Hatea Room we will only need Hostess / Host each show. Marj will do Box Office. Clare / Tane / Michelle / Deanne / Barbie offered a night each rotating a night on the bar with Andrea and Clayton to complete the numbers required.</p> <p>Hireage: Making a Scene have changed their date from 31st November to 15th December.</p>	<p>Graham</p> <p>Marj</p> <p>Ian</p> <p>Ian</p> <p>Penny</p> <p>Deanne</p> <p>Barbie</p> <p>Eilean Ian / Alison</p> <p>Marj</p> <p>Barbie</p>
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<p>Building: This month the clock in the kitchen has been broken and the surge protector from the blue light fly catcher was removed and put on another socket with the consequence that the filament has burnt out again. The outside maintenance to the wall by the green room will be worked on this week.</p> <p>Social Events</p> <ul style="list-style-type: none"> • Quiz Night – Friday 2nd October \$15 per person with nibbles provided. A bar license will be required. 7 – 10pm. Team themes will be encouraged. • Need to get on to advertising and booking teams. Limit 100 people. • Ball – venues were suggested, team will research and report back next meeting. 	<p>Ian</p> <p>Ian</p> <p>Tane / Michelle / Deanne / Ian</p> <p>Tane / Michelle / Deanne</p>
<p>The Meeting closed at 8.35 pm Next Meeting 21st September 2015 at 6.30pm</p>	

Signed
Eilean Rawson, President WTC

Dated 21st September 2015