

**Minutes of the Whangarei Theatre Company Executive Committee Meeting  
Held at Riverbank Centre on 13<sup>th</sup> December 2015**

The meeting commenced at 6.30pm.

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

**APOLOGIES:** Marjorie Bowdler, Graham Franks

<b>MINUTES OF THE PREVIOUS MEETING:</b>	<b>ACTION</b>
<p><b>MOTION:</b> Ian moved and Clare seconded that they be accepted as a true and correct record of the meeting. <b>Carried</b></p> <p><b>MATTERS ARISING – Task Sheet</b></p> <ul style="list-style-type: none"> <li>• Cleaning roster for December and January</li> <li>• NAPTA nominations – certificates given out.</li> <li>• NAPTA meeting - there are seven judges; for each show this year we had five or more of the judges in attendance.</li> <li>• Darren collates the marks and Eilean has asked to have them for our shows.</li> <li>• NAPTA 2015 ‘Allo ‘allo was nominated for every section; all males nominated, three females nominated. We have had this ourselves in the past eg Jekyll &amp; Hyde and Cats.</li> <li>• Bar License training will be in the New Year and is arranged by People Potential.</li> <li>• Letter to iGrin ticket writer emailed no reply as yet.</li> <li>• Leak fixed upstairs, new water heater cistern installed above kitchen.</li> </ul>	<p><b>Barbie</b> <b>Eilean</b></p> <p><b>Eilean</b></p> <p><b>Alison</b></p> <p><b>Ian</b> <b>Ian</b></p>
<p><b>FINANCIAL REPORT:</b> Graham circulated by email the monthly financial accounts.</p> <p><b>MOVED:</b> Penny moved and Michelle seconded that cheques, electronic payments and DDs for December, totalling \$9,461.94 be approved for payment. <b>Carried</b></p> <p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• Repairs and maintenance heavy this year.</li> <li>• Eilean queried the loss on dinners. How is it calculated by Graham.</li> <li>• Also noted that there were no programme sales funds when programmes were sold and an inventory kept. Please revisit.</li> </ul>	<p><b>Graham</b></p> <p><b>Graham</b></p> <p><b>Graham</b></p>
<p><b>CORRESPONDENCE:</b> <b>Inward</b></p> <ul style="list-style-type: none"> <li>• MTNZ – information circulated</li> <li>• Pub Charity return completed</li> <li>• “Too Many Chiefs” requesting to come here. Are the dates viable? What arrangements if any re takings? Tickets? Agreed they hire the venue etc, we take bar takings and do ticket sales. Dates liaise with them and hiring chair.</li> </ul>	<p><b>Ian / Barbie</b></p>

<ul style="list-style-type: none"> <li>• Foundation North Grant for Roof and Dormer windows repairs signed off by president, payment will go into our account.</li> </ul> <p><b>Outward</b></p> <ul style="list-style-type: none"> <li>• none</li> </ul>	<p><b>Penny / Graham</b></p>
<p><b>GENERAL BUSINESS</b></p> <ul style="list-style-type: none"> <li>• <b>Fly tipping</b> in the car park – general public are leaving their rubbish on the ground by the bins. Send letter to Council re the need for rubbish bins for the new barbecue / picnic area, also around the loop walkway. Public health risk problem angle re insufficient bins. Also leverage for completing negotiations with the Council re the proposed carpark use and upgrade.</li> </ul>	<p><b>Marj</b></p>
<p><b>SUB-COMMITTEE REPORTS:</b></p> <p><b>Hireage</b></p> <ul style="list-style-type: none"> <li>• Performing Arts in July – rental</li> <li>• Aotearoa Film Festival 4th March pencil in 10am – 12noon?</li> <li>• Whangarei AV Campervan group breakfast 24-26 June? Church on the Sunday so will need to be out by 8am.</li> <li>• Helen Morton-Jones will be back next year – information to come.</li> <li>• Noted that hires made about \$15,000 this year for WTC.</li> </ul> <p><b>Grants &amp; Sponsorship:</b></p> <ul style="list-style-type: none"> <li>• \$6,000 as noted in correspondence from Foundation North.</li> </ul> <p><b>Lighting and Sound:</b></p> <ul style="list-style-type: none"> <li>• Man from theatre in Melbourne offered to help with sound. Seems capable and keen.</li> </ul> <p><b>Wardrobe:</b> Repairs to leak completed</p> <p><b>Props:</b> Nothing to report</p> <p><b>Building:</b></p> <ul style="list-style-type: none"> <li>• Leaks under control temporarily . Johnson Richards Plumbing coming to fix properly.</li> <li>• Dormer windows needs scaffolding and Watco to be coordinated to do the repairs. Check costs remain the same and within budget.</li> </ul> <p><b>Show Management: Kitchen /Bar / FOH:</b></p> <ul style="list-style-type: none"> <li>• Need kitchen for “Vicar of Dibley” and hostess and box office and bar.</li> </ul>	<p><b>Barbie</b></p> <p><b>Penny</b></p> <p><b>Ian / Jason</b></p> <p><b>Pamela</b></p> <p><b>Barbie</b></p> <p><b>Ian</b></p> <p><b>Penny / Marj</b></p> <p><b>Eilean / Marj / Ian</b></p>

<p><b>Forward Planning:</b></p> <ul style="list-style-type: none"> <li>• Will meet in the New Year</li> </ul> <p><b>PRODUCTION REPORTS</b></p> <p><b>Current show: Nunsense</b></p> <ul style="list-style-type: none"> <li>• Budget for Nunsense presented: <ul style="list-style-type: none"> <li>○ We own the scripts</li> <li>○ Incorrectly assumes 120 seats [maximum is 100]</li> <li>○ Queried the large amounts for the set and wardrobe.</li> <li>○ A more precise budget to be presented at the next meeting please.</li> </ul> </li> <li>• Plans are that the Hatea Room will be part of the set dressed as a school hall.</li> <li>• Rehearsals Monday / Wednesday / Sunday afternoons from 24<sup>th</sup> January 2016</li> </ul> <p><b>Next show: Sound of Music</b> Auditions in February</p> <p><b>Then: Vicar of Dibley</b></p> <p><b>Publicity &amp; Advertising:</b></p> <ul style="list-style-type: none"> <li>• <b>4 logos</b> are required on our advertising and publicity material</li> </ul> <p><b>Social Events</b></p> <ul style="list-style-type: none"> <li>• 70<sup>th</sup> Anniversary formal dinner to be held 14 May 2016</li> <li>• Further Social Events to be held 19 March; 13 August; 15 October 2016</li> </ul> <p><b>Other general business</b></p> <ul style="list-style-type: none"> <li>• An ex-member's Facebook comments about the committee offended some of the committee as it was inaccurate. What recourse do we make regarding this? If any?</li> <li>• Michelle raised the possibility of having a fund available to committee members to purchase out of pocket expenses such as postage / courier costs to return scripts etc., especially those going overseas.</li> </ul>	<p><b>Michelle</b></p> <p><b>Tane</b></p> <p><b>Ian</b></p> <p><b>Production Managers</b></p> <p><b>Tane / Ian</b></p> <p><b>All</b></p> <p><b>All</b></p>
<p style="text-align: center;">The Meeting closed at 8.15 pm <b>Next Meeting 25 January 2016 at 6.30pm</b></p>	<p>Apologies : Alison Jason</p>

Signed .....  
Eilean Rawson, President, WTC

Dated 25 January 2016