

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 23rd February 2015**

The meeting commenced at 6.30pm.

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

APOLOGIES: Pamela Black

FINANCIAL REPORT:	ACTION
<p>Alison presented the monthly financial accounts. MOVED: Alison moved and Tane seconded that cheques, electronic payments and DDs for February 2015 totalling \$14,262.22 be approved for payment. Carried Arising:</p> <p>FEEDBACK FROM FINANCE MEETING To be re-formed – see General Business</p>	<p>Alison / Graham</p> <p>Graham</p>
<p>MINUTES OF THE PREVIOUS MEETING: MOTION: Marj moved and Clair seconded that they be accepted as a true and correct record of the meeting. Carried</p> <p>MATTERS ARISING from the Task Sheet</p> <ul style="list-style-type: none"> • Zone 1 meeting postponed, new date to be confirmed. • Genie – [elevated work platform] – battery will be replaced within next two weeks. <p>MOTION: Alison moved and Ian seconded that we do an in-house training with the Genie for limited use and a list prepared of personnel able to use. Carried</p> <ul style="list-style-type: none"> • Genie - Clair to find out what training courses are applicable and available at what cost. • MTNZ scholarship courses for theatre lighting – Clair to follow up and support application from Josh. • Stacking of stairs at Finlayson Street to be rescheduled. • Funding through Creative Communities application ready to be submitted this week for Hairspray. • Eftpos options are wide-ranging -where to from here? • Publicity strategy is a work in progress. • Repairs and maintenance to be undertaken this week and early next month – depending on weather will be indoors or outdoors. • Bar roster for Bloody Murder license holders booked – helpers needed? 	<p>Eilean Jason</p> <p>Jason</p> <p>Clair</p> <p>Clair</p> <p>Graham / Ian</p> <p>Graham / Penny Ian Ian</p> <p>Ian</p> <p>Alison</p>

<ul style="list-style-type: none"> • Missing costumes from Whangaruru hire to be followed up with Pamela. • Fabric /Curtains on hold until Pamela returns to Committee. 	<p>Alison / Pamela</p> <p>Pamela</p>
<p>CORRESPONDENCE:</p> <p>Inward Northland Regional Council – informing us that the Finlayson Street leasehold site is not in their strategic plan to sell.</p> <p>Outward Nil</p>	
<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • The new committee members were welcomed and thanked by Eilean for putting their names forward. • Roles and Responsibilities were discussed and commitments made by each member. • Eilean tabled the following report: “Ian and I met with Council staff on Friday [21/02/15]. We indicated to them that we are happy for the front carpark to become a public carpark under WDC control. There was discussion around the use of the carpark for our public during shows. The Council will lock it at night but have a Security Guard that patrols the area and he would not lock it until it was cleared of cars after a show. <p>It was felt that that Church group would probably be there before any crowding on a Sunday and that it could be closed off for Private events on a Saturday afternoon to ensure our patrons had parking for matinees.</p> <p>We will have a draft contract sent to us, which we will ask Ian Reeves to look at. Once the contract has been finalised it will mean the WDC will mark and maintain the carpark and we shall have a ground rental of \$500pa for 20 years.</p> <p>From our point of view this is a winning situation. As we cannot always put the chain across, the carpark has tended to be used by the public anyway. The Council will fix the potholes that are becoming a problem now, re-mark the parking spaces and maintain it in future. A Security Guard will patrol and lock and unlock the carpark. In future, the carpark is likely to be extended with lighting and CCTV installed to improve security.</p>	<p>All</p> <p>Eilean / Ian</p>

<p>The saving on ground rent will go towards the Finlayson St ground rent.”</p> <p>Comments from the committee agreed in principle with the outlined proposal and included the need to appoint a ‘coordinator’ / use production managers / hireage contractor to communicate with the Security proposed so that there is a smooth running of the lockup without inconveniencing members / patrons / hireage guests etc.</p> <ul style="list-style-type: none"> • Reviewing accounts – with our new treasurer using a comprehensive accounts system, do we require the paid services provided in recent years by Sue Fordyce, Financial Manager. This was discussed and agreed that this was an opportune time to review the financial arrangements and to build in a succession plan for treasurers. <p>MOTION: Ian moved and Tane seconded that we re-form a financial committee under the chair of the treasurer. Carried</p>	<p>Graham</p>
<p>With regard to retaining the services of Sue Fordyce it was agreed that the Finance committee would conduct a review and make recommendations at the next meeting for the committee’s approval.</p>	<p>Graham</p>
<p>It was agreed that the 2015 financial committee will comprise of Treasurer [chair], President, Funding / Grants chair, with Alison and Ian.</p>	
<p>The purpose of the finance committee would be to conduct the financial business of the Society, operational issues and strategic planning and information sharing.</p> <ul style="list-style-type: none"> • Alison requested that Ian move two email directives – accounts and membership – to Graham. • Dinners – Eilean reported on her discussions with Craig [chef]. Purchasing through Bidvest was seen as a positive option. He has agreed to do the dinners for “Hairspray” and “Little Shop of Horrors”. That the Society would make their own arrangements for Gala and Final Night suppers. That he use the \$20 for show dinners to purchase and pay for all items himself. He was happy to do this. <p>Discussion followed regarding complimentary meals which he would be entitled to charge for under this arrangement.</p>	<p>Ian</p>
<p>MOTION: Alison moved and Ian seconded that we contract to pay Chef \$17 per head for dinners. Carried</p>	<p>Eilean</p>

<ul style="list-style-type: none"> • When agreement has been reached between Craig and Eilean a formal letter outlining the arrangements will be done. • Lawn cutting is temporarily unavailable – we need to find someone to maintain the grounds until the person is recovered from an accident. • An angled board to the hoardings at the river side of the theatre will be done under improvements. • Tane reported that the school group led by teachers from Pompallier has offered to do community work around the theatre again this year. 	<p>Marj</p> <p>All</p> <p>Ian</p> <p>Tane / Ian / Eilean</p>
<p>SUB-COMMITTEE REPORTS:</p> <p>Hireage: 13 March – Kohanga Reo</p> <p>Props: Bloody Murder - are being signed in and out consistently.</p> <p>Wardrobe: A committee under Pamela as chair was formed with the addition of Deanne, Alison and Laura.</p> <p>Building: We need to find a qualified builder who is able to erect scaffolding and to do the repairs around the dormer windows. A quote needs to be provided as a grant may need to be sought. Penny explained that the ASB Trust may be willing to grant \$20,000 but not until 12 months has passed since the last one was received for operational needs.</p> <p>Lighting and Sound: Nothing to report</p> <p>Front of House: Rosters for Bloody Murder are completed for Box Office, Hostess and Ushers. Bar Managers are complete and helpers are being checked by Alison if they are required. Eilean is running the kitchen as there are no dinners for this show.</p> <ul style="list-style-type: none"> • Any other Business: Marj is away the week of the show; Penny will be the go-to person. <p>Forward Planning: Nothing to report</p>	<p>Barbie</p> <p>Barbie</p> <p>Pamela</p> <p>Ian / Michelle</p> <p>Penny</p> <p>Jason</p> <p>Marj / Alison / Eilean</p> <p>Penny</p> <p>Tane</p>

