

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 26th January 2015**
The meeting commenced at 6.30pm.

PRESENT: Eilean Rawson, Marjorie Bowdler, Graham Franks, Penny Mashlan, Clair Montgomery, Ian Page, Barbie Trimmer

APOLOGIES: Tane Davis, Alison Thompson, Susan Alves, Pamela Black, Rob Perham, Nola Sooner,

ABSENT: Jason Riggir

FINANCIAL REPORT:	<u>ACTION</u>
<p>Alison emailed the monthly financial accounts.</p> <p>MOVED: Eilean moved and Ian seconded that cheques, electronic payments and DDs for January, totalling \$15,770.49 be approved for payment. Carried</p> <p>Arising:</p> <p>Eilean questioned the omittance of an APRA invoice for Cinderella and requests that this is followed up.</p> <p>AGM is planned for 21st February – accounts will be required.</p>	<p style="text-align: center;">Alison</p> <p style="text-align: center;">Alison / Eilean</p> <p style="text-align: center;">Alison</p>
<p>FEEDBACK FROM FINANCE MEETING:</p> <p>Nothing reported</p>	
<p>MINUTES OF THE PREVIOUS MEETING:</p> <p>MOTION: Marj moved and Ian 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"> • Pre and post cast food under discussion with Chef. • North Shore open mike evenings, awaiting response in detail • Wednesday rehearsals have prevented attending Butter Factory open night mike evenings. • We will continue with the power charges as advertised until data proves otherwise. • Ricoh lease accepted, contract signed and photocopier installed. Marj is the go-to person. • Graham to work alongside Alison from the start of the financial year yet to be achieved. • Northland Youth Theatre curtains – with a new manager at Forum North this request has been rejected, although networking will continue. • Eftpos options will need to be worked through soon as the contract expires this year. • Publicity strategy underway. 	<p style="text-align: center;">Eilean</p> <p style="text-align: center;">Eilean</p> <p style="text-align: center;">Tane / Clair</p> <p style="text-align: center;">Barbie / Jason</p> <p style="text-align: center;">Marj</p> <p style="text-align: center;">Alison / Graham</p> <p style="text-align: center;">Ian</p> <p style="text-align: center;">Ian</p> <p style="text-align: center;">Ian</p>

<p>MERIT AWARD for MTNZ: MOTION: Eilean moved and Barbie seconded that we put Penny Mashlan up as a recipient of a Merit Award. Carried</p> <p>MOTION: Eilean moved and Marj seconded that we nominate Penny Mashlan for Life Membership of this Society at the Annual General Meeting 2015. Carried</p> <p>MOTION: Penny moved and Ian seconded that we nominate Pamela Black for Life Membership of this Society at the Annual General Meeting 2015. Carried</p> <ul style="list-style-type: none"> Annual General Meeting date set for 21st February 2015 at 10.30am at the Riverbank Centre. 	<p>Eilean / Barbie</p> <p>Eilean / Marj</p> <p>Penny / Ian</p> <p>Marj</p>
<p>SUB-COMMITTEE REPORTS:</p> <p>Hireage: Dates for 2015 shows now confirmed allow hiring commitments to be acknowledged.</p> <p>Props: Request that Production managers for all shows meet with Barbie and their props person before removing items and keep to the protocols of signing out and returning items.</p> <p>Wardrobe: Whangaruru have not yet returned all items – this is to be followed up.</p> <p>Building:</p> <ul style="list-style-type: none"> Curtain tracks to be prioritised on the maintenance list. Barbie will repair the torn curtain before the next hiring. Watco have done roof repairs and maintenance – they stripped back, replaced and restored where the leaking was occurring. Finlayson Street – stairs will be stacked with help from Graham. <p>Lighting and Sound:</p> <ul style="list-style-type: none"> The genie still has no operating battery. Keys were not available to operate it and to replace the battery which was needed for the set of Bloody Murder by the set builder last weekend. The lighting room was inaccessible with no keys available. 	<p>Barbie</p> <p>Barbie / Alison / Graham / Marj</p> <p>Pamela</p> <p>Ian / Rob Barbie</p> <p>Ian</p> <p>Ian / Rob / Graham</p> <p>Jason Jason</p> <p>Jason</p>

<ul style="list-style-type: none"> • These aspects are obstructing the current production. • Suggest that Josh and any other persons interested be invited to apply for a NAPTA scholarship to complete a course with ETNZ. <p>Front of House:</p> <ul style="list-style-type: none"> • Bar – Bloody Murder – roster required for bar manager and helpers. • Kitchen – Friday and Saturday 27th and 28th dinners only; roster for helpers and waitressing required • Box Office / Hostess / Ushers – roster required. • Marj is away for the week of Bloody Murder; Penny will be the go to person during that week. <p>Forward Planning: A comprehensive report was received by the committee from Susan detailing:</p> <p>2015 confirmed</p> <ul style="list-style-type: none"> • Bloody Murder season Tuesday 24th March; then 26 / 27 / 28 [matinee and evening] / 29 matinee directed by Pamela Black • Hairspray season June 19 / 20 / 25/26/27/28 + July 2/3/4 directed by Gayle Dowsett; Production Manager Graham Franks • Silly Old Buggers season August 21/22/23 + 27/28/29 to be directed by Eilean Rawson • Little Shop of Horrors season November 13/14 + 19/20/21/22 + 26/27/28 to be directed by Richard Rewa. <p>2016 proposed</p> <ul style="list-style-type: none"> • The Opposite Sex by David Tristram for February / March • The Sound of Music dates as outline previously to be directed by Ian Page. • Nunsense by Dan Goggin to be directed by Grant Smith for September • Three episodes from The Vicar of Dibley for November to be directed by Pamela Black <p>2017 suggested</p> <ul style="list-style-type: none"> • We only do three shows as many cast members and back stage crew are likely to be auditioning for Mamma Mia to be directed by Lachie McLean. • Suggested we could rent out our rooms for rehearsals. • Thinking list for 2017 includes The Best Little Whorehouse in Texas; Calendar Girls; and Wizard of Oz [Andrew Lloyd-Webber version]. 	<p>Jason</p> <p>Eilean</p> <p>Nola</p> <p>Eilean / Clair</p> <p>Marj</p> <p>Penny</p> <p>Pamela / Alison</p> <p>Graham</p> <p>Eilean / ? Marj</p> <p>Ian / Barbie</p>
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<p>MOTION: Graham moved and Clair seconded that we apply to Creative Communities for \$5000 towards the production of Hairspray. Carried</p> <p>Ad hoc</p> <ul style="list-style-type: none"> • Discussion re sponsorships as used by Centre Stage with local business. Nothing definite outlined but generally agreed this is a good idea. • The effectiveness and accuracy of the minutes was enhanced by the comprehensive and clear reports received from Susan and Pamela. It is suggested that Hiring / Forward Planning and Publicity present a written report to the committee at each Executive committee meeting, and from any of the other subcommittees when there are specific details / dates / etc which need to be recorded. 	<p>Graham / Penny</p> <p>Ian</p> <p>Marj</p> <p>Hireage / Publicity / Forward Planning chairs.</p>
<p style="text-align: center;">The Meeting closed at 9.15pm Next Meeting 23rd February 20145 at 6.30pm NB AGM 21st February at 10.30am</p>	

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Signed by Eilean Rawson, President WTC

dated 23rd February 2015