

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 22nd June 2015**

The meeting commenced at 6.30pm.

PRESENT: Eilean Rawson, Jason Riggir, Marjorie Bowdler, Barbara Trimmer, Ian Page, Michelle Briggs, Pamela Black, Penny Mashlan.

APOLOGIES: Tane Davis, Graham Franks, Alison Thomson, Clair Montgomery, Deanne Heta, Laura Thomson.

MINUTES OF THE PREVIOUS MEETING:	ACTION
<p>MOTION: Marj moved and Penny seconded that they be accepted as a true and correct record of the meeting. Carried</p> <p>MATTERS ARISING – Task Sheet</p> <ul style="list-style-type: none"> • Art work on the exterior will be reviewed after Haispray. • Angled board yet to be completed • In-house training on the genie yet to be done. • Source Builders for repairs – 3 more were contacted but no estimates received. See Building subcommittee for update. • RisingStarz – storage for their sets /props / wardrobe items – we are able to accommodate these at Finlayson Street. However,, the dates for them to rehearse are proving problematical with the hireages options we need to uphold and the access we need to both put on performances and for our own rehearsal schedules. Ian and Barbie to discuss with them again with a possibility of 2 evenings rather than a weekend or a Saturday afternoon. When would they need access this year / next year? Should we ask the Life For U Church to relinquish their Wednesday booking? • Finlayson St lock and keys have been purchased for installation blocking off the wardrobe section. • Branch removed affecting access to Northpower asset. 	<p>Eilean Tane Ian / Jason Marj / Ian</p> <p>Ian / Barbie</p> <p>Ian / Marj</p>
<p>FINANCIAL REPORT: Graham circulated the monthly financial accounts.</p> <p>MOVED: Eilean moved and Penny seconded that cheques, electronic payments and DDs for June, totalling \$9,304.34 be approved for payment. Carried</p> <p>Arising:</p> <ul style="list-style-type: none"> • There was an incident in the kitchen whereby a nail had been left rather than a key being used by the Sutherland’s technician. When / If this invoice comes in we ask the treasurer to contest it. • The purchase of several wigs was queried based on the fact that there was no budget set aside in the production of Hairspray. Was it included in the wardrobe budget? • Makeup was queried as there was a major purchase in the previous month. • Did the treasurer make enquiries regarding the Iserve / Igrin accounts? <p>FEEDBACK FROM FINANCE MEETING No meeting held, this needs to be urgently done by mid and not late July.</p>	<p>Graham</p> <p>Graham</p> <p>Graham</p> <p>Graham Graham</p> <p>Graham</p>

<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> • Meridian Power Company informing us that their charges will be increased for both the Riverbank Centre and Finlayson Street. <ul style="list-style-type: none"> ○ Marj presented a comparison of two other companies with their offers. Further requests for more information from three other companies to be done. ○ Research and review the past 12 months expenses for power. • Mayor – requesting dates for Hairspray and offering support especially for funding projects. Letter given to Penny. Marj requested to follow through with contacts to get an update on the contract for the parking area. • Lesley Marsh from Broome, Australia – requesting a participating role in a production. Ian and Barbie to discuss for the end of year show and to let Eilean know. <p>Outward</p> <ul style="list-style-type: none"> • Power Companies requesting proposed costings. • Mayor – seats booked for matinee • Pompallier College – grateful thanks for the working bee done by some of their students earlier this month. • Lesley Marsh – providing information and the theatre’s ability to meet her request. • Opera North – enquiring as to the cost for an advert to be placed in their programme next year to advertise Sound of Music. 	<p>Marj</p> <p>Marj</p> <p>Marj</p> <p>Ian / Barbie / Eilean</p> <p>Marj</p> <p>Marj</p> <p>Marj</p> <p>Eilean</p> <p>Eilean</p>
<p>GENERAL BUSINESS</p> <p>Items dealt with under Finance and Correspondence.</p>	
<p>SUB-COMMITTEE REPORTS:</p> <p>Forward Planning:</p> <p>No meetings held – this has become a grave concern for the committee, as there is nothing planned or booked for the first production in 2016; and nothing confirmed for 2017.</p> <p>The Committee decided Vicar of Dibley, directed by Pamela, dates will be Gala Night 15th September to 1st October 2016; and Nonsense, directed by Grant Smith, dates will be 10th November to 26th November 2016. Sound of Music, directed by Ian, to be confirmed as previously stated June / July 2016.</p> <p>Michelle was instructed by the committee to set a date as soon as possible for a forward planning meeting at the convenience of herself, Pamela and Susan Alves, with other members of the team requested to attend if they are available.</p>	<p>Michelle / Tane</p> <p>Michelle / Tane</p>

PRODUCTION REPORTS	
<p>Current show: Hairspray</p> <ul style="list-style-type: none"> • Ticket sales report and a profit and loss report were circulated. • An email letter received from Rod King was presented by Ian. Discussion followed with an agreed concern on his behalf for the aspects he raised. A letter and personal contact will be made by Eilean. 	<p>Graham</p> <p>Eilean</p>
<p>MOTION: Penny moved and Ian seconded that another run of 100 programmes for the company [cast / crew / musicians] will be done after they have edited and corrected the present programme together. Carried</p>	<p>Penny / Ian</p>
<p>Next show: Silly Old Buggers</p> <ul style="list-style-type: none"> • A Budget and Planning report was circulated, amended Income at \$25 over 6 nights = \$6.000 was agreed. 	<p>Marj</p>
<p>Publicity & Advertising: Hairspray</p> <ul style="list-style-type: none"> • The reviewer's critique was done on the Gala Night and sent in to the Advocate on Friday. • It was generally agreed that like the Forward Planning and Finance sub-committees are not working as a team, but being left to one person to achieve the expected outcomes. It was stated again that people need to ask others on the committee and / or off the committee for their assistance in accomplishing some of these tasks. 	<p>Penny</p> <p>All</p>
<p>Grants & Sponsorship:</p> <p>Penny raised the viability of the purchase of bar tables and stools as the grant request to Pub Charities was yet to be accepted.</p>	<p>Penny</p>
<p>Lighting and Sound:</p> <p>In production</p>	<p>Jason</p>
<p>Wardrobe:</p> <ul style="list-style-type: none"> • There are two hirages this month. • Wednesday routine will start again this week. • Concern is raised that cast at the end of a show are not putting costumes back on hangers, in particular the men are neglectful. Michelle was instructed to speak with the whole cast at warm up that free drinks at the bar will be suspended until all costumes and props are in their right places and hung correctly. Michelle, on behalf of the committee, to check at the end of each performance in all dressing rooms. 	<p>Pamela</p> <p>Michelle</p>
<p>Props:</p> <p>Purchasing items as they see them in second hand shop for Little Shop of Horrors.</p>	<p>Barbie</p>

<p>Show Management: Kitchen /Bar / FOH:</p> <ul style="list-style-type: none"> • Everything running fairly smoothly. Waitresses need to arrive by 6pm so that Chef can give instructions on plate servings / settings. • Marj spoke with hairdresser regarding running in and out of the show on Friday night. Told this must not happen again. • Eilean requested that a certificate for the People Potential waitressing/bar staff be prepared so that they can include this in their CVs. <p>Hireage:</p> <ul style="list-style-type: none"> • 12th September – “Mockingbird” which is part of the Mental Health Awareness project. Details for lighting and sound need to be confirmed, as do whether they need front of house personnel, ushers etc. Likely to be a charge of \$100 for lighting. • 3rd October a products company hiring the Hatea Room. • 18th July - Free use of the car park for the Friendship Force to picnic after their walk to the loop bridge. 9.30 – 10.30am • 4th, 5th, 11th and 12th December – Richard Rewa – a cabaret show. • 15th December – Helen Morton-Jones Speech group to do an end of year group production. <p>Building:</p> <ul style="list-style-type: none"> • Working Bee – suggest not the 2nd July, but next one on the first Saturday in August. Agreed. Eilean to notify through Newsletter. • As the builders contacted are not putting in their estimates Ian has reconsidered the options. Marj to get quote from Macsway Scaffolding with a tarp cover for a month’s hire. <p>Social Events Unknown at this time.</p>	<p>Eilean</p> <p>Marj</p> <p>Ian / Eilean</p> <p>Barbie Jason / Marj</p> <p>Marj to confirm</p> <p>Ian / Eilean</p> <p>Ian / Marj</p> <p>Tane</p>
<p>The Meeting closed at 9.45 pm</p> <p>Next Meeting 20th July 2015 at 6.30pm</p>	