

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 16th March 2015**

The meeting commenced at 6.30pm.

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

APOLOGIES: Clair Montgomery, Michelle Briggs,

FINANCIAL REPORT:	ACTION
<p>Susan Fordyce presented the monthly financial accounts.</p> <p>MOVED: Graham moved and Ian seconded that cheques, electronic payments and DDs for March 2015 totalling \$15,335.14 be approved for payment.</p> <p>Carried</p> <p>Arising:</p> <p>Sutherland Security payments were queried and found to belong to the hireage of the Hatea Room [2 events] which went beyond midnight so they were asked to set the alarm and lock up. The account also included the removal of the alarm box for repairs and maintenance which will be put back this week. At the same time new committee members pins and the cancellation of others are scheduled to be done.</p>	<p>Graham</p> <p>Barbie</p> <p>Ian</p> <p>Marj</p>
<p>FEEDBACK FROM FINANCE MEETING</p> <p>This was held by emailing members of the committee. Terms of reference and protocols yet to be done. See also General Business.</p> <p>Arrangements for signatories at the ASB were discussed.</p> <p>MOTION: Alison moved and Ian seconded that we add Graham Franks [Treasurer] and Eilean Rawson [President] to be new signatories at the ASB and delete Ray Palmer. Carried</p>	<p>Graham / Ian / Eilean / Alison</p> <p>Graham / Eilean</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 – Task Sheet</p> <ul style="list-style-type: none"> • Zone 1 meeting date yet to be set. • Car park – WDC to get back to us. • Dinners for 2015 have been agreed with Craig Johnson. • Battery for the genie has been purchased and is in use. • In-house training with Jason on the use of the genie, time and date to be arranged by those approved for limited use. [Ian, Rod, Alison]. • Finlayson St key to be provided to Graham for access to stack stairs. • Missing costumes have been returned. • Bar roster for Bloody Murder done by Nola. • Training courses for elevated platform [genie] are being sourced. 	<p>Eilean</p> <p>Eilean / Ian</p> <p>Eilean / Marj</p> <p>Jason</p> <p>Ian / Jason</p> <p>Graham / Marj</p> <p>Ali / Pamela</p> <p>Ian / Ali</p> <p>Clair / Ian</p>

<ul style="list-style-type: none"> • Assist Josh with application through MTNZ for lighting course scholarship. • Qualified builder – quotes needed. Ian to document details of work to be done, Marj to source builders and arrange for quotes. • Angled board to be erected under improvements of front hoarding. • Move two directives to Graham – accounts and membership • Write publicity strategy process for all committee members – in process. • Shortlist of maintenance and repairs • Eftpos – MOTION: Ian moved and Graham seconded that we lease PAXSAT terminal for 24 months from Smartpay. Carried • Hatea room window curtains need 50metres, also replace stage curtains similar colour as the tablecloths. Quotes to Penny. • Wooden bar tables and stools, recommend 3 or 4 tables in foyer, and 6 to 8 near the bar area. Quotes to Penny. • Build in bench seating around the alcove by the office. Quotes to Penny • Squabs to be made for bench seating. Quotes to Penny • Apply for grant from Pub Charities to cover all new furnishings and furniture. 	<p>Clair / Eilean Ian / Marj</p> <p>Ian/Tane Ian Ian All</p> <p>Ian</p> <p>Pamela</p> <p>Penny Ian</p> <p>Alison Penny</p>
<p>CORRESPONDENCE:</p> <p>Inward Confirming letter of acceptance from Craig Johnson regarding provision of dinners for two shows in 2015.</p> <p>Outward Letter to Craig Johnson outlining offer of arrangements for provision of dinners for two shows in 2015.</p>	
<p>GENERAL BUSINESS</p> <p>Team effort Barbie spoke to the meeting regarding everyone needs to be involved in assisting with running the theatre from maintenance to giving their time for jobs to be done. Discussion followed and it was agreed that a more systematic method should be tried of when jobs could be undertaken. Leadership from committee members to get other members involved with them to achieve some of these ongoing tasks. It was proposed that the first Saturday of each month will be put aside from 12 – 4pm and to give members an opportunity to meet and discuss future plans and ideas for the theatre. Newsletter to members outlining this proposal.</p> <p>Gardening Marj explained that a mother from the Tuesday Drama group has offered to do the weeding. Suggested that a complimentary ticket could be given for this help.</p> <p>Recommendation from the Finance Committee: MOTION: Graham moved and Penny seconded that Whangarei Theatre Company give notice to the Finance Manager ending their arrangement on the 30th April 2015 and transfers all data from the MYOB system currently held by</p>	<p>Tane / Laura / Deanne / Graham / Michelle</p> <p>Eilean</p>

<p>the Finance Manager to an online version of MYOB to be managed by the Society's Treasurer. Carried 1 abstention – Alison Thompson.</p> <p>Bar Licenses Liquor Licenses could be attached to the Building for 365 days, rather than the ad hoc method used presently for each event. This would also cover hirage and be included in recovering costs from a hiring.</p> <p>Leadership responsibility The upstairs dressing areas were very messy with makeup left out, windows left open. Committee members in the cast need to take upon themselves a leadership role and be responsible for these areas before locking up after each rehearsal.</p> <p>Job Descriptions Flash drives were provided for each committee member with job descriptions used to run the theatre successfully and responsibly. Each member is requested to read, edit contradictions, make additions, amendments as they reflect what we do. Please return these to Ian by the next committee meeting.</p> <p>Building Exterior art work On the river side of the building Eilean proposed that art work be done to better indicate what this building is for, especially as so many people are now realising we exist, having done the loop walk. No decision was made.</p>	<p>Graham</p> <p>Ian</p> <p>Tane / Clair / Michelle</p> <p>Ian</p> <p>All</p>
<p>SUB-COMMITTEE REPORTS:</p> <p>Hireage: 30th May –a 90th Birthday party 4-9pm in the Hatea Room. Richard Rewa has requested the following dates: 10th 11th 17th and 18th July to use Hatea Room for Priscilla Queen of the Dessert. These dates clashed with the use of the Hatea Room stage set building for Silly Old Buggers. 4th 5th 11th and 12th December were approved.</p> <p>Props: Nothing to report</p> <p>Wardrobe: Nothing to report</p> <p>Building: Two more leaks have occurred since the rains began last week. Burglar alarm will be back on 17th March. Maintenance required by all as previously mentioned in General Business.</p> <p>Lighting and Sound: Cleaning of the main auditorium ceiling and lights has caused much dust and cobwebs to settle on the seating. Cleaner needs to be informed so that auditorium is ready for audience for Bloody Murder.</p> <p>Front of House:</p> <ul style="list-style-type: none"> • Rosters: Bar / Kitchen / Box Office / Hostess / Ushers – ready for Bloody Murder. • Interval drinks was discussed re the placement of an area in the foyer. It was decided that we would trial the shelf area of the office with the Box 	<p>Barbie</p> <p>Ian</p> <p>All</p> <p>Barbie</p>

<p>office person responsible for the exchange of ticket for pre-purchased drinks. An usher could also be used if exceptionally busy.</p> <ul style="list-style-type: none"> • The kitchen area is not clear of flies, this is affecting hireage as well as preparation of meals for shows. An electronic zapper is to be sourced. • It was also felt that the ground floor of the theatre should be “bombed” for cockroaches and any other creepy crawlies. • The pantry needs to be culled from dated best used by, cleaned and tidied. <p>Forward Planning: Susan Alves will be back at the end of March. Meetings will start again early in April once all information has been transferred.</p> <p>Social Events: Have received an email from Hannah explaining how they went about setting up the gong nights.</p> <p>Publicity / Advertising / Marketing: Hoarding needs to be erected on river side of the theatre for Bloody Murder. Ricoh Logo to be sourced and given to Advertising chair</p>	<p>Ian / Marj</p> <p>Ian</p> <p>Ian</p> <p>Ali</p> <p>Tane</p> <p>Tane</p> <p>Tane Marj / Penny</p>
<p>PRODUCTION REPORTS</p> <p>Current show: Bloody Murder Need a sofa – Ian may have one suitable. Now running the play.</p> <p>Next show: Hairspray 52 people auditioned, cautioned re numbers of cast allowed for theatre size. Show is now cast, but production manager does not know details of what roles have been allocated to whom. An application has been lodged with Creative Communities and also seeking some corporate sponsorship. Budget is yet to be done and presented to the committee for approval.</p>	<p>Ali / Pamela</p> <p>Graham</p>
<p style="text-align: center;">The Meeting closed at 9 pm Next Meeting 27th April 2015 at 6.30pm</p>	

Signed
Eilean Rawson President WTC

Dated 27th April 2015