

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 25th May 2015**

The meeting commenced at 6.30pm.

PRESENT: Eilean Rawson, Jason Riggir, Marjorie Bowdler, Graham Franks, Alison Thomson, Barbara Trimmer, Clair Montgomery, Deanne Heta, Ian Page, Laura Thomson, Pamela Black,

APOLOGIES: Tane Davis, Michelle Briggs, Penny Mashlan.

MINUTES OF THE PREVIOUS MEETING:	ACTION
<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"> • Exterior Logo Art work – deferred until outside area repainted; Eilean to present samples of work to be painted. • Angled board - yet to be done • In- house training genie – first week in June planned • Builder quotes for dormer windows – continuing • Stacking of stairs – Finlayson St first week in June planned • Pantry – culled and tidied, Laura donated stacking boxes. - completed • RisingStarz – first week in June planned meeting re gear and days. • Collate R&R – feedback • Publicity strategy – from collated feedback need checklist • Bar License – on hold • Curtains Hatea Room – quotes and funding application done • Council contract – not yet heard back from them 	<p>Eilean</p> <p>Tane</p> <p>Jason / Ian et al</p> <p>Marj</p> <p>Ian</p> <p>Alison / Laura</p> <p>Ian / Barbie</p> <p>Ian</p> <p>Ian / Penny</p> <p>Ian</p> <p>Pamela / Penny</p> <p>Eilean</p>
<p>FINANCIAL REPORT:</p> <p>Graham presented the monthly financial accounts.</p> <p>Moved: Graham moved and Ali seconded that cheques, electronic payments and DDs for May, totalling \$3,144.36 be approved for payment. Carried</p> <p>Arising:</p> <p>Payments will be covered from Savings account.</p> <p>Graham now registered with IRD on behalf of the society.</p> <p>Eilean requested that the Bidvest invoices be paid within the week of receiving them. Agreed.</p> <p>MOTION: Eilean moved and Graham seconded that \$500 be approved for the Gala Night and Last Night catering for cast of Hairspray. Carried</p> <p>FEEDBACK FROM FINANCE MEETING</p> <p>Meeting not held.</p> <p>Ian requested that this be done on a regular basis, especially considering the financial state.</p>	<p>Graham</p> <p>Graham</p> <p>Graham / Eilean</p> <p>Graham & Finance Committee</p>

<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> • Northpower asset obstruction be removed. • MTNZ training weekend – circulated • MTNZ accommodation now open for Rotorua conference 2016 • Dot Club – decided against registering. <p>Outward</p> <p>nil</p>	<p>Ian All All Ian</p>
<p>GENERAL BUSINESS</p> <p>nil</p> <p>However, after the meeting had finished and more information had come to light regarding the use of the Finlayson St Wardrobe keys by person or persons unknown it was agreed that a secure lock with secure keys [unable to be reproduced without authority] be undertaken urgently.</p>	<p>Ian</p>
<p>SUB-COMMITTEE REPORTS:</p> <p>Forward Planning:</p> <p>Tane had circulated a report – stating that meetings have not been held and unlikely until Hairspray has started. The Committee expressed concern and asked that a meeting be held as soon as possible as next years’ programme needs to be discussed. Susan Alves needs to be invited to this meeting. Clarified that Tane is chair of this committee and Michelle does the administration.</p> <p>PRODUCTION REPORTS</p> <p>Current show: Hairspray</p> <p>Graham spoke briefly regarding some concerns he has. The meeting went into committee.</p> <p>Meeting resumed – agreed that a Production meeting be held urgently to work out concerns.</p> <p>Next show: Silly Old Buggers</p> <p>Auditions were held Sunday 24th May. One person auditioned Saturday and there is one more to be auditioned on Wednesday 27th, at which time we will know whether it has been cast.</p> <p>Publicity & Advertising:</p> <p>Penny had circulated a report – “Publicity: I have received a response from Hal Leonard as below. The poster image for Hairspray is too much like the original, so it needs changing. We need another go at it. But the hoarding is okay, obviously, so we can get those printed for hanging this weekend.</p>	<p>Tane and FP committee</p> <p>Graham / All</p> <p>Graham</p> <p>Marj</p> <p>Penny</p> <p>Graham and</p>

<p>I still need some photos for the Suit Hire display and the one at the library, and hopefully one for the Advocate and Leader. Can someone do this in the next couple of days?"</p> <p>Lighting and Sound: In production for Hairspray. Meeting Karpovsky – AOT usually bring their own lighting and sound people.</p> <p>Wardrobe: Constantly sorting. Discussions around use of wardrobe for outside events.</p> <p>Props: Board set up for Hairspray</p> <p>Show Management: Kitchen / Bar / FOH: Hairspray Rosters for Kitchen and FOH completed. Roster for Bar – to be completed.</p> <p>Hireage: Richard Rewa has cancelled his bookings for December Cabaret evenings</p> <p>Building: The first working bee was held on the first Saturday of May. There remain several jobs to be done. Tane is keeping a list of people coming to help. Next working bee Ian will be the coordinator for this weekend on the 6th June to be held 12 -3pm. Please put in Facebook / Web page and newsletter</p> <p>Social Events Tane reported that Grease was a no go as the film company that hold the rights have advised that they are not available. He is now looking into The Wizard of Oz. Other activities could include Bingo / Karaoke / Trivia nights instead of the open mike suggested earlier.</p>	<p>Production team</p> <p>Jason</p> <p>Pamela All Barbie / Graham</p> <p>Eilean / Marj Ali / Ian</p> <p>Barbie</p> <p>Tane</p> <p>Ian Clair/Ian/Eilean</p> <p>Tane</p>
<p>The Meeting closed at 8.50pm Next Meeting 22nd June 2015 at 6.30pm</p> <p>Following meeting could be 19th July 2015 Please put in your diary.</p>	

Signed Dated 22nd June 2015
Eilean Rawson, President, WTC