

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

The meeting commenced at 6.30pm.

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

APOLOGIES: Graham Franks, Alison Thomson, Deanne Heta, Laura Thomson

MINUTES OF THE PREVIOUS MEETING:	ACTION
<p>Correction to understanding: Not that the James Rice Trust could pay half of the bar license training but that Whangarei Theatre Company could be approached to contribute to the training.</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"> • No further information from Whangarei City Council regarding contract for parking spaces. Paul Dell has been asked again to pursue this on our behalf. • Meridian has installed a smart meter in Finlayson Street. • iGrin / iServe accounts – Ian to write a waiver letter . • Rent on Finlayson Street Northern Regional Council needs to be queried. • Signage for RisingStarz and Making a Scene on hold until definite hours confirmed. • Add in Director’s role re performing in own shows ruling. • Contact Volunteers Bureau confirmed we request their assistance on a monthly basis after the initial blitz in the gardens. 	<p>Marj</p> <p>Eilean / Ian</p> <p>Marj Ian Graham Barbie</p> <p>Ian Michelle</p>
<p>FINANCIAL REPORT:</p> <p>Graham circulated by email the monthly financial accounts.</p> <p>MOVED: Penny moved and Michelle seconded that cheques, electronic payments and DDs for November, totalling \$8628.78 be approved for payment. Carried</p>	<p>Graham</p>
<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> • Reply from the Cleaner re holiday pay arrangements • Ministry of Business, Innovations & Employment survey completed by Marj • Norfolk Island Theatre Festival invitation to take part in 2016. • Circulated MTNZ & NAPTA from Zone 1 and Conference in Rotorua 2016 <p>Outward</p> <ul style="list-style-type: none"> • Response to H Morton-Jones re her request for more hours and days would not be feasible for us. • Letter re holiday pay to the Cleaner. 	<p>Marj</p> <p>All All</p> <p>Eilean</p> <p>Marj</p>

<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • Hoarding sites: With the Dave Culham Drive and The Hook bridge being well used by the public into the CBD / travelling South / West there is no hoarding site provided by the Council to capture these potential patrons. Contact Council to request that their sites be reconsidered to accommodate this anomaly. • Ticket Machine: It was agreed that the ticket machine be accepted in return for 2 complimentary tickets for shows held at the Riverbank Centre. • Creative Northland: The Manager of CN will be attending our January 2016 meeting to consider how we can help each other . 	<p>Marj</p> <p>Ian</p> <p>Ian</p>
<p>SUB-COMMITTEE REPORTS:</p> <p>Hireage 4th December - Academy to prepare food in our kitchen for a function to be held at the Kura. 6th December – a Birthday Party booking.</p> <p>NB: As the Cleaner will not be available after these functions and after the hireage with the Church and RisingStarz and Making-a-Scene it is necessary that a roster be drawn up for the days members of the committee and / or membership be asked to help out.</p> <p>Grants & Sponsorship: Foundation North [ASB] application completed not yet heard back</p> <p>Lighting and Sound: Progressing with Little Shop of Horrors.</p> <p>Wardrobe: A wedding gown circa 1900 given to the Museum.</p> <p>Props: Nothing to report</p> <p>Building:</p> <ul style="list-style-type: none"> • Need to change the hot water temperature down to 60degrees. • Fire Hose lengths are 0.5m short • Fire Hoses are coming to the end of their use by date. • Signage on hoses and fire extinguishers need to be replaced with pictures and words. • Fire extinguishers expire in 2016 • Building WOF done. 	<p>Barbie</p> <p>Barbie /Eilean roster All to be asked</p> <p>Penny</p> <p>Jason</p> <p>Pamela</p> <p>Barbie</p> <p>Ian</p>

<p>Show Management: Kitchen /Bar / FOH: Little Shop of Horrors</p> <ul style="list-style-type: none"> • Usher responsibilities to include, after the show, closing the auditorium doors once all patrons are out. • They must ensure that no patron, child or adult, goes onto the set at any time. <p>Forward Planning:</p> <p>PRODUCTION REPORTS</p> <p>Current show: Little Shop of Horrors Disappointing numbers attending but everyone raving delightedly as they leave the theatre. Questions of liability for breaches incurred without our knowledge or permission given for any marketing ploy. President to speak with the Director to have it taken out of circulation.</p> <p>Next show: Nunsense</p> <ul style="list-style-type: none"> • Auditions 29th November 12.30 – 4pm • Recall / additional audition time 2nd December 6-9pm <p>Then: Sound of Music</p> <ul style="list-style-type: none"> • Need to get the paperwork from Ian [copyrights and contracts Forum North etc.] • Margie is to be given the Production Manager portfolio to help her in this role. [already passed on by Marj] <p>Then: a non-musical for youngsters has been mooted by Tane after enquiries from some young people. Tane has said that he would direct it if he can find the right type of show.</p> <p>Then: Vicar of Dibley</p> <ul style="list-style-type: none"> • Everything is going okay with this, just need to check with Graham that the deposit has been paid for the copyright. • There are going to be three episodes in the show. • The revolve will be needed for the show. • Production Manager – Alison • Set – Rod King • Wardrobe – Pamela +1 • Stage Manager – Margie • Props – John <p>Publicity & Advertising:</p> <ul style="list-style-type: none"> • AOTNZ • Creative Northland – Endless Summer and joint working together. • Provide a WTC Profile – monthly for a year contribute to The Leader 	<p>Marj</p> <p>Marj</p> <p>Michelle</p> <p>Graham</p> <p>Ian</p> <p>Tane</p> <p>Alison</p> <p>Ian Ian ??</p>
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<p>articles and photographs, particularly emphasising our 70th Anniversary.</p> <p>Social Events</p> <ul style="list-style-type: none"> • 70th Anniversary in 2016 was agreed that a Formal Black Tie Dinner be held in the Hatea Room in May 2016. • A further Quiz Night to be held in March – confirmed dates to Ian for bar licensing. <p>NAPTA – Nomination announcement</p> <ul style="list-style-type: none"> • will be held on 11th December. Whether a live link can be arranged so that members could gather at the theatre to be involved. • Awards afternoon will be in the Wintergarden at The Civic, Auckland on 13th February. 	<p>Tane</p> <p>Tane</p> <p>Eilean</p>
<p>The Meeting closed at 8.10 pm Next Meeting 14th December 2015 at 6.30pm</p> <p>Bring something for a pot luck dinner please.</p>	

Signed
Eilean Rawson, President, WTC

Dated 14th Deember 2015