

**Minutes of the Whangarei Theatre Company Executive Committee Meeting  
Held at Riverbank Centre on 26<sup>th</sup> October 2015**

The meeting commenced at 6.30pm.

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

**APOLOGIES:** Clair Montgomery

<b>MINUTES OF THE PREVIOUS MEETING:</b>	<b>ACTION</b>
<p><b>MOTION:</b> Marj moved and Ian seconded that they be accepted as a true and correct record of the meeting. <b>Carried</b></p> <p><b>MATTERS ARISING – Task Sheet</b></p> <ul style="list-style-type: none"> <li>• No further information from Whangarei City Council regarding contract for parking spaces.</li> <li>• Genie training has been completed – Ian is now licensed to operate.</li> <li>• Meridian to install a smart meter in Finlayson Street to be done tomorrow- follow up with requesting Meter reader Finlayson key to be returned.</li> <li>• Kitchen alarm incident sorted with Sutherlands.</li> <li>• iGrin / iServe accounts – Ian to write a waiver letter .</li> <li>• Alison has sent a voucher to the “radioman” in Gisborne for the phone dialogue used in Silly Old Buggers.</li> <li>• Rent on Finlayson Street Northern Regional Council needs to be queried.</li> <li>• Signage for RisingStarz and Making a Scene on hold until definite hours confirmed.</li> </ul>	<p align="center"><b>Eilean / Ian</b></p> <p align="center"><b>Marj</b></p> <p align="center"><b>Ian</b></p> <p align="center"><b>Graham Barbie</b></p>
<p><b>FINANCIAL REPORT:</b> Graham presented the monthly financial accounts.</p> <p><b>MOVED:</b> Graham moved and Penny seconded that cheques, electronic payments and DDs for October, totalling \$4,108.35 be approved for payment. <b>Carried</b></p> <p><b>Arising:</b></p> <p>That the cleaner is given a letter stating that Holiday Pay will be provided for the months of December 2015 and January 2016 based on 30hours per month.</p>	<p align="center"><b>Graham</b></p> <p align="center"><b>Marj</b></p>
<p><b>CORRESPONDENCE:</b> <b>Inward</b></p> <ul style="list-style-type: none"> <li>• <b>Pub Charities</b> – Penny and Alison have been tracking the invoices and paper trail for the microphones purchased. This is for the Donation Accountability which we understood had previously been completed.</li> <li>• <b>Stork</b> – re lift inspection aa date and time to be arranged.</li> <li>• <b>Insurance Assessor</b> - email stating assessment carried out with no compliances to be done. Copy to our Insurance Company sent.</li> <li>• <b>NZ Trustees Association</b> – email circulated committee not aware of necessity to respond.</li> </ul>	<p align="center"><b>Penny</b></p> <p align="center"><b>Ian / Marj</b></p> <p align="center"><b>Marj</b></p> <p align="center"><b>All</b></p>

<b>Outward</b> <ul style="list-style-type: none"> <li>• Responses to Pub Charity</li> </ul>	<b>Penny</b>
<b>GENERAL BUSINESS</b> <ul style="list-style-type: none"> <li>• <b>Helen Morton Jones – Making a Scene</b> – prior to the meeting Helen spoke to the committee requesting additional days and hours to assist her with a business expansion. [2.4 hours on 4 days per term week] With our other commitments to outside hires it was agreed we are unable to assist her. A letter to be written explaining the circumstances.</li> <li>• <b>Usher vests</b> – to assist in distinguishing ushers to patrons and to provide a professional look. To be trialled during next show.</li> <li>• <b>Newsletter</b> <ul style="list-style-type: none"> <li>○ Next working Bee – sand and repaint the inside doors to the Hatea Room from the foyer.</li> <li>○ Request assistance in maintaining the gardens around the building.</li> <li>○ Contact the Volunteer Bureau to assist with the gardens on a regular basis as a possibility.</li> </ul> </li> <li>• <b>Opera in the Garden</b> – agreed to continue their use of the Seat Advisor [SABO] as a conduit for their ticket sales.</li> </ul>	<b>Eilean Marj / Pamela  Eilean  Michelle  Ian</b>
<b>SUB-COMMITTEE REPORTS:</b> <b>Forward Planning:</b> <ul style="list-style-type: none"> <li>• meeting to be arranged.</li> <li>• Deposit has been paid for Nonsense</li> <li>• Vicar of Dibley rights - cheque is in hand</li> </ul> <b>PRODUCTION REPORTS</b> <b>Current show: Little Shop of Horrors</b> Progressing well in all areas. No concerns. Puppet is amazing.  <b>Next show: Nonsense</b> <ul style="list-style-type: none"> <li>• Graham as mentor has met with Ringi who will be directing</li> <li>• Auditions 29<sup>th</sup> November 12.30 – 4pm</li> <li>• Recall / additional audition time 2<sup>nd</sup> December 6-9pm</li> <li>• Cast of 10</li> <li>• Website information to Ian.</li> <li>• Newsletter information to Eilean.</li> </ul> <b>Publicity &amp; Advertising:</b> <ul style="list-style-type: none"> <li>• <b>AOTNZ</b> <ul style="list-style-type: none"> <li>○ Things I Forgot to Tell My Daughter – booked 18<sup>th</sup> March 2016</li> <li>○ Sideshows &amp; Magic - booked 17<sup>th</sup> June</li> <li>○ Cougars – booked 22<sup>nd</sup> October 2016</li> </ul> </li> </ul> <b>Grants &amp; Sponsorship:</b> <ul style="list-style-type: none"> <li>• <b>Foundation North [ASB]</b> application completed and sent in for the</li> </ul>	<b>Michelle     Ian    Graham / Ian Graham / Eilean   Ian    Penny</b>

<p>dormer window area and roof space above.</p> <p><b>Lighting and Sound:</b> Progressing with Little Shop of Horrors.</p> <p><b>Wardrobe:</b> Sorting out the Hairspray costumes.</p> <p><b>Props:</b> Penny asked Barbie to check props for a picture used on Silly Old Buggers set.</p> <p><b>Show Management: Kitchen /Bar / FOH:</b> Little Shop of Horrors</p> <ul style="list-style-type: none"> <li>• Eilean to work with Chef for menu.</li> <li>• Host/ess and ushers roster completed</li> <li>• Bar roster to be done. <ul style="list-style-type: none"> <li>○ People with Bar Manager License are hard to find. Tane, Michelle, Deanne, Alison [and Claire on a previous occasion] offered to do the training. Eilean suggested that the James Rice Trust be approached to pay half of their training costs. People Potential to be approached to arrange the training at the Theatre.</li> </ul> </li> <li>• <b>Miho Jaz Orchestra</b> – arrangements for kitchen – Tane; Bar - Ian.</li> </ul> <p><b>Hireage:</b> Barbie to check with RisingStarz principals regarding any joint sharing of hours with Making a Scene.</p> <p><b>Building:</b> There is a leak in the Finlayson St building with the joint wall of the Sailmakers next door.</p> <p><b>Social Events</b></p> <ul style="list-style-type: none"> <li>• Social Event Quiz Night – this was a successful evening, well planned and fun. Any plans to repeat or do similar events need the bar license to be requested as soon as the dates are set.</li> <li>• 70<sup>th</sup> Anniversary in 2016 was discussed with an alternative to a Ball being held. It was agreed that a Formal Black Tie Dinner be held in the Hatea Room.</li> </ul>	<p><b>Jason</b></p> <p><b>Pamela</b></p> <p><b>Barbie / Penny</b></p> <p><b>Eilean / Ian</b> <b>Marj</b> <b>Ian/Alison</b></p> <p><b>Alison</b> <b>Tane / Ian</b></p> <p><b>Barbie</b></p> <p><b>Ian</b></p> <p><b>Tane/Ian</b></p> <p><b>Tane et al</b></p>
<p>The Meeting closed at 8.45 pm  <b>Next Meeting 23<sup>rd</sup> November 2015 at 6.30pm</b></p>	

Signed .....  
Eilean Rawson, President, WTC

Dated 23<sup>rd</sup> November 2015