

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 21st September 2015**

The meeting commenced at 6.30pm.

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

APOLOGIES: Tane Davis, Deanne Heta

ABSENT: Michelle Briggs

MINUTES OF THE PREVIOUS MEETING:	ACTION
<p>MOTION: Alison moved and Clare 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"> • Confirmed with Meridian Energy that we accept their quotes. • Sutherlands invoice queried and sorted re kitchen incident. • Check iGrin and iServe historical accounts • Facilitator to be arranged in December • Finance team –see Finance. • Auditorium under seats cleaning completed by Alison and Laura. • Signage for Making a Scene and Rising Starz – they are working on their logos and wording. • AOTNZ – suggested shows have been booked for 2016. • Directors role to include a statement regarding performing in own shows ruling previously passed. • Curtains hung – one pair needs to be joined. 	<p>Graham / Ian Eilean</p> <p>Barbie</p> <p>Ian</p> <p>Penny</p>
<p>FINANCIAL REPORT: Graham presented the monthly financial accounts.</p> <p>MOVED: Graham moved and Alison seconded that cheques, electronic payments and DDs for September, totalling \$11,063.73 be approved for payment. Carried</p> <p>Arising:</p> <ul style="list-style-type: none"> • NRC Rent on Finlayson Street building queried. • Very high unreturned scripts cost from Hairspray. Need to keep a strict check on allocation and changes amongst cast put on their responsibility to return otherwise they need to be charged for the missing script. <p>FEEDBACK FROM FINANCE MEETING Graham queried the purpose of the finance meeting, possibly as a system used when we had a previous outside of the committee person responsible for issuing payments, although Alison had to keep track of invoices and payments. It was stated that it was useful to meet to budget / forward plan / and as a safety net for the treasurer.</p> <p>MOTION: Graham moved and Ian seconded that the Finance Committee be renamed the Grants & Sponsorship Committee and would comprise of the Treasurer, the President and the committee person responsible for applying for</p>	<p>Graham</p> <p>Production Managers</p> <p>Graham / Eilean / Penny / +1</p>

<p>Sponsorships and Grants and one other member to be recruited, and to meet quarterly. Carried</p>	
<p>CORRESPONDENCE: Inward</p> <ul style="list-style-type: none"> • Invoice from IRD has been sorted by Graham. • Meridian Energy to install an automated meter into Finlayson St. Need appointment to unlock and Ian to clear a path. <p>Outward</p> <ul style="list-style-type: none"> • Letter in response to Helen Morton-Jones from last month written by Eilean. 	<p>Marj / Ian</p>
<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • WDC contract for the parking area needs to be followed up as the increasing public parking is causing deterioration to the surface and the lines need to be painted for our patrons to use to maximise the space. • Sound of Music Production Manager needs to be appointed. <p>MOTION: Ian moved and Barbie seconded that we appoint Margie Matthews as the Production Manager for Sound of Music. Carried.</p>	<p>Eilean / Ian</p> <p>Ian / Barbie</p>
<p>SUB-COMMITTEE REPORTS:</p> <p>Forward Planning: Tane has sent in a report: “Nunsense and Vicar of Dibley have been applied for and the respective companies are just waiting for deposits from us for the rights.” 2017 suggesting The Opposite Sex to be performed in August with Cynthia Cahill as Director.</p> <p>PRODUCTION REPORTS Current show: Silly Old Buggers Excellent ticket sales, very well received by audiences.</p> <p>Next show: Little Shop of Horrors Some stage and set building hiccups, but now progressing well. Costumes underway. Props are on track. There will be one less show than anticipated.</p> <p>Publicity & Advertising: More FM radio station too busy to do the audio for Silly Old Buggers, so Gisborne radio did this for us. Agreed to send a \$50 voucher.</p> <p>Grants & Sponsorship: Builder / scaffolding / roof application deadline is October 5th Foundation</p>	<p>Tane / Graham</p> <p>Marj</p> <p>Ian / Barbie</p> <p>Eilean / Graham</p> <p>Penny + sub-committee</p>

<p>North –[ASB] Other funders include A K Franks Trust and Nelson Trust to explore.</p> <p>Lighting and Sound: Nothing to report</p> <p>Wardrobe: H White – 4x messages left urging return of hires. Tane has hired costumes Deanne to lodge money for hireage.</p> <p>Props: Trees stumps will be collected by Ian from Pamela Sale of 2 pictures to cast member approved.</p> <p>Show Management: Kitchen /Bar / FOH: Rosters for helpers working out, need some kitchen help for the last two nights.</p> <p>Hireage: Nothing to add.</p> <p>Building: The outside wall between the stage door and the workshop will be completed in October. Contingency plan for dormer repairs would be to continue applying for grants.</p> <p>Social Events Tane submitted a report: Poster and details for the Quiz night. No bar manager at this stage. Committee agreed an allowance of \$250 for food and prizes. Also 6 tickets for Little Shop of Horrors Gala Night. Deanne and Tane will run the event and clean-up will be completed on the night.</p>	<p>Pamela</p> <p>Ian / Pamela</p> <p>Eilean</p> <p>Ian</p> <p>Committee</p> <p>Tane / Deanne</p>
<p>The Meeting closed at 9.05 pm Next Meeting 26th October 2015 at 6.30pm</p>	