

**Minutes of the Whangarei Theatre Company Executive Committee Meeting  
Held at Riverbank Centre on 25<sup>th</sup> April 2016**

The meeting commenced at 6.30pm.

**PRESENT:** Eilean Rawson, Tane Davis, Gayle Dowsett, Marjorie Bowdler, Barbara Trimmer, Ian Page, Kathleen Cobbald, Michelle Briggs, Pamela Black, Penny Mashlan, Ringi Smith.

**APOLOGIES:** Graham Franks, Clair Montgomery, Francis Spencer, Daniel Briggs

**Guest Speaker: Ros Martin – Northland Foundation**

Encouraging philanthropy through bequests and legacy giving opportunities for sustainable funding, whereby we would build endowments but use only the interest. To have a conversation with members and to place information in programmes for patrons, to give a percentage of their estate. Northland Foundation charges 1% as an administration cost once a specific threshold has been met. Craig's Investments advise and manage the investments.

<b>MINUTES OF THE PREVIOUS MEETING:</b>	<b>ACTION</b>
<p><b>MOTION:</b> Marj moved and Ringi seconded that they be accepted as a true and correct record of the meeting. <span style="float: right;"><b>Carried</b></span></p>	
<p><b>MATTERS ARISING – Task Sheet</b></p> <ul style="list-style-type: none"> <li>• NAPTA Trust meeting held here tightened up rules for Best Junior Production – no more than three persons per show over aged 18 yeears. AGM booked for 26<sup>th</sup> June. Manukau has a revamped facility, this is a possibility for the next NAPTA presentation, evening preferred.</li> <li>• Website updated with the information regarding NAPTA.</li> <li>• Bar License training is still an issue. Renew contact with People Potential for training course options</li> <li>• Making-A-Scene have decided against presenting seminars and workshops this year, so will not require funding through the James Rice Trust. They will be concentrating on competitions.</li> <li>• Francis, Penny and Marj attended the Performing Arts meeting. This was heavily biased towards dance and a funding request. We see no further need to continue until they are looking at venues for all Performing Arts.</li> <li>• Strategic Plan held over to next meeting, whilst Nunsense was being performed.</li> <li>• Consultative Seminar re Incorporated Societies confirmed as the 19 May.</li> <li>• Accident / Injury forms to be held in the kitchen. First Aid box to be replenished, especially with blue plasters. First Aid kits to be made up for back stage and the workshop.</li> <li>• MTNZ / AON insurance – to exclude Natural Disasters would save \$1500 and would not affect the fire risk cover. Graham to provide more information at the next meeting.</li> <li>• Accounts will be reviewed and completed within the next two weeks. Alan Martin has requested to attend the next meeting.</li> </ul>	<p><b>Eilean</b></p> <p><b>Eilean</b></p> <p><b>Gayle / Ringi</b></p> <p><b>Eilean / Marj</b></p> <p><b>Marj</b></p> <p><b>Graham / Marj</b></p> <p><b>Graham</b></p>

<ul style="list-style-type: none"> <li>Francis successfully traded the tables and purchased replacement light weight tables from Bunnings. Replacement costs matched the trade in sale amount.</li> <li>Ticketing alternatives under review.</li> <li>Gardener, Vance Vidal, will start during May with the expectation of doing a radical tidy up, then general maintenance with some replanting.</li> <li>Penny spoke with our honorary lawyer, Ian Reeves, regarding employment and the Health &amp; Safety Act which came into being on the 1st April 2016.</li> </ul> <p><b>MOTION:</b> Gayle proposed and Ian seconded that we go through the process of becoming an employer in regards to the Health &amp; Safety requirements which were introduced on 1<sup>st</sup> April 2016. <b>Carried</b> Penny and Pamela dissented.</p> <ul style="list-style-type: none"> <li>Contact MTNZ and Zone 1 regarding other theatres and what they have done with regard to Health &amp; Safety and employment.</li> <li>Contact Manukau for their input on Health &amp; Safety and employment.</li> </ul>	<p><b>Eilean</b></p> <p><b>Ian</b></p> <p><b>Michelle</b></p> <p><b>Marj</b></p> <p><b>Eilean</b></p>
<p><b>FINANCIAL REPORT:</b> Graham circulated the monthly financial accounts. <b>Moved:</b> Eilean moved and Tane seconded that cheques, electronic payments and DDs for April, totalling \$5,504.43 be approved for payment and transfer funds from savings account to cover bills. <b>Carried</b></p> <p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>Defer to next meeting a discussion re decision making process on capital expenditure.</li> <li>No deposit as yet from Whangarei Suit Hire for Nonsense tickets [approximately \$5800] due in the next few days</li> <li>GST was paid from the Savings account as funds were low in the Cheque account when it was due.</li> <li>GST for next period is currently a \$200 refund.</li> </ul>	<p><b>Graham</b></p> <p><b>Graham</b></p>
<p><b>CORRESPONDENCE:</b></p> <p><b>Inward</b></p> <ul style="list-style-type: none"> <li>WDC Mike Hibbert, Property Manager, WDC – response</li> <li>Colin Thompson Media Works re community involvement.[no longer need to pursue as they have booked The Library]</li> <li>Tables – Francis / Eilean / Ian / Graham – see Matters arising</li> <li>Graham – Culture and practices of this Society – deferred until next meeting for Graham to address.</li> </ul> <p><b>Outward</b></p> <ul style="list-style-type: none"> <li>CEO Rob Forlong, cc HWM Sheryl Mai, requesting information re the car parking space at the theatre and beyond.</li> </ul>	

<p><b>GENERAL BUSINESS</b></p> <ul style="list-style-type: none"> <li>• <b>Three Pillars</b> – is deferred to the next meeting for discussion, in the meantime people will opt into Roles and Responsibilities.</li> <li>• <b>Foundation North Bequests</b> – we will think about this and discuss at the next meeting.</li> <li>• <b>Kitchen Equipment</b> – Barbie has done a stock take of all the kitchen equipment and found some areas are needing to be replaced.</li> </ul> <p><b>MOTION:</b> Barbie moved and Marj seconded that we purchase to increase the crockery, cutlery and glassware for a hire of 100 people.</p> <p style="text-align: right;"><b>Carried</b></p>	<p><b>Eilean</b></p> <p><b>Eilean</b></p> <p><b>Barbie</b></p>
<p><b>SUB-COMMITTEE REPORTS:</b></p> <p><b>Hireage</b> There have been some cancellations for a variety of reasons –</p> <ul style="list-style-type: none"> <li>• Burlesque Beauties have gone to Forum North as they feel that because they have Toast from More FM as part of the show, we are too small for their projected audience numbers.</li> <li>• Tracy Telfer, Te Maramaroa Paul, cancelled for personal reasons.</li> <li>• Zoe Hewitt has not replied to any of Barbie’s emails.</li> </ul> <p>Approved Bookings are:</p> <ul style="list-style-type: none"> <li>• 28<sup>th</sup> May – Tammy Marselos –TBC</li> <li>• 4<sup>th</sup> June – Tara Rowe – 21<sup>st</sup> Birthday – confirmed</li> <li>• 23<sup>rd</sup> July - Ron Brewer – Onerahi Church Event – TBC</li> <li>• 20<sup>th</sup> August – Helen Poa – 21st – TBC</li> <li>• 27<sup>th</sup> August – Becky Joyce = 40<sup>th</sup> Birthday – confirmed</li> <li>• 3<sup>rd</sup> September RisingStarz show – TBC</li> </ul> <p>St Francis Xavier annual booking has been declined as their show was too close to the Vicar of Dibley performances.</p> <p><b>Grants &amp; Sponsorship:</b></p> <ul style="list-style-type: none"> <li>• Funding application for \$11,800 from the Whangarei District Council for Sound of Music has been submitted.</li> </ul> <p><b>Wardrobe:</b></p> <ul style="list-style-type: none"> <li>• Costumes in the Props area to be moved over to the wardrobe.</li> </ul> <p><b>Props:</b> Nothing to report</p> <p><b>Building:</b></p> <ul style="list-style-type: none"> <li>• Hot water cylinder spouting hot water – needs plumber to fix.</li> <li>• WDC - Kitchen inspection has been done with comments regarding appropriate dress and management of hair enquiries.</li> <li>• WDC -Bar License checks were completed during Nonsense – we need to keep the screen on all the time the bar is open which includes during a show; we need to more actively promote food available.</li> </ul> <p><b>Show Management:</b> none needed for Sound of Music</p>	<p><b>Barbie</b></p> <p><b>Penny</b></p> <p><b>Pamela</b></p> <p><b>Marj</b></p> <p><b>Ian</b></p>

