

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 22nd August 2016**

The meeting commenced at 6.30pm.

PRESENT: Eilean Rawson, Tane Davis, Marjorie Bowdler, Barbara Trimmer, Daniel Briggs, Kathleen Cobbald, Michelle Briggs, Pamela Black, Penny Mashlan.

APOLOGIES: Francis Spencer. Graham Franks, Clair Montgomery, Ian Page,

ABSENT: Ringi Smith. Gayle Dowsett;

MINUTES OF THE PREVIOUS MEETING:	ACTION
<p>MOTION: Marj moved and Barbie 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"> • Strategic planning meeting was held with Tane, Gayle and Kat. Gayle typing up ready to present to membership on 17th September 10.30am. 	Strat Plan team
<ul style="list-style-type: none"> • Health & Safety meeting was held with Barbie, Clair, Michelle and Marj. Arranged to meet this Saturday to complete the draft Policy and start identification of hazards and risks at the Theatre. 	H&S team
<ul style="list-style-type: none"> • General membership invites to hear about the Strat Plan and the H&S Policy 17th September at 10.30am. 	Eilean / All
<ul style="list-style-type: none"> • Lotteries and Gaming were contacted to check on legality of prizes at the Karaoke night. All was well to go ahead. 	Tane
<ul style="list-style-type: none"> • Sound of Music draft budget and rationale sent out to committee. 	Marj
<ul style="list-style-type: none"> • Sutherland Security changed Ian’s contact to mobile only. 	Marj
<ul style="list-style-type: none"> • Sutherland Security review with them patrols / activation / agreements as we are still getting invoices for patrols. 	Marj
<ul style="list-style-type: none"> • Research e-calendar – there is a cost for this programme, plus individuals will need the app on their computer to access and change. Agreed that if anyone wants to computerize this information then they could use the calendar on the office computer, 	Marj
<ul style="list-style-type: none"> • Usher list sent to Gayle for people to respond. 	Marj
<ul style="list-style-type: none"> • Kamo Home & Village enquiries re kitchen hire no further details have been received. 	Barbie
<ul style="list-style-type: none"> • List of Sound of Music expenditure received so far to be sent to Treasurer and committee was done. 	Ian / Graham
<ul style="list-style-type: none"> • Arts on Tour – Just the three selected at the last meeting. [The Nukes / Gloria’s Handbag / Words and Music Book] confirmed. 	Ian
<ul style="list-style-type: none"> • Foundation North Bequest pamphlet – ongoing. 	Pamela / Penny.
<p>FINANCIAL REPORT:</p>	
<p>Graham circulated the monthly financial accounts.</p>	
<p>MOVED: Clair moved and Penny seconded that cheques, electronic payments and DDs for August, totalling \$7,986.84 be approved for</p>	Graham

<p>payment. Carried</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • Query regarding the programme amounts banked from Sound of Music. • Expenditure for hiring Forum North venue exceeded budget as we hired their technician, and were unable to provide our own person. This is an argument for not using Forum North in the future. <p>MOTION: Eilean moved and Tane seconded that all finances for a show must go through the Production Manager for monitoring of expenses and budget allocations. Carried</p> <ul style="list-style-type: none"> • This needs to be included in the Production Manager’s role and responsibility. • A similar wall container to the Treasurer’s box for chits and receipts to be made and installed for the receipts and chits to be placed there first for signing off by the Production Manager then placed into the Treasurers box. • It was agreed that the Head of Department eg. Pamela for Wardrobe would first verify the expenditure then pass to Production Manager then to the Treasurer. <p>MOTION: Tane moved and Michelle seconded that any expenditure that is not part of a show budget or is not an emergency must be put to the committee for approval. A negative response email would be adequate. Carried</p>	<p>Eilean /Graham</p> <p>All</p> <p>Ian</p> <p>Daniel / All</p> <p>All</p> <p>All</p>
<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> • Thomson Wilson Law re: WDC – Car Park Lease agreement has been received and will now go to our honorary solicitor for perusal and advice. • Sound Cave – wrote offering their assistance to Whangarei Theatre. <ul style="list-style-type: none"> ○ Invite to next committee meeting. ○ Inform Jason and send letter by email to Ringi and Jason for their information and comment. • WDC – Performing Arts Fund confirming approval of grant of \$3,250 towards Sound of Music. • Production Manager for Sound of Music sent a report which includes her experiences and some suggestions for working in this role. <ul style="list-style-type: none"> ○ Marj to write a letter of thanks and update her on our actions as a result of her observations. • It was noted that a Production Manager is appointed by the Forward Planning Team and does not have to be ratified by the Committee. 	<p>Eilean</p> <p>Marj</p> <p>Penny / Graham</p> <p>Marj</p>

<p>MOTION: Marj moved and Tane seconded that the Production Manager is to attend monthly Executive meetings during their tenure.</p> <p style="text-align: right;">Carried</p> <ul style="list-style-type: none"> • It was agreed that if the Production Manager is not a member of the Committee then they will be heard first at the monthly meeting. • Director of Sound of Music sent a report which included his experiences and some suggestions for improving the understanding between committee and other personnel attached to the show. <ul style="list-style-type: none"> ○ Ian is thanked for his report. • A letter of resignation has been received from our Treasurer, Graham Franks. This was viewed with dismay and Eilean is requested to speak with Graham outlining the motions we have passed at this meeting which affect the Treasurer's role. <p>Outward</p> <ul style="list-style-type: none"> • nil 	<p>Tane / Production Managers</p> <p>All</p> <p>Eilean</p>
<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • Air Conditioner - An IQP [Independent Qualified Person] was contacted to engage them to confirm that the two extractor fans and passive vents are sufficient for the auditorium. It was recommended that we discuss this with the firm who does the certification for the building. Instead, it was agreed that we would get a further quote to build a hatch and safe walkway with railings across the roof to the air conditioning unit. • A Cleaner – members are asked to canvass their networks and let Eilean know within a week if anyone is interested. Otherwise an advert will be placed by Michelle on Facebook and in Northern Advocate by Eilean. • Auditorium stair carpet / steps – MOTION: Barbie moved and Tane seconded that Ian be authorised to purchase the metal strips for the stairs in the foyer for Health & Safety reasons. <p style="text-align: right;">Carried</p> • Plumbing – Flooding MOTION: Penny moved and Eilean seconded that Ian purchase the mechanisms and connections for the toilet cisterns of around 6 x \$80 each. <p style="text-align: right;">Carried</p> • Hirings update – there have been some cancellations for a variety of reasons. <ul style="list-style-type: none"> ○ Rising Starz – Saturday 3rd September show in main auditorium. Pack in on Friday from 4pm – 7pm. ○ Speech Exams Jessie Bell – Thursday 15th September 9am – 3pm and Friday 16th 9am - 4pm both in Hatea Room. ○ Helen Moulder – Saturday 3rd December Hatea Room ○ 2017 <ul style="list-style-type: none"> ▪ Jody Tau January 7th – awaiting more contact ▪ Ron Brewer Saturday 15th April from 4pm-7pm to be confirmed. 	<p>Marj</p> <p>All / Michelle / Eilean</p> <p>Ian</p> <p>Ian</p> <p>Barbie</p>

<ul style="list-style-type: none"> ▪ Lisa Harema – Saturday 8th July contract sent, awaiting reply. • Props <ul style="list-style-type: none"> ○ Huanui School used 4 of our chairs at a charge of \$40. ○ It would be good to get the animal costumes and the other bits and pieces out of the props area and once we have the all clear that Pam has the space in Finlayson Street then we can organize for this to be done. • Sutherland Security – It was agreed that three levels of activation criteria will be used. <ul style="list-style-type: none"> ○ Bookings / Hires – through Barbie ○ System showing not alarmed at 11.30pm –phone theatre if no response leave until 7am next morning and text key holder to go in to activate the alarm. ○ Activated Alarm – send a patrol. • Insurance – the claim remains open at this time, contact Graham to add any further damages. <p><u>THREE PILLARS</u></p> <p>Tane</p> <ul style="list-style-type: none"> • Karaoke Night – 28 people attended Total takings bar and door sales reported \$525 with \$80 expended on food. • Quiz Night 15 October <p>MOTION: Tane moved and Kat seconded that the Social Committee is approved a \$250 budget for food and prizes. Carried</p> <ul style="list-style-type: none"> • Opposite Sex – show dates – Friday 4th August – 19th September, Gala Night 3rd August 2017. • Vicar of Dibley – Production Manager written report tabled. <ul style="list-style-type: none"> ○ Confirmed budget to come in the meantime likely: ○ Lighting & Sound \$500 ○ Set \$3,000 [includes transport'n of revolve] ○ Wardrobe \$500 ○ Props \$500 ○ Publicity \$2,000 ○ Sundries \$500 ○ Hair & Makeup \$200 [includes 1 wig] ○ Total \$7,200 + Rights 	<p>Barbie</p> <p>Barbie / Pam</p> <p>Marj</p> <p>Alison / Pam</p>
<p style="text-align: center;">The Meeting closed at 9.20pm Next Meeting 26th September 2016 at 6.30pm</p>	

Signed
Eilean Rawson President, WTC

Dated 26th September 2016