

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 15th December 2016**

The meeting commenced at 6.40pm.

PRESENT: Eilean Rawson, Tane Davis, Gayle Dowsett, Marjorie Bowdler, Barbara Trimmer from 7.20pm], Clair Montgomery [from 7.40pm], Daniel Briggs, Ian Page, Michelle Briggs, Pamela Black [from 6.50pm], Penny Mashlan.

APOLOGIES: Kathleen Cobbald, Ringi Smith.

MINUTES OF THE PREVIOUS MEETING:	ACTION BY:
<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"> • Template for those wishing to suggest / direct shows draft presented, some changes advised • Transfer of animal costumes to wardrobe completed. • End of year reporting with Treasurer, including Strategic Plans. • Invite Sound Cave Eric Adams to January 2017 meeting • Recommended Constitution and Rules now with the Honorary Solicitor. • Cleaner arrangements will end 31st December 2016, new contract will start 1st January 2017. • Kitchen appliances now locked in pantry; new appliances and utensils purchased. • Contracts for hires have been changed on the web site regarding kitchen utensils available. • Laminate our own signs – no decision as yet as to legality and action. • Eftpos contract has been renewed. • Foundation North bequest pamphlet on hold until next year. • Funding application has been lodged with Oxford Trust for Wizard of Oz. • Label on box has been affixed for Production Manager to sign receipts. <p>FINANCIAL REPORT:</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> • December payments yet to be circulated and passed for payment. • Cheque to Hospice on behalf of the Society. 	<p>Tane</p> <p>Barbie / Pamela Eilean/ Gayle/ Graham Marj Marj</p> <p>Graham / Barbie / Ian Michelle / Ian</p> <p>Ian / Barbie</p> <p>Clair Ian Pamela / Penny Penny</p> <p>Daniel</p> <p>Graham / All Graham</p>
<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> • Pub Charities – grant approved for hatch and walkway to airconditioning unit. <p>Outward</p> <ul style="list-style-type: none"> • none 	<p>Penny</p>

GENERAL BUSINESS

- **Building Certification update** – this has been completed.
- **Air Conditioning unit** – Airzone have completed the hatch and will endeavour to complete the walkway before Christmas at which time the inspection will take place.
- **Constitution** - has been lodged with the solicitor and will be ready for the AGM in March to present to members.

Ian / Marj

Ian / Marj

Marj / team

Hire Report – 15 December 2016

Barbie

- Huanui hire – Debi directing. Debi used the two revolves on the Hatea Stage without permission and without thinking about the possible damage that could have been done to this equipment, that is at this stage, not in normal working order.
- All Directors will have it pointed out to them that should they wish to use the revolve then the area under the revolve will need to be cleaned out, checked to be in good working order and there would also have to be a JSA sheet for using them.

Kitchen Hires

- Just awaiting the new lock to be put on the pantry and feel that Craig should have a key, as well as the person in charge of the kitchen; one in the key press and one to the Secretary.

Hires for 2017 : one new one in April. I will get the new planning calendar up in January.

Rachel Diamond 8th April – fundraising for USA

Huanui School wants to do a show again next year. The dates requested clashed with The Opposite Sex so I am waiting to hear if they have alternative ones. It was pointed out that The Opposite Sex could also be willing to move their dates to September.

- **Genie** – is due for a 10 year servicing.

Ian

THREE PILLARS

Eilean

Eilean

- **NAPTA** – Nominations have been circulated and put on Facebook website. Awards night is 11th February need to get your tickets before 31st December for reduced price. Recommended that the judges’ appraisals be circulated to those theatres who wish to receive them.
- **MTNZ** – conference 2017 \$250 to be held in New Plymouth. Early bird tickets by 31st December. Gayle requested and agreed that a grant be sought from Oxford Trust to assist anyone wishing to attend.

Penny

Tane

Wizard of Oz –

- It was discussed and agreed that cast members could attend the Art Beat to hand out flyers, either as themselves or using any appropriate costume from the wardrobe. Ian pointed out that micromanaging may not be a

<p>helpful progression for the Executive. Aspects such as this could be put to the Publicity team.</p> <ul style="list-style-type: none"> • A key for the wardrobe area is available as and when the Wardrobe person makes a request to Marj to meet and sign for them. • It was discussed and agreed that as many costumes as possible be sought first in our wardrobe, then sought through hires from other theatre resources, before purchasing materials to make new costumes. • Any intended purchases will require a quote before being approved for purchase at which time prior payment will be discussed. • Ticket sales will be available as soon as the dining seating has been sorted. This could be by the end of this year. • Health and Safety – “cones and chain have been purchased as rehearsals for Wizard of Oz start on January 22nd and these will be needed to indicate out of bounds areas. Health and Safety talk given to cast, parents and production team on December 11th. They have been made aware that within the cast they have 2 people who are part of our Health and Safety Committee so they can be consulted if necessary. However, I would like Michelle and Clair to focus on making Wizard the best show possible as cast members, and leave any issues in this area to myself, and Sean as Production Manager.” • Barbie has agreed to be the props person for this production. <p>Gayle</p> <ul style="list-style-type: none"> • The Strategic Plan will be completed along with the Annual plan in time for Graham and Eilean to complete the Annual Returns. 	<p>Ian</p> <p>Barbie</p> <p>Barbie</p> <p>Gayle</p>
<p style="text-align: center;">The Meeting closed at 7.50pm Next Meeting 23rd January 2017 at 6.30pm</p>	<p>A pot luck supper was enjoyed by many!!</p>

Signed
Eilean Rawson President, WTC

Dated 23 January 2017