

**Minutes of the Whangarei Theatre Company Executive Committee Meeting  
Held at Riverbank Centre on 22 February 2016**  
The meeting commenced at 6.30pm.

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

**APOLOGIES:** Alison Thomson, Laura Thomson

<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. <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 – Eilean gave an update on the status of NAPTA There will now be 5 judges for 2016; Auckland theatre scene is mainly run by under 35 year olds; a survey will be sent out referencing the change from evening to afternoon Awards; Size of productions will not be taken into account, rather amateur but not productions using semi / professional cast will be taken into account but not for Best Musical as a supporting cast member could be amateur for example. Youth Productions prize to be awarded under 18 years old cast members. A production could be directed, for example by an older person and the show would still qualify.</li> <li>• Bar License training will be in the New Year and is to be arranged with People Potential.</li> <li>• Letter to iGrin ticket writer emailed no reply as yet.</li> <li>• Building repairs around the dormer windows completed today.</li> <li>• Too Many Chiefs - see hirage.</li> </ul>	<p style="text-align: center;"><b>Eilean</b></p> <p style="text-align: center;"><b>Alison</b></p> <p style="text-align: center;"><b>Ian</b> <b>Marj</b> <b>Barbie / Ian</b></p>
<p><b>FINANCIAL REPORT:</b> Graham circulated the monthly financial accounts. <b>MOVED:</b> Graham moved and Penny seconded that cheques, electronic payments and DDs for January, totalling \$1,429.26 be approved for payment and transfer funds from savings account to cover bills. <span style="float: right;"><b>Carried</b></span></p> <p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• none</li> </ul>	<p style="text-align: center;"><b>Graham</b></p>
<p><b>CORRESPONDENCE:</b></p> <p><b>Inward</b></p> <ul style="list-style-type: none"> <li>• Impact Report from Foundation North. – see funding</li> <li>• Email from Alison Thomson resigning from the committee. Happy to remain as Production Manager for Vicar of Dibley if still required. Will continue for 2016 as liaison with Media Works. Is happy to continue as production manager for any other shows as required. Secretary to write letter of acknowledgement to Alison.</li> </ul> <p><b>Outward</b></p> <ul style="list-style-type: none"> <li>• Life 4U Church stating contract for next two years available.</li> </ul>	<p style="text-align: center;"><b>Penny</b></p> <p style="text-align: center;"><b>Marj</b></p> <p style="text-align: center;"><b>Barbie</b></p>

<p><b>GENERAL BUSINESS</b></p> <ul style="list-style-type: none"> <li>Garden volunteers –Michelle completed paper work, now just needs the logo</li> </ul> <p>MOTION: Eilean moved and Ian seconded that Michelle to approach Himalayan Trading Post with a view to discuss ticketing. <b>Carried</b></p> <ul style="list-style-type: none"> <li>Proxy votes are unavailable for this AGM as it was not mentioned in the Public Notice advertisement.</li> </ul>	<p><b>Ian / Michelle</b></p> <p><b>Michelle</b></p>
<p><b>SUB-COMMITTEE REPORTS:</b></p> <p><b>Hireage</b></p> <ul style="list-style-type: none"> <li>Too Many Chiefs will go ahead.</li> <li>Xcel has been cancelled 1<sup>st</sup> July</li> <li>Michelle A’Court 18<sup>th</sup> March Graham and Clare doing kitchen and front of house. Marj unlock during the day, time to be sent with contact numbers. Reminder that patrons need to be 18years and over.</li> <li>The Academy is hiring the Hatea Room for the next 5 weeks as their extensions are not yet finished.</li> <li>Second stage door key given to Helen Morton-Jones for her associate.</li> <li>Burlesque Girls have requested two more dates for shows later in the year.</li> <li>Creative Northland Sol Othello 16<sup>th</sup> March to use the car park.</li> <li>26/3 a 21<sup>st</sup>; 7/5 a 21<sup>st</sup>; 28/5 60<sup>th</sup>; 2/7 60<sup>th</sup>; 20/8 21<sup>st</sup> Birthday Parties.</li> </ul> <p><b>Grants &amp; Sponsorship:</b></p> <ul style="list-style-type: none"> <li>Foundation North Grant survey to be completed once bills for building repairs in.</li> </ul> <p><b>Lighting and Sound:</b></p> <ul style="list-style-type: none"> <li>Nothing to report</li> </ul> <p><b>Wardrobe:</b></p> <ul style="list-style-type: none"> <li>Internal key for Michelle doing wardrobe for Nunsense and key press key to be allocated.</li> <li>At present uncomfortably hot in the wardrobe for general maintenance.</li> </ul> <p><b>Props:</b></p> <p>Nothing to report</p> <p><b>Building:</b></p> <ul style="list-style-type: none"> <li>Mcsway scaffolding and Builder Kevin Singleton completed allocated work; Watco completed section one of their quote. If money left over from grant then need to contact Watco for completion of sections 2 and 3.</li> <li>Outside is nearly finished then will need painting.</li> </ul> <p><b>Show Management: Kitchen /Bar / FOH:</b></p> <ul style="list-style-type: none"> <li>Friday 18<sup>th</sup> March Michelle A’Court - Andrea on Bar; Graham and Clair volunteering for Front of House and Key, alarm and access Marj during the day.</li> <li>Need kitchen for “Vicar of Dibley” and hostess and box office and bar.</li> </ul>	<p><b>Barbie</b></p> <p><b>Clare / Graham</b> <b>Barbie / Marj</b></p> <p><b>Penny</b></p> <p><b>Marj / Michelle</b></p> <p><b>Pamela</b></p> <p><b>Ian</b></p> <p><b>Graham / Clare</b></p> <p><b>Pamela</b></p>

