

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

The meeting commenced at 6.30pm.

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

**APOLOGIES:** Tane Davis, Jason Riggir, Alison Thomson, Laura Thomson

**GUEST: Hinurewa te Hau –Creative Northland**

Spoke to the meeting regarding Creative Northland objectives and abilities to support a wide range of cultural and art promotions in Te Tai Tokerau. Ask that people pop in for a chat and talk through their ideas, concerns, thoughts to work and solve together. They can market our productions on their website . Their aim is improving capacity and capability contact person Emma Pearce.

<b>MINUTES OF THE PREVIOUS MEETING:</b>	<b>ACTION</b>
<p><b>MOTION:</b> Penny moved and Clair seconded that they be accepted as a true and correct record of the meeting. <b>Carried</b></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</li> <li>• Bar License training will be in the New Year and is arranged by People Potential.</li> <li>• Letter to iGrin/Orcon/iServe pending.</li> <li>• Fly tipping letter.</li> <li>• Building repairs coordinating scaffolding 5<sup>th</sup> February, Builder week of the 8<sup>th</sup>; Watco week of the 15<sup>th</sup>.</li> <li>• Builder requested a meeting with person with knowledge of the repairs needed. Ian agreed to meet this Wednesday 27<sup>th</sup> at the theatre at 5pm.</li> <li>• Financial queries were answered by Graham to the satisfaction of the meeting.</li> <li>• Cleaning during December and January was achieved by Barbie, Eilean, Pamela, Penny and Marj.</li> <li>• Too Many chiefs hirage</li> <li>• Melbourne man regarding sound update not available – Ian left on call out</li> <li>• Bar Licenses are assumed to have been done – Ian temporarily away from meeting.</li> </ul>	<p align="center"><b>Eilean Alison</b></p> <p align="center"><b>Ian Marj Penny/Marj</b></p> <p align="center"><b>Ian / Penny / Marj</b></p> <p align="center"><b>Barbie / Ian</b></p> <p align="center"><b>Ian Ian</b></p>
<p><b>FINANCIAL REPORT:</b> Graham circulated by email the monthly financial accounts. <b>MOVED:</b> Graham moved and Marj seconded that cheques, electronic payments and DDs for January, totalling \$2,347.29 be approved for payment. <b>Carried</b></p> <p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• none</li> </ul>	<p align="center"><b>Graham</b></p>
<p><b>CORRESPONDENCE:</b> <b>Inward</b></p> <ul style="list-style-type: none"> <li>• MTNZ and NAPTA –re raffles information circulated</li> </ul>	<p align="center"><b>Eilean</b></p>

<ul style="list-style-type: none"> <li>• Pub Charity return incomplete</li> <li>• Kiwi North –thanks to the Theatre for the donation of a circa 1900’s wedding gown.</li> <li>• MTNZ training workshops – Eilean will send out to membership</li> <li>• Telephone responses to previous letters to Whangarei District Council: <ul style="list-style-type: none"> <li>○ Fly tipping – very little they can do. Once the car park becomes their responsibility we would need to contact the Council for them to remove.</li> <li>○ Rubbish bins requested for the picnic site and along the loop track are not the philosophy of the Council, rather they will put signs up to ask the public to take their rubbish home with them.</li> <li>○ Additional hoarding sites and / or a relocation from Riverside Drive requested, will be sent on to relevant councilor for consideration of a site between the Dog Park and the Bridge on Dave Culham Drive.</li> </ul> </li> </ul> <p><b>Outward</b></p> <ul style="list-style-type: none"> <li>• none</li> </ul>	<p><b>Penny / Graham Pamela</b></p> <p><b>Eilean</b></p> <p><b>Marj</b></p>
<p><b>GENERAL BUSINESS</b></p> <ul style="list-style-type: none"> <li>• <b>NAPTA raffles</b> – the meeting agreed that two complimentary tickets would be provided for Nonsense and Vicar of Dibley.</li> <li>• <b>Letter</b> to go to Councillor Paul Dell Parks Dept re rubbish bins request again.</li> <li>• <b>AGM</b> set for Saturday 5<sup>th</sup> March at 10am. Tasks: <ul style="list-style-type: none"> <li>○ Newspaper advertisement</li> <li>○ Printing nomination forms</li> <li>○ Print last year’s AGM minutes</li> <li>○ Membership receipts</li> <li>○ Accounts reviewed and printed off</li> <li>○ Newsletter re AGM go to website for nomination forms and membership forms.</li> <li>○ Website information re date and time</li> </ul> </li> <li>• Garden volunteers –Michelle clarified information for her to fill out their form. WTC Logo requested.</li> </ul> <p><b>MOTION:</b> Penny moved and Graham seconded that we may give the gardening volunteer a \$10 petrol voucher at the discretion of our [WTC] coordinator. <b>Carried</b></p> <ul style="list-style-type: none"> <li>• Life 4U Church hire contract ends in March 2016 to be discussed.</li> </ul> <p><b>MOTION:</b> Barbie moved and Ian seconded that we offer the Life 4U Church a further two years hire contract at \$200 per week. <b>Carried</b></p>	<p><b>Eilean</b></p> <p><b>Marj</b></p> <p><b>Marj Marj Marj Graham Graham Eilean</b></p> <p><b>Ian</b></p> <p><b>Ian / Michelle</b></p> <p><b>Michelle / Graham</b></p> <p><b>Barbie</b></p>
<p><b>SUB-COMMITTEE REPORTS:</b></p> <p><b>Hireage</b></p> <ul style="list-style-type: none"> <li>• A Wedding event occurred last weekend with the Life 4U Church hire.</li> </ul>	<p><b>Barbie</b></p>

<ul style="list-style-type: none"> <li>• Helen Morton-Jones will be running a workshop 28<sup>th</sup> and 29<sup>th</sup> January</li> <li>• Burlesque Girls have booked 12<sup>th</sup> and 13<sup>th</sup> February to do a show in the Hatea Room. Rehearsal 11<sup>th</sup> February 6-11pm using our lights and sound.</li> <li>• 26<sup>th</sup> March an enquiry for a 21<sup>st</sup> Birthday</li> <li>• 28<sup>th</sup> May a 60<sup>th</sup> Birthday</li> <li>• 1<sup>st</sup> July Excel Performing Arts will do their own ticketing, to be held in the main auditorium. Requested WTC to provide 2 ushers and a front of house person.</li> <li>• 7<sup>th</sup> January 2017 booking enquiry.</li> <li>• Auditions Vicar of Dibley 6<sup>th</sup> August and 7<sup>th</sup> if needed.</li> <li>• Graham to provide access for Barbie to read accounts to check payments etc.</li> <li>• Usual hires for 2016 continue: Stamp Club / Church / Making-A-Scene / RisingStarz</li> </ul> <p><b>Grants &amp; Sponsorship:</b></p> <ul style="list-style-type: none"> <li>• Information collated to send on to Pub Charity as requested.</li> <li>• Foundation North Grant of \$6000.00 banked in January 2016 for building repairs.</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 staircase now has a security lock fitted. Restricted keys to Pamela [1] and Ian [2].</li> </ul> <p><b>Props:</b> Nothing to report</p> <p><b>Building:</b></p> <ul style="list-style-type: none"> <li>• Repair arrangements underway</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.</li> <li>• Need kitchen for “Vicar of Dibley” and hostess and box office and bar.</li> </ul> <p><b>Forward Planning:</b></p> <ul style="list-style-type: none"> <li>• Little Shop of Horrors scripts returned to Hal Leonard need tracking and trace numbers to Graham.</li> <li>• Sound of Music – all sorted</li> <li>• Nunsense – all sorted</li> <li>• Vicar of Dibley – all sorted.</li> </ul>	<p><b>Marj</b></p> <p><b>Pamela Graham / Barbie</b></p> <p><b>Penny / Graham</b></p> <p><b>Pamela</b></p> <p><b>Barbie</b></p> <p><b>Ian / Marj / Penny</b></p> <p><b>Graham / Clair / Marj</b></p> <p><b>Eilean / Ian / Marj</b></p> <p><b>Michelle / Graham</b></p>
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<p><b>PRODUCTION REPORTS</b></p> <p><b>Current show: Nunsense</b></p> <ul style="list-style-type: none"> <li>Budget for Nunsense presented based on \$35 for show and supper.</li> </ul> <p><b>MOTION:</b> moved Graham seconded Ian that the budget is accepted with the change to the ticket price allocation. <b>Carried.</b></p> <ul style="list-style-type: none"> <li>May need to revisit plans for the Hatea Room as part of the set with fire exit, fire hose and bar access being available.</li> </ul> <p><b>Next show: Sound of Music</b></p> <ul style="list-style-type: none"> <li>Auditions in February.</li> <li>Discussion around payment to any participant was agreed that we are an amateur group and no-one will be paid to participate in any part of our productions.</li> <li>Please put the word out that a lot of males will be needed and non-singers</li> </ul> <p><b>Then: Vicar of Dibley – 11<sup>th</sup> November onwards.</b></p> <ul style="list-style-type: none"> <li>Agreed that there will be 2 matinees: Friday, Saturday, Sunday twice then Thursday Friday, Saturday. Gala night on the 10<sup>th</sup> November.</li> <li>6<sup>th</sup> August Auditions. Information to Ian to put on website.</li> </ul> <p><b>Publicity &amp; Advertising:</b></p> <ul style="list-style-type: none"> <li><b>4 logos</b> are required on our advertising and publicity material</li> </ul> <p><b>Social Events</b></p> <ul style="list-style-type: none"> <li>No report received</li> </ul>	<p><b>Graham</b></p> <p><b>Tane</b></p> <p><b>Ian</b></p> <p><b>Pamela</b></p> <p><b>Pamela / Ian</b></p> <p><b>Production Managers</b></p>
<p style="text-align: center;">The Meeting closed at 9.10 pm  <b>Next Meeting 22 February 2016 at 6.30pm</b></p>	

Signed .....  
Eilean Rawson, President, WTC

Dated 22 February 2016