

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 25th July 2016**

The meeting commenced at 6.30pm.

PRESENT: Eilean Rawson, Tane Davis, Marjorie Bowdler, Graham Franks, Barbara Trimmer, Clair Montgomery, Kathleen Cobbald, Ian Page, Michelle Briggs, Pamela Black, Penny Mashlan, Daniel Briggs

APOLOGIES: Francis Spencer.

ABSENT: Ringi Smith.

MINUTES OF THE PREVIOUS MEETING:	ACTION
<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"> • Health & safety Seminar attended by Eilean and Marj in Auckland. We are a PCBU regardless of retaining any employee as we hire out the venue. • Oxford Trust Grant for the splitters etc. was not done as time was too short. This Trust is always an option for us to apply and they review applications on the 5th of every month. • Gayle completed a Health & Safety plan for the Foodstuffs Event. • 3rd signatory for the ASB accounts completed by Marj and Graham. • Dishes restocked in the kitchen. • Kat placed the poster for Sound of Music on the Facebook page. • Gardener is ongoing. • Foundation North Bequests pamphlet to be completed for the next show, also suggested for the 70th Celebration Dinner. 	<p style="text-align: center;">Gayle / Penny / Francis</p> <p style="text-align: center;">Michelle</p> <p style="text-align: center;">Penny / Pamela</p>
<p>FINANCIAL REPORT: Graham circulated the monthly financial accounts.</p> <p>MOVED: Graham moved and Clare seconded that cheques, electronic payments and DDs for July, totalling \$2,689.61 be approved for payment. Carried</p> <p>Matters Arising – Observation / Comment</p> <ul style="list-style-type: none"> • Discussion arose around the transparency of invoices being placed with the treasurer, and /or informing the treasurer and the committee of these. • Marj to send out the draft proposal of the budget for Sound of Music to the Committee. • Ian to send out to the committee what has been spent so far. • Security invoicing was queried around patrols being mentioned in the reports as this had been discontinued last year. Marj to contact Sutherland Securities to include statements such as “Authorised by” and to include Ian’s mobile phone number for them to contact. 	<p style="text-align: center;">Graham</p> <p style="text-align: center;">Graham / All</p> <p style="text-align: center;">Marj</p> <p style="text-align: center;">Ian</p> <p style="text-align: center;">Marj</p>

<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> • Airzone – Air Conditioning Unit inspection quote received for \$7,901.25 GST included to create safe access to the unit. • Insurance cover for the coming year is with Adam Trimmer <p>Outward</p> <ul style="list-style-type: none"> • nil 	<p>Marj</p> <p>Graham</p>
<p>GENERAL BUSINESS</p> <p>Air Conditioner</p> <p>I spoke at length with Paul van der Sluis in the Engineering and Building section at the WDC regarding the validity of our Building WOF and not having an inspection of the aircon.</p> <ol style="list-style-type: none"> 1. if it is part of our compliance schedule then yes it must happen. I checked our compliance WF94788 and the air conditioning unit is marked for certification. 2. Paul told me that any IQP [Independent Qualified Person] is able to grant the certification and the WDC has a list of around 50 firms who do this. We went on to the WDC online site and there are others we can approach in Whangarei to see if they would do the certification without the health and safety restrictions brought about by Airzone. 3. In the meantime Airzone has sent me a quote to extend the hatch in the props room at a cost of :Sub-Total ex GST \$6,870.65 GST \$1,030.60 Total inc GST \$7,901.25.5. 4. how could we go about getting the aircon off the compliance schedule - is this a possibility - Paul said that if we could demonstrate to an IQP / Ventilation Specialist that there is adequate ventilation in the auditorium under the conditions of a performance without mechanical assistance of the air con, then that is a possibility. 5. Shall I - <ol style="list-style-type: none"> a] contact some other firms to see if they will do the certification without the h&s risks being addressed; or b] contact two more firms for quotes to get a hatchway built, or c] contact an IQP / Ventilation Specialist or d] leave this to the next committee meeting. <p>MOTION: Penny moved and Gayle seconded that Marj investigate an Independent Qualified Person [IQP] up to \$1,000.00 regarding the ability to have the Air Conditioner removed from the Building Certification Schedule and / or to get confirmation that the two extractor fans and passive vents are sufficient so that the air conditioner would be shut down and we would still be compliant and /or is there another system which would cost less than the safe hatch and walkway on the roof.</p> <p style="text-align: right;">Carried</p>	<p>Marj / Ian</p>

<ul style="list-style-type: none"> • Marj has a list of Ushers and Hostesses which she will forward. 	Marj
<p>Any Other Business</p> <ul style="list-style-type: none"> • The Committee endorsed the statement that all cast gained their roles in The Sound of Music purely on talent and merit and not on any other value such as race / creed / colour. This is always the position that Whangarei Theatre takes when casting for shows. • Huanui Concert / Performance in August remains a concern re the lighting as no-one on the committee has heard from Ringi. 	All
<p style="text-align: center;">The Meeting closed at 8.30 pm Next Meeting 29th August 2016 at 6.30pm</p>	

Signed
Eilean Rawson President, WTC

Dated 29th August 2016