

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 27th June 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, Penny Mashlan.

APOLOGIES: Francis Spencer, Daniel Briggs, Pamela Black, Ringi Smith.

MINUTES OF THE PREVIOUS MEETING:	ACTION
<p>MOTION: Marj moved and Michelle 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"> • Bar License training – is now up to individuals to choose their preferred method of gaining a License. 	<p>Individuals</p>
<ul style="list-style-type: none"> • Strategic Plan – Gayle has prepared a mockup of the framework, need to meet with Ringi and Eilean. 	<p>Gayle / Ringi / Eilean</p>
<ul style="list-style-type: none"> • Constitution group need to meet. 	<p>Marj/Graham/Penny</p>
<ul style="list-style-type: none"> • First Aid kits have been made up for back stage and the workshop. 	<p>Marj</p>
<ul style="list-style-type: none"> • Insurance with AON has not been renewed. We are now insured through Adam Trimmer. 	<p>Graham</p>
<ul style="list-style-type: none"> • Further to the insurance we needed to clarify our situation to rebuild on leasehold land from the WDC. It was stated that the present Council would confirm that this is most likely; however they cannot commit a subsequent Council to uphold that. 	<p>Eilean</p>
<ul style="list-style-type: none"> • Gardener, Vance Vidal, ongoing with arrangements. Clarification was needed that this Gardener would undertake the clearing and maintaining of the gardens around the building. Dean was given a courtesy update through his son Sean by Tane [and during the meeting by text from Gayle]. 	<p>Michelle</p>
<ul style="list-style-type: none"> • Health & Safety templates now in hand, team need to meet to undertake planning. 	<p>Eilean / Michelle</p>
<ul style="list-style-type: none"> • Pompallier Community Day was used to tighten screws on chair backs and underneath; Pantry and the Freezer were emptied and cleaned; Windows cleaned. Letter of thanks to Pompallier. 	<p>Marj</p>
<ul style="list-style-type: none"> • Replacement dishes have been purchased and will be in place ready for the next hire. 	<p>Barbie</p>
<ul style="list-style-type: none"> • Helen Moulder – Cynthia Fortitude’s Farewell – her second has been confirmed for 3rd December 2016 with flexible hire arrangements based on patron numbers. Request that space is allowed for audience cards [large] and use of a good piano. 	<p>Ian / Barbie</p>
<ul style="list-style-type: none"> • Costumes in the props area awaiting removal to wardrobe when area is painted. 	
<ul style="list-style-type: none"> • Foundation North Bequests – Pamela and Penny met with Ros Martin and recommend that an insert to the programme is designed and prepared ready for the Sound of Music. 	<p>Penny / Pamela / Kathleen</p>

<p>FINANCIAL REPORT: Graham circulated the monthly financial accounts. MOVED: Graham moved and Tane seconded that cheques, electronic payments and DDs for June, totalling \$5,780.76 be approved for payment. Carried Matters Arising – Observation / Comment</p> <ul style="list-style-type: none"> • Since Silly Old Buggers last year there has been no surplus income from shows to cover ongoing operating costs. Gaps between shows are a factor and with Sound of Music payments not expected until the end of the performance run. • Hires are keeping us going, which is not our core business. They are contributing to operating costs. <p>MOTION: Gayle moved and Eilean seconded that the Secretary [Marjorie Bowdler] is the third person authorised as a signatory for the Whangarei Theatre Company. Carried</p>	<p>Graham</p> <p>Graham</p> <p>Marj</p>
<p>CORRESPONDENCE: Inward</p> <ul style="list-style-type: none"> • Northland Regional Council – New Coastal Hazard Maps for Finlayson Street and Riverbank Centre. • Airzone – Air Conditioning Unit inspection on hold due to Health & Safety aspects for access. <ul style="list-style-type: none"> ○ Discussion around quotes and grants to erect a safe passage was put on hold in the interim by a short term decommission of the air conditioning unit. ○ Will we still get a building certification from the WDC without the use of an air conditioning unit? ○ In the meantime we could look at something more long term such as purchasing led lights to replace our present heat emitting lighting system, whereby reducing our power consumption during performances. • AON – letter to notify renewal of insurance cover. This has been discontinued with AON. <p>Outward</p> <ul style="list-style-type: none"> • nil 	<p>Eilean</p> <p>Ian</p> <p>Marj</p> <p>Ringi</p> <p>Graham</p>
<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • Social Events <ul style="list-style-type: none"> ○ Celebration Dinner – 70th Anniversary of WTC / WAODS will be held on 15th October. ○ Karaoke Night to be held on 13th August <p>MOTION: Tane moved and Penny seconded that the committee authorise up to \$100 for food. Carried</p> <ul style="list-style-type: none"> • Arts on Tour 2017 – Marj to resend to committee for decisions next meeting. • Production Report – Sound of Music <ul style="list-style-type: none"> ○ Need to recognise the contribution firms are making in the process of set building. 	<p>Tane</p> <p>Tane</p> <p>Marj</p> <p>Ian</p>

<ul style="list-style-type: none"> ○ Rehearsals will start this Wednesday, 29th June at Forum North. ○ Committee members are again invited to attend rehearsals to support the cast and crew. ○ Posters to be emailed to committee for circulating on networks. ○ Production team requested an expenditure of up to \$7,000 <p>MOTION: Barbie moved and Gayle seconded that if we are unable to hire the necessary sound equipment [receivers / splitters / antennae] then the Production Manager is authorised to spend up to \$7,000.00. 6/4 Against Graham, Tane, Eilean, Marj Carried</p> <p>MOTION: Gayle moved and Tane seconded that Gayle applies to Oxford Trust to cover the cost of the sound equipment [receivers / splitters / antennae] for The Sound of Music up to \$7,000.00. Carried</p>	<p>Kathleen</p> <p>Eilean</p> <p>Gayle</p>
<p>PILLARS</p> <p>Eilean:</p> <ul style="list-style-type: none"> ● MTNZ – Next Gen – to be held in Dunedin \$45 for the weekend – do we know anyone who is between 18-28 years of age who would attend? Suggest we seek a MTNZ member who may be doing tertiary studies in the area as Whangarei to Auckland flights are prohibitive. ● Health & Safety – Impact on Musical Theatre seminar – 4th July will be attended by Eilean and Marj in Auckland. ● NAPTA – Eilean updated us on one of the aspects brought up at the last meeting dealing with Judges. <ul style="list-style-type: none"> ○ That the forms need two signatories ○ Judging criteria was discussed vigorously. Details will follow. 	<p>All</p> <p>Eilean / Marj</p> <p>Eilean</p>
<p style="text-align: center;">The Meeting closed at 8.45 pm Next Meeting 25th July 2016 at 6.30pm</p>	

Signed
Eilean Rawson President, WTC

Dated 25th July 2016