

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 28th March 2016**

The meeting commenced at 6.30pm.

PRESENT: Eilean Rawson, Tane Davis, Gayle Dowsett, Marjorie Bowdler, Graham Franks, Barbara Trimmer, Clair Montgomery, Francis Spencer, Ian Page, Kathleen Cobbald, Michelle Briggs, Pamela Black, Penny Mashlan, Ringi Smith.

APOLOGIES:

To be co-opted: Daniel Briggs

MINUTES OF THE PREVIOUS MEETING:	ACTION
<p>MOTION: Marj moved and Clare 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"> • NAPTA Trust meeting – Eilean reported that there will be a NAPTA Trust Meeting held at the Riverbank Centre this Saturday 2nd April. There are now 14 organisations who are members of NAPTA. • Website needs to be updated with the information regarding NAPTA. • Bar License training is still an issue and there are difficulties in finding bar managers to cover all the dates for Nonsense. Offers from Tane and Michelle to make further enquiries. • Eilean to arrange with People Potential / Regent to organize a training course. • Building repairs around the stage door completed today. • There are concerns which need to be prioritise – see Building report. 	<p></p> <p>Eilean</p> <p>Ian</p> <p>Tane / Michelle</p> <p>Eilean</p> <p>Ian</p> <p>Ian</p>
<p>FINANCIAL REPORT: Graham circulated the monthly financial accounts. MOVED: Graham moved and Ian seconded that cheques, electronic payments and DDs for March, totalling \$20,495.92 be approved for payment and transfer funds from savings account to cover bills. Carried</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • Graham queried the ground rent we are paying to the WDC for the Riverbank Centre. Letter to be sent to the CEO of the WDC to review the proposal the Council made at the beginning of last year and to set up a meeting with him. • The 2015 financial accounts need to be reviewed by an accountant. Copies are needed when seeking grants and funding requests. A deadline needs to be given to the Accountant. • The Financial Report for 2014 needs to go on the office computer. 	<p>Graham</p> <p>Marj</p> <p>Graham</p> <p>Marj / Ian</p>
<p>CORRESPONDENCE: It was at this point that all committee were present and a warm welcome was given by the President to the incoming members. Inward</p> <ul style="list-style-type: none"> • From Pauline Vella Zone 1 –Statement of Service Performance Workshop to be held in Auckland 5th April and as part of the new 	<p></p>

<p>financial reporting. This item had been circulated. The date clashes with the Gala Night for Nonsense. No-one available to attend.</p> <ul style="list-style-type: none"> • Consultative Seminars on the proposed new Incorporated Societies Act has several dates to choose throughout the Auckland region. • Making-A-Scene request to umbrella fund their workshops 17th-21st April. This was declined as it would mean that as the sponsoring Society we would not be eligible to request funding from the same organisation for the following 12 months. The James Rice Trust was seen as a better medium for this to happen. • Creating a Permanent Space for Performing Arts in Northland – a discussion to be held 31st March organised by Creative Northland. • AON response to Insurance information. Graham to review breakdowns and calculate risks. Return next meeting with his thoughts. <p>Outward</p> <ul style="list-style-type: none"> • Letters to Alison and Laura Thomson and an acknowledgement to Deanne Heta for their work on the Executive Committee. • Request for keys • MTNZ / AON Insurance information requested. 	<p>Marj /letter to HM-J</p> <p>Eilean James Rice Trust.</p> <p>Francis / Marj</p> <p>Graham</p>
<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • Garden volunteers –Michelle completed paper work, there is a volunteer likely to be available end of April, beginning May. • Continuing discussion regarding alternative to ticketing agency. SABO needs to be explained to the owner of the Trading Post. There is parking behind The Piggery bookshop. • A mobility ramp would be of benefit to patrons using a mobility scooter and wheelchairs. This would be available through Tia Ho [Johnny Wilkinson]. • Where is the ACC / Incident reporting book. If we don't have one then we should get one started. • Penny will speak with honorary lawyer re employment and Health and Safety requirements. • Sound of Music ticket prices were discussed. <p>MOTION: Ian moved and Tane seconded that the ticket prices for The Sound of Music Adult \$55; with Gold Card users and children under 18 years will be \$45.</p> <p style="text-align: right;">Carried</p> <ul style="list-style-type: none"> • Eilean had lobbied various members of the committee regarding changes to the way we manage the subcommittees and the responsibilities of the Senior and Junior Vice Presidents of the Society. A three pillar structure was mooted: Production / Property / Funding and Membership • It was felt that to impose this after people had been voted on to the committee was unfair, however a round of everyone's interests and skills 	<p>Michelle</p> <p>Michelle / Ian</p> <p>Eilean</p> <p>Marj</p> <p>Penny</p> <p>Ian</p>

<p>was achieved, and without making anyone responsible at this time it was thought this could be trialled. Marj to draw up a draft for people to opt into / out of for further discussion at the next meeting.</p>	<p>Marj</p>
<p>SUB-COMMITTEE REPORTS:</p> <p>Hireage</p> <ul style="list-style-type: none"> • Helen Morton-Jones – workshop 17th – 22nd April 9.30 – 3pm in Hatea Room except Sunday 17th on main stage from 9.30- 11.30. • Missy Paul 7th May 21st Birthday brunch 8am – 3pm tbc • Tammy Marselos 28th May 60th Birthday tbc • Tara Rowe 4th June 21st birthday confirmed • Andrew London – 24th June confirmed and signed [Too Many Chiefs Band] • Clair Montgomery – 2nd July 60th Birthday – quote given • Food Stuffs North Island – 25th July –signed and confirmed • Helen Poa – 20 August tbc • Becky Joyce 27 August tbc • Tracy Telfer 1st October tbc <p>Grants & Sponsorship:</p> <ul style="list-style-type: none"> • In the process of applying for \$15,000 from the Whangarei District Council for Sound of Music funding. <p>Wardrobe:</p> <ul style="list-style-type: none"> • Kerikeri performing ‘Allo ‘Allo hiring costumes. <p>Props: Nothing to report</p> <p>Building:</p> <ul style="list-style-type: none"> • Mcsway scaffolding is still on site, request removing before Nunsense opens. • Outside Stage door to Green Room door is now finished painting completed. • There remain areas of concern: the roller cladding around the base of the building is an unknown but what Ian has seen so far is that the base cladding is rotting and the metal rods are rusting through. • Please use the notebook in the kitchen for any building repairs required which includes lights in toilets etc. • The tables in the Hatea Room require new brackets on some of them. These can be purchased at Bunnings. These need to be costed out as to how many are required. Replacement tables based on Group Marquee are to be put on the wish list finance permitting. They would be lighter and easier to handle. Francis offered to make enquiries re saleability and trading in the tables at Auction. <p>Show Management: Kitchen /Bar / FOH: for Nunsense</p> <ul style="list-style-type: none"> • Bar Manager license holders urgently required., for Gala Night and last two nights 	<p>Barbie</p> <p>Clare / Graham Barbie / Marj</p> <p>Penny</p> <p>Pamela</p> <p>Marj</p> <p>Ian</p> <p>All / Ian</p> <p>Ian</p> <p>Francis</p> <p>Tane /Michelle / Eilean</p>

<ul style="list-style-type: none"> • Kitchen – Eilean will do the Gala Night and Last Night suppers. • FOH – Hostesses and Ushers are booked. Marj in Box Office and banking. <p>Forward Planning:</p> <ul style="list-style-type: none"> • 2017 Wizard of Oz will be the first show instead of the last. • Then Opposite Sex mid yearish • Final Show to be decided. • Leave until next meeting for Committee approval. <p>PRODUCTION REPORTS</p> <p>Current show: Nunsense</p> <ul style="list-style-type: none"> • There will be no road side hoardings. • Instead business card advertising is being done around the town with some of the cast dressed as Nuns. • Need to add on to the posters tickets can also be purchased through Suit Hire. Posters need to go to Library and Suit Hire. • Two youths from the Youth Theatre are actively involved with Jason doing lighting and sound setting up. • A reviewer will be approached to attend the Gala Night. A photo and article could be put in the newspaper along with the review. <p>Next show: Sound of Music</p> <ul style="list-style-type: none"> • Fully cast. • 10 standard square rig lights are included in the Forum North budget. Any extras we will need to provide. <p>Publicity & Advertising:</p> <ul style="list-style-type: none"> • Discussion around setting up a team to do this. Nothing agreed at this time other than it worked well in the past until it was left to 1 or 2 people. <p>Social Events</p> <ul style="list-style-type: none"> • Jubilee Celebrations now the focus 14th May. Advertising and information needs to start getting out to our members. <p>SPECIAL MOTION: Eilean moved and Pamela seconded that we second Daniel Briggs as a Youth Representative on to this Executive Committee. <p style="text-align: right;">Carried</p></p>	<p>Eilean Marj</p> <p>Tane / Michelle</p> <p>Tane</p> <p>Penny / Ringi</p> <p>Ian</p> <p>All</p> <p>Tane</p>
<p style="text-align: center;">The Meeting closed at 10 pm Next Meeting 25th April 2016 at 6.30pm</p>	

Signed
Eilean Rawson President, WTC

Dated 25th April 2016