

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 23rd May 2016**

The meeting commenced at 6.30pm.

PRESENT: Eilean Rawson, Tane Davis, Marjorie Bowdler, Graham Franks, Barbara Trimmer, Daniel Briggs, Ian Page, Michelle Briggs, Pamela Black, Penny Mashlan, Ringi Smith.

APOLOGIES: Clair Montgomery, Francis Spencer, Kathleen Cobbald,

ABSENT: Gayle Dowsett

Guest Speaker: Alan Martin - Accounts Reviewer

Alan was complimentary of the systems and accuracy of financial reporting by the treasurer for the society. However, he strongly requests that in the future, for any capital expenditure which hasn't been discussed and moved during a committee meeting, that a 'negative assurance email' be sent around the committee with a deadline for reply.

MINUTES OF THE PREVIOUS MEETING:	ACTION
<p>MOTION: Marj moved and Penny 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"> • Three Pillars MOTION: Eilean moved and Tane seconded that we use the Three Pillars as an overview as to how we run the Society. The Subcommittees be dropped from the agenda and reports become part of General Business. Carried. • Bar License training – there are two options one with People Potential, the other an on-line course. Details were circulated to all; it is now up to those individuals who said they were prepared to undertake this training to register with a provider. • Eilean and Marj attended the Incorporated Societies and Registered Charities seminar. We will need to review and amend the Constitution. A major point was made regarding a Committee that we are not there for the members to be an Incorporated Society • Strategic Plan a meeting was arranged but not followed through. • Kitchen First Aid box replenished. First Aid kits to be made up for back stage and the workshop ongoing. • MTNZ / AON insurance – MOTION: Graham moved and Ringi seconded that we accept the quote as brokered with Adam Trimmer. Carried • Further to the insurance we need to clarify with WDC that as land leaseholders, if it was necessary, would we be permitted to rebuild on the same land. • Further to the insurance we need to arrange, later this year, for another evaluation of the building with Telfer Young • Ticketing alternatives – we may be able to continue with the original arrangements. • Gardener, Vance Vidal, ongoing with arrangements. • Health & Safety research provided. 	<p>All Marj circulate demographics</p> <p>All</p> <p>Marj / Graham Penny</p> <p>Ringi / Gayle / Eilean Marj</p> <p>Graham</p> <p>Eilean / Ian</p> <p>Graham / Marj</p> <p>Ian Michelle Eilean / Michelle</p>

<p>FINANCIAL REPORT: Graham circulated the monthly financial accounts. MOVED: Graham moved and Ian seconded that cheques, electronic payments and DDs for May, totalling \$2,317.07 be approved for payment and transfer funds from savings account to cover bills. Carried Matters Arising</p> <ul style="list-style-type: none"> • Payment arrangements with Ticketek are usually at the end of a performance run and after they have deducted their fees. This is a concern for ongoing payments. 	<p>Graham</p> <p>Graham</p>
<p>CORRESPONDENCE: Inward</p> <ul style="list-style-type: none"> • WDC – Lease renewal and Rent review; shared car park space • WDC – email to Eilean – overcoming the registered lease by way of WDC entering into a sublease with the Whangarei Theatre Company. • Francis Spencer response and acceptance of letter sent. <p>Outward</p> <ul style="list-style-type: none"> • Francis Spencer to delay return to Committee until health is improved. 	<p>Eilean Eilean</p>
<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • Foundation North Bequests – agreed that a flyer be prepared to insert in programmes. • Kitchen Equipment – After researching around town Barbie recommended that the price range for dishes were approximately \$9 for dinner plates and \$6 - \$7 for side plates and dessert bowls. Agreed to go ahead with the purchases as passed at the last meeting. • Making-A-Scene requested a reduced hire charge to stay with WTC. <p>MOTION: Ian moved and Tane seconded that we continue to offer the hire at \$20 per hour. Carried</p> <ul style="list-style-type: none"> • MTNZ Performance Surveys – Marj recommended that the performance surveys be done by the Production Manager / Director of a show. This task will go under Tane’s Pillar. <ul style="list-style-type: none"> ○ Marj email surveys to Tane. Eilean email code and passwords to Tane. • Pompallier College – June 10th Volunteer Day. Michelle for the morning in the kitchen area. Eilean and Penny at the theatre. Pamela at the Wardrobe. 	<p>Pamela / Penny</p> <p>Barbie</p> <p>Barbie</p> <p>Tane</p> <p>Marj / Eilean</p> <p>Tane</p>
<p>SUB-COMMITTEE REPORTS: Hireage</p> <ul style="list-style-type: none"> • Helen Moulder – Cynthia Fortitudes Farewell. Suggest 3rd December as a straight hire. To be confirmed. Piano to be tuned or use an electronic piano. 	<p>Barbie / Ian</p>

<ul style="list-style-type: none"> • 3rd & 4th June 21st Birthday – Marj to open up. Barbie send contact numbers and details of times etc. <p>Grants & Sponsorship:</p> <ul style="list-style-type: none"> • Funding application from the Whangarei District Council for Sound of Music has been accepted at \$4,000. <p>Wardrobe: MOTION: Eilean moved and Graham seconded that Pamela has authority to spend up to \$100.00 for wardrobe maintenance of items. Carried.</p> <p>Props:</p> <ul style="list-style-type: none"> • Pillars have been hired out to Huanui College <p>Building:</p> <ul style="list-style-type: none"> • Finlayson Street – party wall with Sailmakers is cause for ongoing concern with the internal guttering. <p>Show Management:</p> <ul style="list-style-type: none"> • Sound of Music it was agreed that two tickets will be given to cast / crew / orchestra / Sponsors [20] for the Gala Night with a restriction on participation for a supper to be provided during the Interval. • Tickets for the Drama Students of Whangarei District High Schools / Colleges will be offered with an arrangement between the school for a koha. • There will be no Gala Night supper for cast / crew at Forum North. • The Last Night Party will be held at WTC Hatea Room • Available for cast and crew at Forum North will be tea / coffee / juice / biscuits. <p>Forward Planning:</p> <ul style="list-style-type: none"> • Origin has confirmed Addams Family booking. <p>PRODUCTION REPORTS</p> <p>Current show: Sound of Music</p> <ul style="list-style-type: none"> • Sound technician with experience needed to do this job. <p>Publicity & Advertising:</p> <ul style="list-style-type: none"> • Publicity team has met and is working on Sound of Music. <p>Social Events</p> <ul style="list-style-type: none"> • Quiz Night was cancelled. • Jubilee Celebrations now changed to 14th August. Advertising and information needs to start getting out to our members. 	<p>Marj / Barbie</p> <p>Penny</p> <p>Pamela</p> <p>Barbie</p> <p>Ian</p> <p>Ian via Prodn Mngr</p> <p>Michelle</p> <p>Ian via Prodn Mngr</p> <p>Tane</p> <p>Tane</p> <p>Tane</p>
<p style="text-align: center;">The Meeting closed at 9.30 pm Next Meeting 27th June 2016 at 6.30pm</p>	

Signed
Eilean Rawson President, WTC

Dated 27th June 2016