

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

The meeting commenced at 6.30pm.

PRESENT: Eilean Rawson, Tane Davis, Gayle Dowsett, Marjorie Bowdler, Barbara Trimmer, Clair Montgomery, Daniel Briggs, Ian Page, Michelle Briggs, Penny Mashlan.

APOLOGIES: Francis Spencer. Graham Franks, Kathleen Cobbald, Pamela Black,

ABSENT: Ringi Smith.

Invited to speak: Eric Adams Sound Cave. Mother died earlier today, would like to rebook for another time. Annabelle invited for presentation did not arrive. Plant and cheque to be taken to her home.

MINUTES OF THE PREVIOUS MEETING:	ACTION BY:
<p>MOTION: Marj moved and Clair 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"> • Template for those wishing to suggest / direct shows drafted, will be taken to next forward planning meeting. • Barbie will be the Health & Safety representative for the Wizard of Oz with either Michelle or Clair who will then lead for the following show. • Noticeboard set up with H&S Policy and Incident templates; Constitution and Strategic Plan drafts. • Plant, Card and cheque arranged for Annabelle. • Transfer of animal costumes to wardrobe on hold. • Cleaner contract underway. • Splitters invoice yet to be located and sent to Graham • Repairs / maintenance / stocks replenished. • Menu for Vicar of Dibley printed. • Purchase bin lid and kitchen mat for H&S to be done • Foundation North bequest information pamphlet on hold • Funding request for H&S requirements for airconditioner done. • Label made for production manager receipts, yet to be fixed to box. 	<p>Tane</p> <p>Barbie / Tane >Sean</p> <p>Marj</p> <p>En / Gm / Mj / Be Pamela / Barbie Barbie / Ian Ian Ian Ian Michelle Penny / Pamela</p> <p>Penny Daniel</p>
<p>FINANCIAL REPORT:</p> <p>Graham circulated the monthly financial accounts. MOVED: Ian moved and Penny seconded that cheques, electronic payments and DDs for November, totalling \$11,441.59 be approved for payment. Carried</p>	<p>Graham</p>
<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> • Letter from Octagon Theatre regarding red chairs needs to be redirected to Alison as they are not ours. • Creative Northland invitation to their End of Year Celebration on Tuesday 6th December. RSVP individually. • Resignation from Francis Spencer 	<p>Eilean</p> <p>All</p>

<p>Outward</p> <ul style="list-style-type: none"> Francis Spencer received with thanks for the work he has done for us, and we wish him well in his new endeavours. 	<p>Eilean / Marj</p>
<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> Building Certification update – last day for completion is 31st December; arrangements are underway for this to happen. Air Conditioning unit – Airzone have accepted the job to be completed by the end of November / early December for the hatch access and railings to be constructed. Air Conditioning Unit – once the H&S aspects have been complied with the inspection by Airzone will take place in December. Constitution - The team has completed recommendations for changes to the WTC Constitution using the feedback from the membership. This will now be given to the Honorary Solicitor to check for correct legal wording and then be presented to the membership at the AGM. Health & Safety incident – at Vicar of Dibley. An incident template has been completed and will be kept on file in the office. AGM – was set for 4th March 2017 at 10.30am at the Riverbank Centre <p>Hire Report – 28th November 2016</p> <ul style="list-style-type: none"> November hires have consisted of the Charter School on the 4th for a fundraising, Helen Morton-Jones, Stamp Club, Church and Rising Starz. Hires/Events up to 18th December: <ul style="list-style-type: none"> Life4U Church Huanui School next week Helen Moulder – Saturday 3rd Nicola Donnelly – Sunday 4th – Child’s birthday party WTC dinner – Saturday 10th Ray Palmer – Concert Saturday 17th Ariana Marsden – Sunday 18th – Baby Shower <p>Bookings for next year:</p> <ul style="list-style-type: none"> Recenia Kaka CCS Northland – Fundraiser – Thurs 26th January -Hatea Allison Janes – People Potential – 50th Birthday - Saturday 25th February - Hatea Kath and Adam – Wedding - Saturday 1st April - Hatea Ron Brewer – Onerahi Church – Saturday 15th April - Hatea Lisa Harema – 21st Birthday - Saturday 8th July - Hatea <ul style="list-style-type: none"> Helen Morton Jones finishes at the beginning of December. Rising Starz will be similar. <p>Kitchen: Craig our chef has noted that since he was here 12 months ago, several kitchen items seem to be missing. (large pot, a lid, large trays, chopping boards, electric knife) Obviously this is not good and Craig is quite upset that we have had stuff stolen. I did a stocktake in April but haven’t had a chance to redo it since then. I could start adding a reasonably high bond to all hires. In the past this has</p>	<p>Ian / Marj</p> <p>Ian / Marj</p> <p>Ian / Marj</p> <p>Marj / team</p> <p>Gayle /Marj All</p> <p>Barbie</p>

<p>been a pain as people start demanding their bonds back well before a meeting to pass payment. I would then have to stocktake the kitchen following a hire, before having the money returned if everything is okay. We could put locks on the cupboards with the pots, pans, trays etc. as these are the big cost items so that hirers only use the crockery and utensils. It would mean work for Ian and the usual consequence of people losing keys etc. MOTION: Eilean moved and Tane seconded that Michelle replace kitchen utensils up to the value of \$1,000. Carried Specifically 8 baking dishes; set of chef knives; deep fat fryer.</p> <ul style="list-style-type: none"> • For the Hires we will restrict to cutlery, crockery and glassware. The website will need to be changed to reflect this. • Our not-for-hire items need to be resorted and locked away. • Health & Safety remaining money from the approved amount is \$8.50; further purchases are needed but quotes and estimates will be sourced. Discussed around laminating our own notices for hazard areas. • EFTPOS – we need to renew the contract <p>MOTION: Ian moved and Barbie seconded that Ian will organise for the Eftpos machine contract to be renewed on the most favourable terms available. Carried</p>	<p>Michelle</p> <p>Ian</p> <p>Michelle /Barbie /Ian</p> <p>Clair</p> <p>Ian</p>
<p><u>THREE PILLARS</u></p>	
<p>Eilean</p> <ul style="list-style-type: none"> • Vicar of Dibley – Eilean congratulated and thanked Michelle for her work during this show. • The death of Richard Bryham – a Life Member and a major stalwart of this Society, and in the Community. Our President spoke on behalf of Whangarei Theatre Company at his funeral. <p>MOTION: Eilean moved and Gayle seconded that we make a donation of \$100 in our name to Hospice. Carried</p>	<p>Graham / Eilean</p>
<p>Tane</p> <p>Wizard of Oz – report / budget - circulated by Sean Scanlen, Production Manager.</p> <ul style="list-style-type: none"> • A full discussion of the revised budget was held with pointers regarding ticket prices. <p>MOTION: Gayle moved and Penny seconded that we agree to the Wizard of Oz amended budget of adult \$30; 16 years and under \$15 for a three week season of ten shows with a potential further show on the Wednesday of the last week. Carried</p> <p>MOTION: Gayle moved and Clair seconded that we make an application to the Oxford Trust for costumes and set for Wizard of Oz to the sum of \$3,000. Carried</p> <p>MOTION: Eilean moved and Tane seconded that Sean has the executive permission to seek sponsorship for the Wizard of Oz. Carried</p>	<p>Sean / mentor Tane</p> <p>Penny</p> <p>Sean / Tane</p>
<ul style="list-style-type: none"> • Publicity will be managed by Ian and he will mentor Daniel. • Health & Safety will be managed by Barbie with Michelle & Clair on 	<p>Ian / Daniel Barbie</p>

<p>site.</p> <ul style="list-style-type: none"> • 70th Anniversary Celebration Dinner. Tane tabled a report on the arrangements made for the programme for this event. <p>Gayle</p> <ul style="list-style-type: none"> • The Strategic Plan will be completed along with the Annual plan in time for Graham and Eilean to complete the Annual Returns. 	<p>Tane</p> <p>Gayle / Eilean / Graham</p>
<p style="text-align: center;">The Meeting closed at 9.25pm Next Meeting 15th December 2016 at 6.30pm</p>	<p>End of Year “Pot Luck” shared meal.</p>

Signed
Eilean Rawson President, WTC

Dated 16th December 2016