

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 24 October 2016**

The meeting commenced at 6.30pm.

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

APOLOGIES: Gayle Dowsett, Daniel Briggs, Francis Spencer. Graham Franks, Kathleen Cobbald, Pamela Black,

ABSENT: Ringi Smith.

Invited to speak: Jason Riggir regarding the offer from Eric Adams of the Sound Cave. He asked us to consider what would be the reciprocal arrangements that Eric might request. One we were aware of was the use of the genie. This would cause a further issue as although the genie can be taken down in the lift; the lift is not capable at this time to bring it back up with the genie on it. So the lift would require modifications. Also the genie is due for an inspection which would mean taking it apart and inspecting it to gain certification. Jason is not looking to be involved with every show as he has in the past, and sees this offer as a possible alternative to his involvement.

MINUTES OF THE PREVIOUS MEETING:	ACTION BY:
<p>MOTION: Marj moved and Tane 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"> • WDC Car Park Lease was signed and is lodged with the lawyers of the Whangarei District Council • Ten people responded to the Facebook advertisement, interviews have been held • Strategic Plan circulated, the committee members at this meeting are not aware of any feedback received or changes required. • Health & Safety Policy has been accepted by the Committee. • Eric Adams – Sound Cave – unable to attend this meeting. Book him for the next meeting. • Air conditioner health & safety rails and walkway, Guyco not tendering a quote. Chilltech have quoted on a monkey toe system. • Mechanisms to toilet cisterns have been replaced. • Foundation North Bequest pamphlet on hold. • Wall box for Production Managers –suggested and approved that we could use the existing box, and relabel sections to include a space for Production Manager receipts not yet done. • Michelle reported that arrangements have been finalised with a volunteer gardener. Any expenditure proposed by the volunteer needs to come to the committee for approval. • Prices and purchases for Health & Safety need to be done up t the approved amount of \$300. • Clair has started an online folder on the office computer for Health & Safety and has provided a template for reporting incidents at the theatre. • Half of the noticeboard in the stage door corridor will be used to display H&S policy, Strategic Plan and Constitution with a folder for incident templates 	<p>Eilean</p> <p>Barbie</p> <p>Gayle</p> <p>Marj</p> <p>Marj Ian Penny / Pamela</p> <p>Daniel</p> <p>Michelle</p> <p>Clair / Michelle</p> <p>Clair Michelle / Barbie / Marj / Gayle</p>

<p>FINANCIAL REPORT:</p> <p>Graham circulated the monthly financial accounts. MOVED: Eilean moved and Tane seconded that cheques, electronic payments and DDs for October, totalling \$3,468.07 be approved for payment. Carried</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • Splitters – were purchased and paid for, but the receipt is lost at this time. Eilean has instructed Ian to locate the receipt. • Ian requested that Graham remove the box in the Shows January 2016 to September 2016 on page 2, and the estimated expenditure comment. 	<p>Graham</p> <p>Ian</p> <p>Ian / Graham</p>
<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> • Chilltech quote and details of what is required to be done regarding the health and safety for inspection of the air-conditioning unit. • Card of thanks from Carol Fairbairn for the flowers and card. <p>Outward</p> <ul style="list-style-type: none"> • nil 	<p>Marj</p> <p>Eilean</p>
<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • MOTIONS running and administration MOTION: Penny moved and Eilean seconded that the committee authorises up to \$200 to take rubbish to the dump in November and each month through to the AGM 2017. Carried • MOTION: Ian moved and Tane seconded that the committee authorises spending of up to \$500 for bar stock in November. Carried • MOTION: Ian moved and Barbie seconded that the committee authorises spending of up to \$500 for bar stock in November. Carried • MOTION: Ian moved and Barbie seconded that the committee authorises spending of up to \$100 for repairs and maintenance in November. Carried • MOTION: Ian moved and Tane seconded that the committee authorises spending of up to \$200 on office supplies. Carried • Cleaner update- after discussion the following motion was made: MOTION: Ian moved and Barbie seconded that we offer Andrea Deane the position of cleaner @\$25 per hour. Carried • MOTION: Eilean moved and Penny seconded that we present a thank you gift to Annabelle for the sterling service she has provided WTC of a cheque in the amount of \$500, a bouquet of up to \$60 and a card. Carried • Annabelle is invited to the next meeting at which the presentation will be made. • Keys, password and code to be handed on by Annabelle to Andrea starting on the 1st November 2016. Sutherlands to be notified. • Hiring issues on the main stage: whilst the revolve and set is in place this restricts the use by other hirers for health and safety reasons, specifically “Making a Scene”. Arrangements are that they will use the foyer area free of charge. • Air Conditioning unit – Airzone; Guyco and Chilltech quotes for health and safety issues and comments were reviewed. The Airzone quote was found to be the most likely but it was requested that they cost the 	<p>Ian / Graham</p> <p>Ian / Graham</p> <p>Ian / Graham</p> <p>Ian / Graham</p> <p>Ian / Graham</p> <p>Ian / Graham</p> <p>Barbie / Graham</p> <p>Graham / Marj</p> <p>Barbie / Eilean</p> <p>Barbie / Marj</p> <p>Barbie / Graham</p> <p>Marj</p>

<p>alternative use of aluminium instead of galvanized steel.</p> <p>MOTION: Marj moved and Clair seconded that we agree to contract Airzone up to \$12,000 with the replacement of aluminium for the galvanized steel parts. Carried</p> <p>MOTION: Penny moved and Marj seconded that we seek a grant of up to \$12,000 to cover the cost of the health and safety aspect of egress to the air-conditioning unit to meet compliance certification. Carried</p> <p>Constitution - The team has completed recommendations for changes to the WTC Constitution and are now awaiting feedback from the membership. The team will meet again on 19th November to process feedback.</p> <p>Hirings</p> <ul style="list-style-type: none"> • Opera North had a rehearsal for their upcoming show on Thursday 20th – from 6pm to 10pm - \$140 • The Kugels on October 22nd – AOTNZ – thanks to Jason and Ian for setting up the lighting that I managed to operate for the evening. Thanks also to Marj, Gayle, Tane and Michelle for helping out with ticketing, front of house and kitchen stuff. • Charter School (He Puna Marama Trust): Two hires in November – Tuesday 1st using the kitchen and Hatea Room from 8am to 1pm - \$225 Friday 4th November – midday to midnight – fundraising for students going on Rotary Exchange - \$480 • Huanui School – Hatea Room from Tuesday 29th to Friday 2nd December for Drama Students end of year presentation. Hours are in the evening on the Tuesday to set up the lights, Wednesday afternoon, Thursday during the day and then in the evening from 7 to 8pm and Friday from 7 to 8pm. Hire cost is \$465 - \$100 deposit required to confirm booking and then remaining \$365 to be paid 2nd December. Waiting for confirmation from Debi that it is going ahead as some possible clashes with other school events. Ringi is doing the lighting, sound and other technical requirements. • Saturday 3rd December – Helen Moulder Show – still to send her a contract as awaiting lighting details from her. • Sunday 4th December – Nicola Donnelly – birthday party booking from 12.45 to 3.45 • Saturday 10th – WTC Anniversary Celebration dinner • Saturday 17th December – hire by Ray Palmer for Christmas concert by the Bellringers and the Big Band. 7.30 to 11pm – need a basic lighting rig, Bar and Snacks needed. As Ian and I are both flying out of NZ on Sunday we need someone else to look after this hire. <p>Hires for 2017:</p> <ul style="list-style-type: none"> • Saturday 1st April - Kathleen and Adam Wedding - TBC • Saturday 15th April – Ron Brewer hire – 4pm – 7pm - TBC • Saturday 8th July – Lisa Harema hire 21st Birthday – TBC (Contract Done) <p><u>THREE PILLARS</u></p> <p>Eilean</p> <ul style="list-style-type: none"> • Vicar of Dibley – Kitchen and Chef and menu will be arranged by Michelle. Send menu to Ian for printing. 	<p>Marj</p> <p>Penny / Francis / Graham</p> <p>Marj</p> <p>Barbie</p> <p>Michelle / Ian</p>
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