

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 26 September 2016**

The meeting commenced at 6.38pm.

PRESENT: Eilean Rawson, Tane Davis, Gayle Dowsett, Marjorie Bowdler, Daniel Briggs, Kathleen Cobbald, Michelle Briggs, Penny Mashlan.

APOLOGIES: Barbara Trimmer, Francis Spencer. Graham Franks, Clair Montgomery, Ian Page, Pamela Black, Ringi Smith.

MINUTES OF THE PREVIOUS MEETING:	ACTION
<p>MOTION: Marj moved and Tane seconded that they be accepted as a true and correct record of the meeting. Carried</p>	Change Clair as present.
<p>MATTERS ARISING – Task Sheet</p> <ul style="list-style-type: none"> • WDC Car Park Lease Honorary Solicitor consulted, next step President and Secretary to attend for signing contract. 	Eilean / Marj
<p>MOTION: Eilean moved and Michelle seconded that we use the official seal of the Society to finalise the Lease from the Whangarei District Council. Carried.</p> <ul style="list-style-type: none"> • It was agreed that should there be a fee for this service from the Honorary Solicitor then the Society will pay for it. • No result from members / executive re a cleaner. Decided to post an advertisement on the Facebook Situations vacant. Hours and duties refer to Barbie, include her email address for first point of contact. If no result in two weeks place an advertisement in local community papers. • Strategic Plan circulated, now to be sent out to membership for perusal and comment. • Health & Safety membership meeting held, some amendments, now circulated to Committee. • Sutherland Security interactions concerning the activation and their response to alarms. No longer to pay any more patrol visits. • Eric Adams – Sound Cave – deferred attendance as both Ian and Ringi not available for this meeting. Book him for the next meeting. • Air conditioner health & safety rails and walkway, awaiting quote from Guyco; a fuller report from Airzone received detailing their proposed actions. We will await quote from Guyco. Marj to try to negotiate a sponsorship deal with logo in programmes and advertising and complimentary tickets. • Seek clarification from Airzone and Guyco that all necessary equipment needed to install the safety rails; walkway and hatch are included in their quote, for example if a crane / scaffolding / cherry picker are needed. • Roles & Responsibilities need to be changed for Production Manager and Stage Manager for Health & Safety as per the policy. • Roles and Responsibilities for Production Manager and Heads of 	<p>Graham</p> <p>Kat / Barbie</p> <p>Marj</p> <p>Eilean / Gayle</p> <p>Marj</p> <p>Marj / Graham</p> <p>Marj</p> <p>Marj</p> <p>Marj</p> <p>Ian</p>

<p>Departments for a show regarding budget and receipts process.</p> <ul style="list-style-type: none"> • Roles and Responsibilities for Production Manager that they are expected to attend monthly Executive meetings to report on progress of a show, update financial receipts / any concerns. • Metal strips have ben purchased and fitted to aduditorium steps. Thanks Ian, looks great. • Mechanisms to toilet cisterns not yet reported on status. • Foundation North Bequest pamphlet once the wording has been decided, send to David T to design. • 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. • Greater understanding was provided regarding the Treasurers concerns over the performance auditing when he learnt about the financial incidents surrounding Little Shop of Horrors. The President has contacted MTNZ notifying them. The committee appreciated this knowledge and concur with the Treasurers concerns. • A paper trail for all financial decisions is imperative and the Treasurer needs to be kept informed and updated. • Michelle reported that a gardener has volunteered her time to maintain the gardens. Arrangements to be finalised this week. 	<p>Ian</p> <p>Ian</p> <p>Ian</p> <p>Pamela / Penny</p> <p>Daniel</p> <p>Eilean / Graham</p> <p>All</p> <p>Michelle</p>
<p>FINANCIAL REPORT: Graham circulated the monthly financial accounts. MOVED: Penny moved and Kat seconded that cheques, electronic payments and DDs for August, totalling \$32,551.09 be approved for payment. Carried</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • Michelle requested that the payment to Origin is made as soon as possible as it is holding up future planning commitment with them. • Splitters – we are not aware that the invoice has been received, nor the amount or if it has been paid. • The committee attending this evening meeting is not aware of any further outstanding invoices. 	<p>Graham / Michelle</p> <p>Ian / Graham</p>
<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> • Airzone outlining in more detail what is required to be done. <p>Outward</p> <ul style="list-style-type: none"> • nil 	
<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • Health & Safety Policy is approved by the committee. <p>MOTION: Marj moved and Michelle seconded that the Health & Safety team be allowed to spend up to \$300 on hazard signs and safety</p>	<p>Health & Safety team</p>

<p>equipment so far identified in the kitchen and Hatea Room and a Work Safge Incident template Book to meet the legislated requirements of the Health & Safety Act. Carried</p>	
<p>• Rubbish MOTION: Ian moved and Tane seconded that the committee authorises up to \$200 to take rubbish to the dump in October. Carried</p>	<p>Ian</p>
<p>• Bar Stock MOTION: Ian moved and Penny seconded that the committee authorises spending of up to \$500 for bar stock in October.</p>	<p>Ian</p>
<p><u>THREE PILLARS</u></p>	
<p>Eilean</p>	
<p>• The Fire Service – Evacuation: Ian has completed a form with himself as the Fire Officer and it was agreed that Front of House would be the Assistant.</p>	<p>Ian / Gayle</p>
<p>• Bereavement Meg Legg – tribute was paid to Meg for her long standing support and attendance of Whangarei Theatre Shows. MOTION: Eilean moved and Tane seconded that we send flowers and a bereavement card for Carol Freebairn up to \$60. Carried</p>	<p>Marj</p>
<p>Tane</p>	
<p>• Bar Manager for Arts on Tour 222nd October has been confirmed. • Kitchen will be covered by Michelle and friends. MOTION: Tane moved and Michelle seconded that up to \$100 is approved as food stocks for Arts on Tour and Vicar of Dibley. Carried</p>	<p>Michelle</p>
<p>• Vicar of Dibley – Production Manager attended the meeting:</p> <ul style="list-style-type: none"> ○ Confirmed budget as per last meeting plus the Rights of \$150 per show. Total \$8,400. 	
<p>MOTION: Tane moved and Marj seconded that we accept a total budget of \$8,400 for Vicar of Dibley. Carried</p> <ul style="list-style-type: none"> ○ It was discussed that, especially for big shows, we should investigate the use of an order book controlled by the Production Manager for purchases. ○ Rehearsals are moving along, only the last two scenes to be set. ○ The revolve is in use tonight with the cast being made aware of necessary precautions. ○ Props are now being sourced and will be in use soon. 	
<p>Gayle</p>	
<p>• Front of House for Arts on Tour will be arranged for hostess and an usher.</p>	<p>Gayle</p>
<p>• Gayle asked for an update on Forward Planning meetings which she would like to attend. It was confirmed that there is one being planned for next week, just awaiting confirmation that others are</p>	<p>Tane / Gayle</p>

<p>able to attend.</p> <ul style="list-style-type: none"> • Gayle recommended that a template could be made for people wishing to offer themselves as directors for future shows that they are proposing. 	<p>Tane</p>
<p>The Meeting closed at 8.35pm Next Meeting 24th October 2016 at 6.30pm</p>	<p>See Addendum below</p>

Signed
Eilean Rawson President, WTC

Dated 24th October 2016