

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 25th April 2017**

The meeting commenced at 3.00pm.

PRESENT:, Tane Davis, Gayle Dowsett, Marjorie Bowdler, Ian Page, Barbara Trimmer, Cameron Shelley, Chris Harmston, Pani Taukiri, Penny Mashlan, Ringi Smith, Sarah Edgecombe, Sean Scanlen.

APOLOGIES: Eilean Rawson

Guest speaker Kirsty Parker van Eck of RisingStarz: - Kirsty explained the slow start to the year and the need to widen their base of children, parent helpers and Trustees as they are a Registered Charity. She asked for the support of our networks through newsletters, Facebook and word of mouth. Her aim is to direct Beauty and the Beast Disney Junior this year and a pantomime at Christmas; she will also need the assistance of a vocal tutor. She does not want to continue with classes.

Discussion followed. **MOTION:** Ian moved and Gayle seconded that we actively support RisingStarz in their endeavours for the children of Whangarei in the performing arts. **Carried**
Ian offered to be a Trustee.

MINUTES OF THE PREVIOUS MEETING:	ACTION
MOTION: Marj moved and Barbie seconded that they be accepted as a true and correct record of the meeting. Carried	
MATTERS ARISING	
<ul style="list-style-type: none"> • Hatea Room curtains - hem to be sewed 	Eilean Pamela
<ul style="list-style-type: none"> • NAPTA convenor show report tabled 	Eilean
<ul style="list-style-type: none"> • End of Year reporting – financial report has been reviewed and is on the website 	
<ul style="list-style-type: none"> • Cheque Hospice – has this been sent? 	Ian
<ul style="list-style-type: none"> • Keys have been relocated to the office with keys clearly tagged. 	Barbie
<ul style="list-style-type: none"> • Report from Barbie was circulated regarding the MTNZ Conference 25/26 March 2017 	Chris / Ian
<ul style="list-style-type: none"> • Northern Regional Council lease negotiations, Chris will need copies of invoices when he meets with their representative. 	Ian /Sean
<ul style="list-style-type: none"> • Gail Yearbury-Murphy reimbursement is yet to be done. 	
FINANCIAL REPORT:	
MOVED: Ian moved and Cam seconded that cheques, electronic payments and DDs for April 2017, totalling \$5,746.23 be approved for payment.	Ian
Carried	
Matters Arising:	
<ul style="list-style-type: none"> • Ian circulated an annual breakdown of expenditure for 2016 of \$38,170 too inform the committee that with three shows a year they need to make a surplus of at least \$10,000 each. Additional funds for major works, repairs and maintenance are being covered by our hires and grants. 	
<ul style="list-style-type: none"> • Discussed as to whether we continue to pay the annual subscription fee to the Little Theatre Guild UK. 	
MOTION: Ian moved and Penny seconded that we discontinue our membership to the Little Theatre Guild UK. Carried.	

<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> Susan Alves requested the use by loan or hire of the Yamaha electronic piano. <p>MOTION: Penny moved and Marj seconded that the Yamaha electric piano be loaned to Susan Alves for the 10th June recital at her home.</p> <p>Outward</p> <p>nil</p>	<p>Marj</p>
<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> Health & Safety – roles and jobs to be done – Barbie, Michelle and Marj will be meeting after the current show to review the paperwork required for a show; and to visit Finlayson Street to check for Health & Safety issues. We require more people to be on this team. First Aid kits in the office / kitchen / stage managers desk / workshop all require supplies to be checked on a regular basis Sustainable funding – some items circulated included bequests and membership. Marj asked the committee for permission to contact our membership list to ask for their opinions on what they would like to see as a value added reason for being a member of this society. This was granted. Date for Special General Meeting – MOTION: Tane moved and Ringi seconded that a Special General Meeting including the agenda items of Finance and Constitution, be set for 14th May 2017 at 1pm. Carried Constitution - Aspects from meeting with Ian Reeves included the status of members of the executive, some rearranging of the clauses and the removal of some old fashioned legalese. Those interested to meet with Marj on 29th April 2017 at 10.30am Sutherland Security – a servicing quote has been requested but as yet not received. Getting quotes from other security firms was requested, such as United Security Northland, Armourguard and Sutherlands to revamp the intrusion and smoke alarm network and monitoring systems. Check with Sutherlands – the changes for the new committee members are undertaken. Audio equipment – Cam presented quotes and a heads up for cabling and multi core boxes to be wall mounted in the orchestra pit; which will be needed in the future. No decision at this time to go ahead with these purchases. Can be reviewed later this year. Ladies Room bench – replacement and refurbishment of both the ladies and the men’s toilet areas was discussed. Quotes to be sourced. <p>Current Show – Wizard of Oz – Production Manager</p> <ul style="list-style-type: none"> Report circulated 	<p>Barbie / Marj</p> <p>Marj</p> <p>Marj / all</p> <p>Marj / Sean / Penny / &?</p> <p>Marj</p> <p>Marj</p> <p>Cam</p> <p>Penny</p> <p>Sean</p>

<p style="text-align: center;"><u>THREE PILLARS</u></p> <p><u>Eilean</u></p> <p>Reports circulated:</p> <ul style="list-style-type: none"> • NAPTA – Judges reports – in committee. Ian to draft a letter on behalf of the Executive to the other societies in NAPTA stating that we have found that the judges’ comments can be a valuable learning tool. This will be circulated for comment. • NAPTA – AGM / Zone 1 – 20th May - circulated Tane, Ringi and Gayle are likely to attend this meeting <p><u>Tane</u></p> <p>MOTION: Sean moved and Tane seconded that there are photographic opportunities for a selected one or two cast members on the Saturday matinees and on the 11th May Thursday performance. Carried</p> <p>Future Show – Opposite Sex</p> <ul style="list-style-type: none"> • The Director has requested that all people wishing to audition come at the same time 1.30pm Sunday 4th June. <p><u>Gayle</u></p> <p>Front of House for Wizard of Oz</p> <ul style="list-style-type: none"> • Kitchen – washer uppers are still needed. 	<p>Ian</p> <p>Tane / Ringi / Gayle</p> <p>Eilean</p>
<p style="text-align: center;">The Meeting closed at 5.30pm Next Meeting 22nd May 2017 at 6.30pm</p>	

Signed
Eilean Rawson President, WTC

Dated 22nd May 2017