

**Minutes of the Whangarei Theatre Company Executive Committee Meeting  
Held at Riverbank Centre on 23<sup>rd</sup> January 2017**

The meeting commenced at 6.30pm.

**PRESENT:** Eilean Rawson, Tane Davis, Gayle Dowsett, Marjorie Bowdler, Barbara Trimmer, Clair Montgomery, Ian Page, Pamela Black, Penny Mashlan, Ringi Smith.

**APOLOGIES:** Daniel Briggs, Kathleen Cobbald, Michelle Briggs,

Guest speaker: Eric Adams, Sound Cave, explained his offer to be involved with the Whangarei Theatre Company on a volunteer basis, especially to provide assistance in the technological side of performances with lighting and sound.

<b>MINUTES OF THE PREVIOUS MEETING:</b>	<b>ACTION BY:</b>
<p><b>MOTION:</b> Marj moved and Ian seconded that they be accepted as a true and correct record of the meeting. <span style="float: right;"><b>Carried</b></span></p> <p><b>MATTERS ARISING</b></p> <ul style="list-style-type: none"> <li>• <b>Car park</b> – the lease is now completed without charge from our Honorary Solicitor, Ian Reeves.</li> <li>• <b>Constitution and Rules</b> – are with the honorary Solicitor and expected to be available for the AGM in March. The current and the proposed changes to be put on our web site so that members are informed of the changes to be voted upon.</li> </ul> <p><b>FINANCIAL REPORT:</b> Graham Franks has stepped down as Treasurer; Ian has taken over until the AGM in March. ASB signatory forms to be completed.</p> <p><b>MOVED:</b> Ian moved and Gayle seconded that cheques, electronic payments and DDs for December 2016 and January 2017, totalling \$5,141.48 be approved for payment. <span style="float: right;"><b>Carried</b></span></p> <p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>• Cheque to Hospice on behalf of the Society for Richard Bryham.</li> <li>•</li> </ul> <p><b>MOTION:</b> Ian moved and Penny seconded that Andrea, our cleaner, will be paid fortnightly based on the regular hours worked, then additional hours as a top up. <span style="float: right;"><b>Carried</b></span></p>	<p><b>Eilean</b></p> <p><b>Marj / Ian</b></p> <p><b>Ian</b></p> <p><b>Marj / Eilean</b></p> <p><b>Ian</b></p> <p><b>Ian</b></p> <p><b>Ian</b></p>
<p><b>CORRESPONDENCE:</b></p> <p><b>Inward</b></p> <ul style="list-style-type: none"> <li>• <b>Oxford Sports Trust</b> – application has been successful in the amount of \$2,500. Paperwork and bank statements showing incoming and outgoings to be organised.</li> <li>• <b>Airzone</b> – emails regarding the health and safety issues at the theatre for certification in the future – have now all been dealt with.</li> </ul>	<p><b>Penny</b></p> <p><b>Ian</b></p> <p><b>Ian</b></p>

<p><b>Outward</b></p> <ul style="list-style-type: none"> <li>• none</li> </ul>	
<p><b>GENERAL BUSINESS</b></p> <ul style="list-style-type: none"> <li>• <b>Allocation of theatre keys –</b>  <b>MOTION:</b> Tane moved and Ringi seconded that going forward from the Annual General Meeting each committee member has a stage door key, and key press key. The Secretary, Treasurer, President and Front of House person each have their own office key. <b>Not put</b>  After discussion regarding the number of keys available and the possible alternative access in the office it was decided to leave this decision until the next meeting.</li> <li>• <b>AGM – 4<sup>th</sup> March 10.30am – notice in Advocate ten days prior- stating business:</b> <ul style="list-style-type: none"> <li>○ Changes to the Constitution and Rules available on website</li> <li>○ Presidents report</li> <li>○ Financial review</li> <li>○ Election of Officers</li> </ul> </li> <li>• <b>Props –</b> there has been a big sort out; many returned props are being misplaced.</li> <li>• <b>Calendar –</b> new calendar set up in the kitchen</li> <li>• <b>Hatea Room Curtain –</b> the hem needs to be turned up now that it has had a chance to drop.</li> <li>• <b>Building –</b> we have had flooding because of deteriorating pressure release valve, the brown plastic connectors are a concern and need to be replaced.</li> </ul> <p><b>MOTION:</b> Ian moved and Clair seconded that Ian contacts Johnson Richards for a quote to replace brown plastic connectors. <b>Carried</b></p> <ul style="list-style-type: none"> <li>• <b>Finlayson Street –</b> a new entry to the wardrobe has been completed. New keys will be distributed.</li> </ul> <p style="text-align: center;"><b><u>THREE PILLARS</u></b></p> <p><b>Eilean</b></p> <ul style="list-style-type: none"> <li>• <b>NAPTA –</b> three reviewers’ comments have been received so far. When they are all in, Eilean will summarise and send to Directors, Production Managers and committee.</li> <li>• <b>MTNZ Conference – New Plymouth</b> is excellent for networking and making links.</li> </ul> <p><b>Tane</b>  <b>Wizard of Oz – Sean Scanlen – Production Manager</b></p> <ul style="list-style-type: none"> <li>• <b>PM</b> needs keys to the theatre – to be arranged with Marj</li> <li>• Rod King’s Finlayson St keys need to be collected and reissued to Graham Franks who is building the set.</li> <li>• Jason Riggir will be doing the lighting</li> <li>• Unsure who is doing sound.</li> <li>• Sean is happy with the way the production team is working</li> <li>• There is a dog that is well trained and will be part of the show.</li> <li>• The local ASB manager has shown interest in sponsoring \$3000 for the show, she will get back to Sean once she has checked with her manager</li> </ul>	<p><b>Marj – next Agenda</b></p> <p><b>Marj</b></p> <p><b>Barbie</b></p> <p><b>Barbie</b>  <b>Eilean / Pamela</b></p> <p><b>Ian</b></p> <p><b>Ian/Marj</b></p> <p><b>Eilean</b></p> <p><b>Tane</b>  <b>Marj</b>  <b>Marj</b></p>

<p>and the arrangements for complimentary tickets has been approved, logo and signage.</p> <ul style="list-style-type: none"> <li>• Backstage crew yet to be confirmed.</li> </ul> <p><b>Gayle</b></p> <ul style="list-style-type: none"> <li>• The Strategic Plan – Juniors to be included once completed email to Graham and Eilean to complete the Annual Returns. Email to committee.</li> </ul>	<p><b>Gayle</b></p>
<p>The Meeting closed at 8.45pm  <b>Next Meeting 27th February 2017 at 6.30pm</b></p>	

Signed .....  
Eilean Rawson          President, WTC

Dated 27<sup>th</sup> February 2017