

**Minutes of the Whangarei Theatre Company Executive Committee Meeting  
Held at Riverbank Centre on 24<sup>th</sup> July 2017**

The meeting commenced at 6.30pm.

**PRESENT:** Eilean Rawson, Tane Davis, Marjorie Bowdler, Ian Page, Barbara Trimmer, Cameron Shelley, Pani Taukiri, Penny Mashlan, Sarah Edgecombe, Sean Scanlen.

**APOLOGIES:** Gayle Dowsett, Chris Harmston, Ringi Smith.

Guest speaker Ian Reeves, Honorary Solicitor regarding Asset Trusts: for a later discussion. See end of minutes for notes.

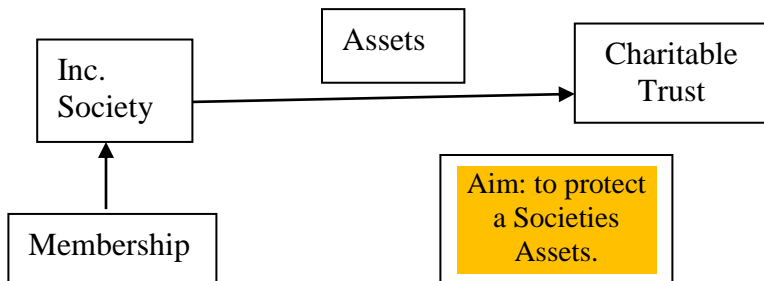
<b>MINUTES OF THE PREVIOUS MEETING:</b>	<b>ACTION</b>
<p><b>MOTION:</b> Marj moved and Barbie seconded that they be accepted as a true and correct record of the meeting. <span style="float: right;"><b>Carried</b></span></p> <p><b>MATTERS ARISING –Task Sheet</b></p> <ul style="list-style-type: none"> <li>• Northern Regional Council lease negotiations, Chris will need copies of invoices when he meets with their representative.</li> <li>• Complete signage at the theatre and start on Finlayson Street.</li> <li>• Wizard of Oz performance statement done.</li> <li>• 10 year servicing of genie to be arranged</li> <li>• Handrail stage managers side to top dressing rooms in progress.</li> <li>• Auditorium and Hatea Room stages painted.</li> <li>• Lighting inventory to be completed.</li> <li>• Finger food arrangements for Opposite Sex.</li> </ul> <p><b>FINANCIAL REPORT:</b></p> <p><b>MOVED:</b> Ian moved and Barb seconded that the June 2017 electronic payments and DDs totalling \$6,960.62 and the payments for July 2017 totalling \$2,107.97 be approved for payment. <span style="float: right;"><b>Carried</b></span></p> <p><b>MATTERS ARISING:</b> That the Igrin and Iserve duplication be sorted out.</p>	<p><b>Chris / Ian</b></p> <p><b>Barbie / Marj</b></p> <p><b>Ian</b> <b>Ian</b></p> <p><b>Ringi / Ian</b> <b>Eilean / Sarah</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>Paige Dinsdale</b> – email request to participate in a cultural diversity festival. As this appears to be a work day, it is not viable for us to participate.</li> </ul> <p><b>Outward</b></p> <ul style="list-style-type: none"> <li>• <b>nil</b></li> </ul>	<p><b>Marj</b></p>
<p><b>GENERAL BUSINESS</b></p> <p><b>Quotes</b></p> <ul style="list-style-type: none"> <li>• Cam presented three quotes for equipment for the <b>sound desk</b>, we agreed the best option was from Wards Musicworks for \$7,992.00</li> </ul> <p><b>MOTION:</b> Cam moved and Tane seconded that we apply for a grant up to</p>	<p><b>Penny / Cam</b></p>

<p>\$8,000.00 to purchase the sound equipment as detailed in Wards Musicworks item descriptions. <b>Carried</b></p> <ul style="list-style-type: none"> <li>• Penny to send out a minutes email when funds have been approved for Cam to place the order, in time for Addams Family performances.</li> <li>• <b>Computer upgrade :</b> Ian presented a quote for an <b>XPS Tower</b> for \$2,319.00</li> </ul> <p><b>MOTION:</b> Ian moved and Sean seconded that we purchase the computer model XPS Tower at \$2,319.00. <b>Carried</b></p> <ul style="list-style-type: none"> <li>• Ian requested that no-one adds any software to the new computer nor does any upgrades unless asked to do so.</li> </ul>	<p><b>Ian</b></p> <p><b>ALL</b></p> <p><b>Barb</b></p>
<p><b>Hires:</b></p> <ul style="list-style-type: none"> <li>• Both the Checkout operator of the Year, Kindergarten Association and Big Band and Harmony Chorus events seem to have gone well.</li> <li>• There is one more booking for this month – Friday 28<sup>th</sup> for the St Andrews Church Dinner – awaiting confirmation of this as they were having problems selling the tickets.</li> <li>• Friday September 8<sup>th</sup> - Media works using the Hatea Room for the evening. Booking is confirmed. Colin Thomson is the contact for this hire.</li> <li>• Saturday 23<sup>rd</sup> September – pencil booking for Huanui School fundraising evening. TBC</li> <li>• Thursday 28<sup>th</sup> September – MASDAVA concert from 4pm to 8pm – Hatea Room but will confirm with Helen Morton Jones.</li> <li>• December 8<sup>th</sup> and 9<sup>th</sup> – Rising Starz show in the main auditorium.</li> </ul>	<p><b>Ringi</b></p>
<p><b>Other hires:</b></p> <ul style="list-style-type: none"> <li>• Stamp Club Wednesday afternoons from 1pm to 4pm during the winter months.</li> <li>• <b>Life4U:</b> Wednesday evenings from 5pm to 8pm for Bible Study. (Addams Family cast need to be made aware of this)</li> <li>• <b>MASDAVA</b> – Tuesday from 4pm to 6pm, Thursday 4pm to 5pm</li> <li>• <b>Rising Starz</b> – Sunday 1pm to 4pm</li> </ul>	<p><b>Ian</b></p>
<p><b>ARTS ON TOUR</b></p> <p>The committee selected the following performances for 2018:</p> <p><i>March</i> Rado &amp; Raybon – Save the World</p> <p><i>April</i> Olive Copperbottom – end of April, recommend to schools too.</p> <p><i>August</i> No Holds Bard</p> <p><i>October</i> Adam McGrath and members of the Eastern Family</p> <p><i>November</i> first week of only Seven Deadly Stunts and the Messy Magic Adventure.</p>	<p><b>Marj email Pamela</b></p>
<p><b>WARDROBE / FINLAYSON St. REPORT FROM Pamela Black</b></p> <ul style="list-style-type: none"> <li>• Moving the children’s costumes – the solution was agreed that all costumes could go to the wardrobe area at Finlayson St. The room above the kitchen is full of chairs and not available.</li> <li>• A hand rail on the stairs from wardrobe ground floor to the mezzanine caused some controversy over viability. Marj and Barb to check this out and recommend solution.</li> </ul>	<p><b>Marj /Barb</b></p>

<ul style="list-style-type: none"> <li>• Light switch to illuminate the workshop by the door – recommended that we purchase a torch to be magnetically attached to the frame by the door.</li> <li>• Font door lock problems will be investigated by Ian.</li> </ul> <p><b>Present Show – The Opposite Sex</b></p> <ul style="list-style-type: none"> <li>• Eilean presented the budget as circulated.</li> </ul> <p><b>MOTION:</b> Eilean moved and Ian seconded that the budget for Opposite Sex be approved. <b>Carried</b></p> <ul style="list-style-type: none"> <li>• Eilean and Sarah to organise platters for interval.</li> <li>• Still require operators for sound and lighting. Sean and Cam to find.</li> <li>•</li> </ul> <p><b>Next show – The Addams Family</b></p> <ul style="list-style-type: none"> <li>• Is now cast, first read through last Sunday, vocal starting Tuesday evening.</li> <li>• Set building needs to be done at Finlayson St and brought in when ready.</li> <li>• Ringi has a report which she will email to everyone.</li> </ul> <p style="text-align: center;"><b><u>THREE PILLARS</u></b></p> <p><b><u>Eilean</u></b> Housekeeping coffee usage seems to be high, but is being replaced as needed.</p> <p><b><u>Tane</u></b> <b>Forward planning</b></p> <ul style="list-style-type: none"> <li>• Still waiting to hear from Pamela re her choice of play 2018</li> <li>• Perusal copy of Snoopy now urgently needed. Tane to contact Michelle.</li> </ul> <p><b><u>Gayle</u></b> Usher and hostess roster required for The Opposite Sex.</p>	<p><b>Ian</b></p> <p><b>Ian</b></p> <p><b>Eilean</b></p> <p><b>Sean / Cam</b></p> <p><b>Ringi</b></p> <p><b>Tane / Eilean</b></p> <p><b>Gayle</b></p>
<p>The Meeting closed at 8.30pm Next Meeting 28<sup>th</sup> August 2017 at 6.30pm</p>	

Signed .....  
Eilean Rawson      President, WTC

Dated 28<sup>th</sup> August 2017



Trust can be made up of 4-7 people who have a minimum of 5 years on the Societies committee, and who are over the age of 25 years. A Trust Deed is registered under the Companies Trading Act. Trust would invite the membership to elect Trust members, and then agree to transfer Assets to the Trust. Any decisions made by the Trust must be at least 75% in favour. Then the Trust applies to the Charities Commission to be registered as a Charity.