

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 26th June 2017**

The meeting commenced at 6.30pm.

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

APOLOGIES: Gayle Dowsett

MINUTES OF THE PREVIOUS MEETING:	ACTION
<p>MOTION: Marj moved and Ringi 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"> • Northern Regional Council lease negotiations, Chris will need copies of invoices when he meets with their representative. • Gail Yearbury-Murphy reimbursement is done. • Complete signage at the theatre and start on Finlayson Street. • Repairs, maintenance and refurbishment to be followed up. • Charities Commissions 2016 completed. • Wizard of Oz performance statement yet to be done. • Sutherlands systems check done, advised more to be done • Elevated platform training to be done by outside contractor. Those wishing to do this to make their own arrangements. • 10 year servicing of genie to be arranged • Paywave & Credit card added to bar EFTPOS machine • Storytime ticketing contract underway, software / hardware being installed • Handrail stage managers side to top dressing rooms to be done. • Sanding of auditorium and Hatea Room stages done. Now needs to be painted. • Midline rail for auditorium stairs not viable. Now needs signage care when ascending and descending. • Lighting inventory to be done 	<p>Chris / Ian</p> <p>Ian Barbie / Marj / Michelle All Marj Tane Marj</p> <p>Cam / Ringi Ian</p> <p>Ian Ian</p> <p>Ian All / Ian</p> <p>Barb</p> <p>Ringi</p>
<p>FINANCIAL REPORT:</p> <p>MOVED: Ian moved and Barb seconded that the May 2017 electronic payments and DDs totalling \$2,958.06 and the payments for June 2017 totalling \$10,017.20 be approved for payment. Carried</p>	<p>Ian</p>
<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> • Internal Affairs – Constitution and Rules 2017 are now registered with the Companies Office • WDC – The kitchen inspections for certification are no longer required. • North Haven Hospice – donation gratefully received for Richard Bryham • Adam Trimmer – insurance due for next 12 months. Decided not to 	<p>Marj</p> <p>Marj</p>

<p>pursue Association Liability.</p> <ul style="list-style-type: none"> • MTNZ – Next Gen camp – Cam to register himself and will be reimbursed up to \$50 as previously decided. • WDC – rates remission – for Council, noted this is not the same as the Regional Council lease on Finlayson Street. <p>Outward</p> <ul style="list-style-type: none"> • Anglican Youth – letter of thanks • Sutherlands Security – accept quote for systems check. 	<p>Cam</p> <p>Chris / Ian</p> <p>Sean</p> <p>Marj</p>
<p>GENERAL BUSINESS</p> <p>Maintenance & Refurbishment – Wish list</p> <ul style="list-style-type: none"> • A new computer and upgrade to Wi-Fi • Electrician to quote orchestra pit sockets • Upgrade lighting / sound desks • Ladies public toilets 5 cubicles – get estimate from builder or Guyco for refresh or refurbishment sketched option. <p>Hires:</p> <ul style="list-style-type: none"> • Cancelled – Lisa Harema on the 8th July • Kim Cairns & Harmony Chorus 15th July • Foodstuffs: Checkout Operator of the Year – Wednesday 12th July • Northland Kindergarten Assocn – Thursday 20th July 5.30-10pm • Lorne Campbell St Andrews Church Dinner ? date – details to be confirmed for entry time. • Ongoing enquiry from Hannah White for a fundraising evening. Possible late July or early August. Is aware of limitations as set for Opposite Sex would be on stage in Hatea Room. • Painting big stage – needs five days to dry • Three separate shows coming up - in rehearsal at the same time. <p>Health & Safety</p> <ul style="list-style-type: none"> • On-line courses confirmed by Barb & Marj • Started with Opposite Sex • Marj & Ringi to meet before auditions to discuss forms and arrangements for Addams Family • Finlayson Street checks and signage to be done <p>Present Show – The Opposite Sex</p> <ul style="list-style-type: none"> • Eilean to send out a budget. Not a high cost show • Production meeting to come. • Do we have a dinner or provide platters for say \$35. Decided to have finger food. <p>Next show – The Addams Family</p> <ul style="list-style-type: none"> • Had a production meeting. Rosemary Hamer stage manager. • Lots of interest from people, thanks to Sean for Facebook. • Advertisement in paper for auditions. • Cast show first. • Set builder has key to Finlayson St. • Placemakers giving \$500 credit. • Dinner show, as large stage used. • Publicity through Facebook, website, paper, hoardings. 	<p>Quotes to be gained by:</p> <p>Ian</p> <p>Ian</p> <p>Cam / Ringi</p> <p>Penny</p> <p>Sean/ Ringi</p> <p>Barb</p> <p>Barb</p> <p>Gayle / Marj / Barb</p> <p>Marj</p> <p>Marj/Ringi</p> <p>Barb / Marj /Michelle</p> <p>Eilean</p> <p>Eilean</p> <p>Eilean / Sarah</p> <p>Ringi</p>

<p style="text-align: center;"><u>THREE PILLARS</u></p> <p><u>Eilean</u> No report</p> <p><u>Tane</u> Forward planning meeting to held for 2018:</p> <ul style="list-style-type: none"> ○ Snoopy or Lion, Witch & the Wardrobe – because of children / young people. ○ Open ○ Pamela’s play ○ Annie or a Christmas Carol [Annie – Origin – rights will take weeks] <ul style="list-style-type: none"> ● Suggest seasons of 10 shows over three weekends, as a standard for benefit of crew. Young people also get tired. [as a basis] ● One show has junior type of cast each year. ● Child’s ticket prices approved for suitable shows. ● Next meeting will be before 24th July. ● NZ wide “consortium” have many sets, including We Will Rock You. ● Have David Spicer rights for two years [eg Mama Mia hired from this consortium – budget all up \$250,000. Ian will follow up. ● A Wizard of Oz performance statement needs to be completed and sent to Origin. <p><u>Gayle</u> No report</p>	<p style="text-align: center;">Tane</p> <p style="text-align: center;">Ian Tane</p>
<p style="text-align: center;">The Meeting closed at 8.55pm Next Meeting 24th July 2017 at 6.30pm</p>	<p style="text-align: center;">Paint main stage Saturday morning 1 July, 8 July Any volunteers?</p>

Signed
Eilean Rawson President, WTC

Dated 24th July 2017