

**Minutes of the Whangarei Theatre Company Executive Committee Meeting  
Held at Riverbank Centre on 26<sup>th</sup> 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

<b>MINUTES OF THE PREVIOUS MEETING:</b>	<b>ACTION</b>
<p><b>MOTION:</b> Marj moved and Ringi seconded that they be accepted as a true and correct record of the meeting. <b>Carried</b></p>	
<p>MATTERS ARISING –Task Sheet</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>• Gail Yearbury-Murphy reimbursement is done.</li> <li>• Complete signage at the theatre and start on Finlayson Street.</li> <li>• Repairs, maintenance and refurbishment to be followed up.</li> <li>• Charities Commissions 2016 completed.</li> <li>• Wizard of Oz performance statement yet to be done.</li> <li>• Sutherlands systems check done, advised more to be done</li> <li>• Elevated platform training to be done by outside contractor. Those wishing to do this to make their own arrangements.</li> <li>• 10 year servicing of genie to be arranged</li> <li>• Paywave &amp; Credit card added to bar EFTPOS machine</li> <li>• Storytime ticketing contract underway, software / hardware being installed</li> <li>• Handrail stage managers side to top dressing rooms to be done.</li> <li>• Sanding of auditorium and Hatea Room stages done. Now needs to be painted.</li> <li>• Midline rail for auditorium stairs not viable. Now needs signage care when ascending and descending.</li> <li>• Lighting inventory to be done</li> </ul>	<p><b>Chris / Ian</b></p> <p><b>Ian</b> <b>Barbie / Marj / Michelle</b> <b>All</b> <b>Marj</b> <b>Tane</b> <b>Marj</b></p> <p><b>Cam / Ringi</b> <b>Ian</b></p> <p><b>Ian</b> <b>Ian</b></p> <p><b>Ian</b> <b>All / Ian</b></p> <p><b>Barb</b></p> <p><b>Ringi</b></p>
<p><b>FINANCIAL REPORT:</b></p> <p><b>MOVED:</b> 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. <b>Carried</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>Internal Affairs</b> – Constitution and Rules 2017 are now registered with the Companies Office</li> <li>• <b>WDC</b> – The kitchen inspections for certification are no longer required.</li> <li>• <b>North Haven Hospice</b> – donation gratefully received for Richard Bryham</li> <li>• <b>Adam Trimmer</b> – insurance due for next 12 months. Decided not to</li> </ul>	<p><b>Marj</b></p> <p><b>Marj</b></p>

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

