

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 27th March 2017**

The meeting commenced at 6.30pm.

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

APOLOGIES: Ian Page,

MINUTES OF THE PREVIOUS MEETING:	ACTION
<p>MOTION: Marj moved and Tane seconded that they be accepted as a true and correct record of the meeting. Carried</p> <p>MATTERS ARISING</p> <ul style="list-style-type: none"> • Hatea Room curtains - hem to be sewed • NAPTA convenor discuss show reporting • End of Year reporting – require paperwork and documents from Graham Franks and Gayle Dowsett. • Health & Safety signage – fire hoses; list what still needs to be done. • Cheque Hospice – has this been sent? • Contact Johnson Richards – quote for plastic connectors • Foundation North Bequest pamphlet – no longer requested to be done • Relocate key press to office with keys clearly tagged. <p>FINANCIAL REPORT:</p> <p>MOVED: Eilean moved and Gayle seconded that cheques, electronic payments and DDs for March 2017, totalling \$5,209.67 be approved for payment. Carried</p> <p>Matters Arising: It was noted that Finlayson Street is on a commercial lease site held by the Whangarei Regional Council. As we do not generate any income from this building to be classed as commercial and as we are a charity it was felt that the rates we pay need to be renegotiated to a lower rate. Follow up to be done.</p>	<p>Amendment 18th done</p> <p>Marj Eilean Eilean / Marj Barbie Ian Ian</p> <p>Ian</p> <p>Ian</p> <p>Chris</p>
<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> • Gail Yearbury-Murphy – junior membership <p>MOTION: Tane moved and Penny seconded that we reimburse Gail Yearbury-Murphy \$25 for Angharad and \$15 for Mairwen. Carried</p> <ul style="list-style-type: none"> • Exult – funding and sponsorship workshops <p>MOTION: Eilean moved and Barbie seconded that should Penny decide to attend the workshops that the registration fee will be paid by the Theatre Company. Carried</p> <ul style="list-style-type: none"> • Dr Shane Reti MP – letters congratulating Rod King [set design] and the Director, cast and crew of Vicar of Dibley for their NAPTA awards. • Pub Charities – requesting accountability information. <p>Outward</p>	<p>Ian</p> <p>Penny / Ian</p>

<ul style="list-style-type: none"> • Pub Charities letter with information as requested for Air conditioner safety work. • Oxford Trust letter with information as required for funding towards Wizard of Oz. <p>MOTION: Eilean moved and Marj seconded that the inward correspondence be accepted and the outward approved. Carried</p>	<p>Penny</p> <p>Penny</p>
<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • Health & Safety Roles and Jobs to be done – Barbie presented an oral report from Conference regarding the importance of compliance to the Health & Safety Policy for the theatre. Roles and Responsibilities need to be addressed at the next meeting • MTNZ Conference – Barbie presented an oral report of the workshops she had attended and the value of going to Conference. A report to be tabled at the next meeting. • Non-payment of membership fees – Production manager and Junior Vice-President to speak privately to those who have not yet paid their fees in the current show. General consensus that those who do not pay do not perform. • NAPTA reports – tabled to be discussed at the next meeting ‘in committee’. • Hires <ul style="list-style-type: none"> ○ 1st April – Kat & Adam – wedding ○ 8th April – Rachel Diamond ○ 29th May – show hire – Helen Moulder ○ 1st July – Alison Thomson 6-12pm ○ 8th July – Lisa Harema ○ 12th July – Foodstuffs checker of the year. ○ 15th July – Kim Cairns - Harmony Chorus ○ 20th July – Northland Kindergarten Association <p>Current Show – Wizard of Oz – Production Manager report Most aspects are progressing ie. Publicity, costumes, makeup is being designed, hair and props. Main difficulty is the painting of the set and the number of boards being asked for is logistically not possible in the time frame. The number of boards needs to be reviewed and the manner in which they are being done. Better to roller the base colours across each board then paint in the details than the opposite way around which is very time consuming.</p> <p style="text-align: center;"><u>THREE PILLARS</u></p> <p><u>Eilean</u></p> <p>Stated that The Executive appears to have stepped back from taking responsibility for productions. Forward planning team has a set protocol as to who they appoint to a production team; the rest is up to the production manager. The production manager is responsible to the Executive for each production.</p> <p><u>Tane</u> Forward Planning –</p>	<p>Barbie</p> <p>Barbie</p> <p>Sean / Gayle</p> <p>Eilean</p> <p>Sean / Gayle</p>

<ul style="list-style-type: none"> • will meet once the season for the Wizard of Oz begins. • Dates to be confirmed with Pamela who would like to stay on the team, meetings till continue at her house. • Michelle is also happy to continue with the administration for the forward planning team. <p>The Opposite Sex –</p> <ul style="list-style-type: none"> • rights have been confirmed with David Spicer [on behalf of Samuel French] • The show dates are confirmed as Friday 18th August to Saturday 2nd September. There will be one Matinee: August 26th at 2pm. There will be a total of 9 shows. • Auditions will be held on Sunday 4th June as per the Director’s request. [Cynthia] • Production manager is Eilean Rawson. <p>The Addams Family</p> <ul style="list-style-type: none"> • Auditions will be held on Saturday 15th July and Sunday 16th July, with call back Monday 17th July if needed. • Musical Director is Sean Scanlen • Choreographer is Grant Smith • Sarah Edgecombe is the vocal coach • Director is Tane Davis • Production Manager is Ringi Smith. • Pamela is still happy to offer her help and support for this show when she can. • Rehearsals will start on the main stage as soon as the show is cast. <p>Gayle</p> <p>Front of House for Wizard of Oz</p> <ul style="list-style-type: none"> • Kitchen <ul style="list-style-type: none"> ○ Contract to be done with Chef Craig ○ Menu to be decided ○ Contact People Potential for kitchen helpers and waiting staff. ○ Setting up tables organise people ○ hire an urn for tea and coffee to be placed in foyer ○ Polystyrene cups purchase / check in store ○ Water cooler to green room –Tane to arrange ○ Tea, coffee and biscuits for cast and crew in green room • Ushers list – Marj to send • Bar – Ian to arrange 	<p>Gayle</p> <p>Tane</p> <p>Marj</p> <p>Ian</p>
<p>The Meeting closed at 9.15pm Next Meeting 24th April 2017 at 6.30pm</p>	

Signed
Eilean Rawson President, WTC

Dated 27th March 2017