

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 22nd May 2017**

The meeting commenced at 6.30pm.

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

APOLOGIES: Pani Taukiri

Guest speaker Michael Botur from Theatresports/Improv. General information and poster requesting our support and offering weekly classes held presently at NYT. It was generally agreed that it would be a possibility for a social evening for members and their guests. Tane to follow up.

MINUTES OF THE PREVIOUS MEETING:	ACTION
<p>MOTION: Marj moved and Barbie 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 • Cheque Hospice this has been sent. • Northern Regional Council lease negotiations, Chris will need copies of invoices when he meets with their representative. • Gail Yearbury-Murphy reimbursement is yet to be done. • Eilean attended the MTNZ and NAPTA meetings held 20 May. • Special General Meeting was held 14th May when the Constitution & Rules 2017 and the Financial review to December 2016 were approved by the meeting. • Health & Safety debrief of Wizard of Oz to be done and allocations for the next two shows • Complete signage at the theatre and start on Finlayson Street. • Public toilet areas refurbishment to be followed up. 	<p>Eilean Pamela</p> <p>Ian / Chris</p> <p>Ian /Sean</p> <p>Barbie / Marj / Michelle</p> <p>Barbie / Marj / Michelle</p>
<p>FINANCIAL REPORT:</p> <p>MOVED: Ian moved and Eilean seconded that cheques for May 2017 totalling \$9,469.87 plus the cleaner's wages plus the electronic payments and DDs be approved for payment. Carried</p>	<p>Ian</p>
<p>Matters Arising:</p> <ul style="list-style-type: none"> • Marj requested that the full accounts be presented each month with the totals including the electronic payments and DDs. • Ian requested that the committee considers capital expenditure and return next meeting with a comprehensive list of building repairs / maintenance / refurbishment and equipment projects to be prioritised. • Ian asked the committee to review the public toilet areas as part of a capital expenditure refurbishment by swapping the areas for men with the ladies area. 	<p>All</p>
<p>CORRESPONDENCE:</p> <p>Inward</p>	

<ul style="list-style-type: none"> • Internal Affairs – Charities Commission noncompliance with financial review places us under threat of being deregistered on 23rd May 2017. • MoreFM an email of thanks to Sean from Mediaworks guests appreciating the Wizard of Oz performance. • Two letters from patrons disappointed with their experience at the Wizard of Oz performance when it was disrupted by the behaviour of one or more of the patrons. <ul style="list-style-type: none"> ○ Discussion followed with agreement that the protocols for ushers needs to include “what to do and how to do” when an event such as this takes place. ○ It was also thought that ushers need to be mature responsible people who can approach patrons in such a way that they are taken heed of and can restore behaviours acceptable to our patrons and theatre etiquette. Example a verbal warning then asked to leave ○ A method for any untoward event, such as a patron becoming ill, needing assistance was suggested that the lighting & sound personnel have a good overview of the audience and could alert the stage manager through their mikes to send a back stage person to inform the Front of House Manager that an incident was occurring. It would then be up to the Front of House person to manage the situation. • Sutherland Security Centre Ltd – quote for servicing which includes cleaning and checking all sensors, walk testing, testing batteries in both the Control \Unit and the External siren, updating our records with your details etc. <p>MOTION: Marj moved and Ian seconded that we accept the quote in the amount of \$357.50 +GST for servicing. Carried</p> <ul style="list-style-type: none"> • Turner Centre Kerikeri – requesting that we consider taking The Addams Family to their theatre. <p>Outward</p> <ul style="list-style-type: none"> • Eilean’s response to the two disappointed patrons with an apology and a commitment to review our procedures and a strategy for future incidents. • NAPTA judges reporting issues - letter to Steve King and Emma Bishop to be included in the agenda for the meeting 20th May. • Internal Affairs – Charities Commission completion of 2014 and 2015 financial reviews with a commitment to pay fees by 19th May 2017 and the 2016 financial review with attachments by 30 June 2017. 	<p>Marj</p> <p>Ian to update protocols of ushers and Front of House.</p> <p>Marj</p> <p>Marj / Eilean</p>
<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • Pompallier Services Day – is no longer viable with Health & Safety protocols in place. • Main stage floor – the yellow brick road needs to be removed before the Hire for the Checkout event on 12 July. <p>MOTION: Eilean moved and Barb seconded that we get a quote to sand back both stages. A negative response email to be sent with the quote. Carried</p>	<p>Sarah</p> <p>Penny</p>

<p>Hires: Alison Thomson has cancelled her booking for the 1st July. Still awaiting to hear from Lisa Harema re her 8th July booking. Foodstuffs Check Out Operators competition Wednesday 12th July from 1pm to 9pm Kim Cairns – Harmony Chorus and the Big Band – Saturday 15th July – pack in afternoon and show begins at 6.30pm. Northland Kindergarten Association Thursday 20th July. Lorne Campbell – confirmed Friday 28th July.</p> <ul style="list-style-type: none"> • Sean requested a letter of thanks be sent to Anglican Youth Group for their help with painting the Wizard of Oz set. • Building & Fire Service Courses – as advertised numbers 1 and 6 look relevant to our situation. <p>MOTION: Penny moved and Tane seconded that Gayle, Marj and Barb arrange to do both online courses 1 and 6. Carried</p> <ul style="list-style-type: none"> • Lighting rig needs to be returned after each show and/or hire to the basic rig which allows for maintenance and cleaning. A basic rig is available for hires and any extra lighting will be costed in addition. • Lighting inventory - Ringi will prepare an inventory of lighting. Ian to send points lights to Ringi. • Elevated platform training – more people need to be trained for this equipment. • 10 year service of the genie is needed to be arranged. • Bar MOTION: Ian moved and Ringi seconded that we add PayWave and Credit Card to the bar EFTPOS machine. Carried • Ticketing – a draft contract has been drawn up with a local retail outlet and awaiting their response. • Sound issues – two channels were lost on the sound desk during the Wizard of Oz. Cam presented quotes for alternative methods to update our technology. He was asked to add this to the list of upgrades for the next meeting. • Rehearsal space for a band was redirected to hires. <p>Health & Safety</p> <ul style="list-style-type: none"> • A handrail is to be put in place on the stage managers side stairs to and from the top dressing rooms. • A central handrail to the auditorium stairs from the foyer is the outcome after a second incident was witnessed and reported of a patron falling head first down the stairs during the last show. Quotes to be sought. • Signage “please hold on to the rail” to be placed in the foyer. <p>Past Show – Wizard of Oz – Production Manager</p> <ul style="list-style-type: none"> • Report circulated and tabled. <ul style="list-style-type: none"> ○ Clarification was given concerning the need for all invoices to go to the production manager for approval of any show before being passed to the treasurer for payment. ○ Once approval is given by the committee for a show’s budget then amounts can be provided to assist volunteers in the 	<p>Barb</p> <p>Sean /Marj</p> <p>Gayle / Marj / Barb</p> <p>Ringi / Barb</p> <p>Ringi / Ian</p> <p>Ian / Ringi / ?</p> <p>Ian</p> <p>Ian</p> <p>Ian / Marj</p> <p>Cam</p> <p>Cam / Barb</p> <p>Ian</p> <p>Penny</p> <p>Barb / Marj /Michelle</p> <p>Sean PM</p>
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<p>purchase of budgeted and listed items. This can either be done through order notes to local businesses or a limited amount for online purchasing.</p> <ul style="list-style-type: none"> ○ A vote of thanks was given to Grant Smith, Gayle Dowsett and Pamela Black for their help in ensuring the show went ahead, with a happy cast and crew resulting in audience enjoyment. <p>Present Show – The Opposite Sex</p> <ul style="list-style-type: none"> ● Scripts arriving next week ● Need to consult with Ian re set design and building ● Need to consult with Ian and his team re advertising and publicity. ● Need a props person. ● Health & Safety – Michelle will be asked on her return. ● Audition form needs to be updated <ul style="list-style-type: none"> ○ Permission for images to be used in advertising ○ Health & Safety protocols will be adhered to. ● Membership form needs permission to include an email address, this information goes to MTNZ for their communication purposes. <p>Next show – The Addams Family</p> <ul style="list-style-type: none"> ● Production team meeting to be held 26th May ● Auditions 15 and 16 July 10am – 4pm. ● Health & Safety will be done by Marj. ● Turner Centre –not seen as a viable option for us. Suggest they arrange for a bus load to come down to Whangarei. We could arrange for discounted ticket pricing for a large group. <p style="text-align: center;"><u>THREE PILLARS</u></p> <p><u>Eilean</u></p> <p>NAPTA Zone 1 meeting held 20th May</p> <ul style="list-style-type: none"> ● Suggesting a data base for backstage crew / props / sets etc. Likely to work in Auckland region but not for us. ● A Central place for props – not likely to work for us. ● Our letter with proposals and comments was viewed as irrelevant, as each performance has a different creative team. Suggested that we invite a respected theatre person to come to a rehearsal one month from opening night to give comments for improvements. A consensus from some was that having comments from the judges is a good idea but couldn't see how it would work. ● Next Gen scholarships will be announced around October. ● NAPTA doesn't recognise the publicity / poster / programme competition but are offering awards for a service such as technical and youth service award. ● Next Gen camp will be held in Cambridge. Zone 1 and MTNZ website. This is open for people aged between 18 and 35 years; cost for the weekend is %40 starting on a Friday evening. Experienced Tutors will be for performance and production based. 	<p>Eilean PM</p> <p>Ian Ian</p> <p>Ian</p> <p>Ian</p> <p>Ringi PM</p> <p>Ian</p>
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<p>MOTION: Eilean moved and Penny seconded that we subsidise up to five people for the course. Carried</p> <p><u>Tane</u></p> <ul style="list-style-type: none"> • Forward planning meeting to be held this Thursday. • A Wizard of Oz performance statement needs to be completed and sent to Origin. <p><u>Gayle</u></p> <p>Front of House for Gloria’s Handbag.</p> <ul style="list-style-type: none"> • Kitchen- Penny • Bar – Ian • Box office and usher – Marj • Hostess and usher –Gayle <p>Eilean proposed that we reconsider the arrangements for ushers based on Health & Safety training.</p>	
<p>The Meeting closed at 9.35pm Next Meeting 26th June 2017 at 6.30pm</p>	

Signed
Eilean Rawson President, WTC

Dated 26th June 2017