

Minutes of the Whangarei Theatre Company Executive Committee Meeting

Held at Riverbank Centre on 27th November 2017

The meeting commenced at 6.35pm.

PRESENT: Eilean Rawson, Tane Davis, Marjorie Bowdler, Ian Page arrived 7.40pm, Barbara Trimmer, Cameron Shelley, Penny Mashlan, Sean Scanlen, Ringi Smith.

APOLOGIES: Gayle Dowsett, Chris Harmston, Pani Taukiri, Sarah Edgecombe

MINUTES OF THE PREVIOUS MEETING:	ACTION
<p>MOTION: Marj moved and Cam seconded that they be accepted as a true and correct record of the meeting. Carried</p> <p>MATTERS ARISING as per Task Sheet</p> <ul style="list-style-type: none"> • Coordination of a working party for the Code of Conduct will be held on 20th January 2018. • Response received from Waipu Trust and circulated to Executive. • Forward planning meeting to be held this month and a commitment will be requested from Pamela for her choice of play 2018. • FOH rosters were completed for Addams Family. • Unknown if Gayle has pursued funding for sponsoring people going to Conference 2018 in Nelson. Marj informed the committee that with flights, Conference bookings and Airbnb bookings it has cost over \$800. • Information to Ian for the Superstar show to be sent by Gayle and then put on theatre website. • Barb discussed with the Life4U Church pastor their concerns re use of the theatre and theatre users encroaching in their hired areas. Tane and Ringi informed cast and crew. The matter was resolved. Production Managers will need to inform their cast and crew in the future. <p>FINANCIAL REPORT: delayed until Ian arrived.</p> <p>MOVED: Ian moved and Tane seconded that the payments for November 2017 totalling \$11,935.21 be approved for payment. Carried</p> <p>MOVED: Ian moved and Ringi seconded that the October 2017 electronic payments and DDs totalling \$2680.26 be approved. Carried</p>	<p style="text-align: center;">Sean</p> <p style="text-align: center;">Tane</p> <p style="text-align: center;">Gayle</p> <p style="text-align: center;">Gayle / Ian</p> <p style="text-align: center;">Barb / Ringi Production Managers</p> <p style="text-align: center;">Ian</p>
<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> • Artisan Fair – requesting our participation. Decided that we could place an item in the Newsletter to invite members to contact the organisers and to be aware of copyright infringements for choice of songs and character costumes. • Waipu Trust – response answering questions put by Eilean. To be discussed at the January 2018 meeting. • Use of Car Park December – February using 4 containers to sell goods. This is now the WDC responsibility. Concerns still affect us with hires and shows. Need clarification from the Council that we can have input into this type of decision making. • Rising Starz – request for 4 complimentary tickets to Opening Night of Snoopy to be raffled during their performance of Beauty & the Beast. <p>Outward :</p> <ul style="list-style-type: none"> • Kamo Christmas Parade – declined with thanks 	<p style="text-align: center;">Tane / Marj</p> <p style="text-align: center;">Eilean / Marj</p> <p style="text-align: center;">Barb / Marj</p> <p style="text-align: center;">Eilean / Marj</p> <p style="text-align: center;">Marj</p>

<ul style="list-style-type: none"> • Umbrella Funding – declined with thanks 	<p>Marj</p>
<p><u>SHOWS</u> Show – The Addams Family Production Report – November – to be emailed to executive a detailed report once she has had time to evaluate and reflect. In the meantime Ringi sincerely thanked all those on the Executive for their input and support during the performances.</p> <p>Present Show – Snoopy Report tabled:</p> <ul style="list-style-type: none"> • Production meeting held still looking for a wardrobe person • Budget worked on • Proposed - Not a dinner show start at 7pm • Possible a Thursday matinee in the first week of holidays, depends on crew work commitments • Logo sent to Origin for approval, then advertising will begin once approved. • Notifying schools of auditions. • Budget presented and tabled • First cast meeting will be 14 January 2018 <p>MOTION: Eilean moved and Tane seconded that the proposed budget for Snoopy is accepted. <p style="text-align: right;">Carried</p></p> <p>Next show – Jesus Christ Superstar</p> <ul style="list-style-type: none"> • First production meeting scheduled for 12th December at 5.30pm • Gayle is sending information to Ian for website and to Sean for Facebook • Budget to be ready for January meeting 	<p>Ringi</p> <p>Eilean</p> <p>Marj</p>
<p>GENERAL BUSINESS Trust – set for discussion at January meeting.</p> <p>Hire Report</p> <ul style="list-style-type: none"> • 1st December – Ministry for Vulnerable Children – a Christmas event • 2nd December – 21st Birthday – Corina Moses <p>Sutherland Security – booked for both events to close and secure theatre.</p> <ul style="list-style-type: none"> • Bubble Man – after discussion it was agreed that this hire would be declined. <p>Insurance</p> <ul style="list-style-type: none"> • Cam requested that the recent tech purchases be checked if they should be on the asset list. Ian will check the wording for minimum amounts. <p>Arts on Tour 2018 – all at 7.30pm Rado & Raybon – Friday 30 March Olive Copperbottom – Saturday 12 May Hopetoun Brown – Saturday 9 June No Holds Bard – Friday 31 August Adam McGrath – Friday 5 October</p> <p>MOTION: Ian moved and Ringi seconded that the flat rate for each of the Arts on Tour performances is set at \$30 per ticket. <p style="text-align: right;">Carried</p></p> <p>It was proposed by Ian and agreed by the Executive, that he approach Penny Ashton [Olive Copperbottom] and Michael Hirst [No Holds Bard] to ask if they would be prepared to do a workshop when they are in Whangarei.</p>	<p>Barbie</p> <p>Cam / Ian</p> <p>Ian</p> <p>Ian</p> <p>Ian</p>

<p>Storytime It was agreed that Kelly attend the Gala Night of each Show so that she can talk to patrons intending to purchase tickets.</p> <p>Toilet refurbishment Architect plans were circulated. The Executive approved of the plans and now require approximate costs of the refurbishment so that grant applications can be made.</p> <p>Kitchen responsibilities during shows Generally there was adequate coverage from People Potential except at the last show each year, as their students have left and Sylvia needs to find volunteers. Eilean will discuss with Sylvia how the theatre and People Potential can communicate and support each other. The setting up of tables for shows needs to be addressed and could be resolved after the next AGM.</p> <p>Vacuum Cleaner Our cleaner is using her own cordless backpack vacuum cleaner as it allows for easier access especially in the auditorium. MOTION: Marj moved and Ian seconded that Marj research and purchase a commercial quality cordless backpack vacuum cleaner up to \$1,000.00 Carried</p> <p>Life Member and Merit Award recipient 90th Birthday MOTION: Eilean moved and Marj seconded that a bouquet up to the value of \$80 is purchased to celebrate and recognise Val Russell's 90th Birthday. Carried</p>	<p>Sean</p> <p>Penny</p> <p>Eilean</p> <p>Marj</p> <p>Eilean</p>
<p style="text-align: center;">The Meeting closed at 8.40pm Next Meeting 18th December 2017 at 6.30pm</p>	<p style="text-align: center;">POT LUCK And After Dinner Speech from Penny!</p>

Signed
Eilean Rawson President, WTC

Dated 18th December 2017