

## Minutes of the Whangarei Theatre Company Executive Committee Meeting

Held at Riverbank Centre on 16<sup>th</sup> October 2017

The meeting commenced at 6.30pm.

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

**APOLOGIES:** none

<b>MINUTES OF THE PREVIOUS MEETING:</b>	<b>ACTION</b>
<p><b>MOTION:</b> Marj moved and Tane seconded that they be accepted as a true and correct record of the meeting. <span style="float: right;"><b>Carried</b></span></p> <p><b>MATTERS ARISING</b></p> <ul style="list-style-type: none"> <li>• signage at the theatre and Finlayson Street completed.</li> <li>• Coordination of a working party for the Code of Conduct will start in the New Year.</li> <li>• The cameras and cables were researched for price – need a cable to a screen.</li> </ul> <p>From previous tasks to be completed:</p> <ul style="list-style-type: none"> <li>• 10 year servicing / inspection of genie to be arranged – it was decided that this work will not go ahead. Ian always checks before using. Barb / Marj will add to health and safety folder regarding status quo and a risk assessment.</li> <li>• Handrail stage managers side to top dressing rooms completed.</li> <li>• Lighting inventory ongoing. This has been delegated to Tayla</li> <li>• That the Igrin and Iserve duplication has been sorted</li> </ul> <p><b>FINANCIAL REPORT:</b></p> <p><b>MOVED:</b> Ian moved and Gayle seconded that the September 2017 electronic payments and DDs totalling \$4643.90 and the payments for October 2017 totalling \$5283.18 be approved for payment. <span style="float: right;"><b>Carried</b></span></p> <p><b>MATTERS ARISING:</b></p> <ul style="list-style-type: none"> <li>• Ian needs the Wards invoice for purchases already done.</li> <li>• Discussion held regarding the viability of the Treasurer providing each month the income as well as expenditure. Also the MTNZ and our committee knowing the accounts for each show completed to be ongoing.</li> <li>• Ian provided the committee with the accounts showing income, expenditure and surplus for AOTNZ – The Nukes; AOTNZ – Gloria’s Handbag; Wizard of Oz and Opposite Sex.</li> </ul> <p><b>MOTION:</b> Penny moved and Gayle seconded that the bank statements be made available for people to look at at meetings. <span style="float: right;"><b>Carried</b></span></p>	<p style="text-align: center;"><b>Barbie</b> <b>Sean</b> <b>Cam</b></p> <p style="text-align: center;"><b>Ian</b></p> <p style="text-align: center;"><b>Barb / Marj</b></p> <p style="text-align: center;"><b>Ian</b> <b>Ringi / Ian</b> <b>Ian</b></p> <p style="text-align: center;"><b>Ian</b></p> <p style="text-align: center;"><b>Cam / Ian</b></p> <p style="text-align: center;"><b>Penny / Eilean / Ian</b></p> <p style="text-align: center;"><b>Ian</b></p>
<p><b>CORRESPONDENCE:</b></p> <p><b>Inward</b></p> <ul style="list-style-type: none"> <li>• Kamo Christmas parade invitation – decline</li> <li>• MTNZ and Zone 1 invitation to attend event in Auckland - declined</li> <li>• Making-A-Scene umbrella funding request – declined</li> <li>• MTNZ – awards and conference information</li> </ul> <p><b>Outward :</b> nil</p>	<p style="text-align: center;"><b>Marj</b> <b>Eilean</b> <b>Marj</b> <b>All</b></p>

## GENERAL BUSINESS

### Asset Trusts

- Eilean is awaiting information from Waipu Caledonian Society / Trust, regarding the set up and structure of their Trust.

### Funding

Gayle offered to work with Penny to pursue funding for those wishing to attend conference in Nelson in March 2018.

### Three Pillars

Brought forward from last month – discussion around the function and practicalities of this trial.

**MOTION:** Sean moved and Marj seconded that the trial of the Three Pillars system of governance of the Whangarei Theatre Company be abandoned.

**Carried**

### Facebook

Barb requested assurance that the information on Facebook was protected, especially for any copyright issues. The committee was assured that it is a ‘closed book’.

Barb also made comment that those people putting comment and information on the site need to be aware of their language and topics selected.

**Hires:** no additional hires to last month’s meeting

### Late correspondence received by Ian via Camilla Harmston re Hires:

The conflict of hires and general theatre use for performances and rehearsals needs to be prioritised. A hirer has the priority for the areas they are hiring, this means no-one enters those areas whilst the hire is in progress. A courteous and common sense approach to noise interference from backstage, especially of the Hatea Room is also required. The kitchen is out of bounds and cast / crew and heads of departments need to make provision before a hire starts to arrange for teas / coffee / milk / mugs etc are available in a temporary green room during rehearsals. The workshop needs to be cleared and made safe and will be the green room once the performances start.

## SHOWS

### Present Show – The Addams Family

Production Report – October

Rehearsals are increased and lengthened as we make the final push towards production week. The scheduled sitzprobe was cancelled due to our Musical Directors ill health, however in his absence Sarah ran a great band rehearsal and when Sean was back we held a full run through with the cast and orchestra that went very well. The band sound amazing and we are blessed to have such talented musicians that continue to support our shows.

Set and set painting are coming along incredibly well. Again, Darryn, Brendan and Steph are doing an exemplary job and the results are stunning. They’re looking at a final push over Labour Weekend to get things completed, so that Tayla and the lighting team can get everything underway.

Pamela and her team of seamstresses are doing a great job of playing catch up with the costumes, and the results are as per usual of a great quality.

Barbie came and watched rehearsal and noted that the cast were missing ‘play’ props, and has graciously offered to come and grab a few things for the cast. Our person in charge of props has proved to be very creative yet somewhat difficult to work with, and has constant complaints. I have discovered that the Production Management role in this show is more ego/person management than actual show management sometimes!

I would welcome the executive members to come and sit in on a rehearsal at any time –

Eilean

Gayle / Penny

Ringi

Ian / Barb to contact  
All to take note.

Ringi

we all would appreciate your input and thoughts. We had Gayle and Marj visit one rehearsal and watched a number and it was great for the cast and crew.

**Next show – Snoopy**

- Have had a meeting with Margie
- Auditions on 16<sup>th</sup> December – times to be confirmed
- Stage Manager – Rosemary Hamer
- Set builder – Ian Page
- Lighting design – have approached Tayla Brittliff yet to confirm
- Choreographer - Tamason Thorley
- Musical Director – Sean Scanlen
- Vocal Coach – Tracey Barnier Willis yet to confirm
- Props – John Swinney
- Costumes – Yet to confirm

As soon as I get people firmed up will have a production meeting to put together a budget for November meeting.

**Following show – Jesus Christ Superstar**

- Have had a meeting with Gayle
- And Ringi Smith – Assistant Director
- Started to put a team together, we each have people to ask and confirm.
- Auditions Friday evening 16<sup>th</sup> February and Saturday 17<sup>th</sup>
- Gayle is sending information to Ian for website and to Sean for Facebook

**THREE PILLARS**

**Eilean –**

**Tane –**

**Gayle –**

**Eilean**

**Marj**

The Meeting closed at 8.20pm  
Next Meeting 27<sup>th</sup> November 2017 at 6.30pm

Signed .....  
Eilean Rawson          President, WTC

Dated 27<sup>th</sup> November 2017