

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Centre on 25th September 2017**

The meeting commenced at 6.30pm.

PRESENT: Eilean Rawson, Tane Davis, Marjorie Bowdler, Ian Page, Barbara Trimmer, Cameron Shelley, Sarah Edgecombe, Sean Scanlen, Ringi Smith.

APOLOGIES: Gayle Dowsett, Chris Harmston, Pani Taukiri, Penny Mashlan,

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"> • signage at the theatre and Finlayson Street to be completed during school holidays. • Painting wash bench in Ladies toilet • Contact Roger McLean re fees / timeline for ladies toilet refurbishment. <p>From previous tasks to be completed:</p> <ul style="list-style-type: none"> • 10 year servicing of genie to be arranged • Handrail stage managers side to top dressing rooms in progress. • Lighting inventory to be completed. • That the Igrin and Iserve duplication be sorted out. 	<p>Barbie</p> <p>Ian / delegate? Penny</p> <p>Ian Ian Ringi / Ian Ian</p>
<p>FINANCIAL REPORT:</p> <p>MOVED: Ian moved and Barbie seconded that the August 2017 electronic payments and DDs totalling \$5,287.42 and the payments for September 2017 totalling \$2455.30 be approved for payment. Carried</p> <p>MATTERS ARISING:</p> <p>nil</p>	<p>Ian</p>
<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> • Charities Commission – response that our financial submission for 2016 does not meet the required new standards. <p>Outward</p> <ul style="list-style-type: none"> • Charities Commission – enter tier 3 & 4 awards 	<p>Ian</p> <p>Marj</p>
<p>GENERAL BUSINESS</p> <p>Asset Trusts</p> <ul style="list-style-type: none"> • Eilean tabled information and structure from the Auckland Music Theatre and Auckland Music Arts Trust. Question arose as to where the Trust got the money from to assist the Society. And when did they create the Trust? • Eilean is awaiting information from Waipu Caledonian Society / Trust, regarding the set up and structure of their Trust. 	<p>Eilean</p> <p>Eilean</p>

<p>Funding MOTION: Cam moved and Tane seconded that if we get the grant from the Oxford Sports Trust that we give Cam permission to go and purchase the equipment as set out in the grant application. Carried</p>	<p>Penny / Cam</p>
<p>Refurbishment</p> <ul style="list-style-type: none"> • There is an understanding that no fees will be charged for the architectural plan to be drawn up by Roger McLean or his staff. • Pursuant to the no fees charge, a timeline is not available. 	<p>Penny</p>
<p>Committee procedures Ian had circulated a protocol for running committee meetings. MOTION: Eilean moved and Tane seconded that we adopt the procedures for committee meetings Carried</p> <ul style="list-style-type: none"> • From discussion the roles of the Three Pillars being included in the agenda / being redundant was brought up. Recommended that this be discussed further at the next meeting. 	<p>Ian</p>
<p>Forum North Report circulated by Ian. Following discussion which included the directive that Forward Planning would have the responsibility of bringing to the committee researched shows viable for a Forum North production, and where to get costumes / props / sets and the costs involved. MOTION: Ian moved and Ringi seconded that in principle we are looking at producing a show at Forum North on a biannual basis. Carried MOTION: Tane moved and Marj seconded that we initiate our first show in 2020. Defeated MOTION: Barb moved and Cam seconded that we initiate the first show in Forum North in 2019. Carried Against: Tane and Marj MOTION: Ian moved and Ringi seconded that we pay the Forum North booking fee up to \$3,000 within the next month for the dates of 15 May – 27 June 2019. Carried Against: Tane and Marj Tane reminded the committee that we had earlier agreed not to take any further productions to Forum North because of the excessive costs we had been charged after Sound of Music.</p>	<p>Tane</p> <p>Ian</p>
<p>MTNZ</p> <ul style="list-style-type: none"> • The committee was informed that the annual survey has been done in the past mainly by Eilean and that information is required, especially the amounts of surplus and expenditure are needed after each show. • Marj explained that MTNZ also requires volunteer hours and the template she has devised for The Addams Family for the volunteer hours to be collected and collated. She requested that the production manager be supported in gaining each head of departments commitment to this request. • A similar template will be forwarded to future production managers and a request that forward planning include this in their discussions with future production managers. • This could also be included in production managers' responsibilities. 	<p>Eilean / Ian</p> <p>Marj / Ringi</p> <p>Tane /Marj</p> <p>Ian</p>

<p>Technology Sean presented a case for installing monitors and cameras. Through discussion it was decided that between the knowledge and items in the props cupboard this could be achieved without too great an expense other than cameras most likely to need purchasing. MOTION: Sean moved and Barbie seconded that the Whangarei Theatre Company consider the installation of monitors and cameras in our theatre so as to give the cast a screen on which to see the conductor and so as to give the stage manager a view of the stage. Carried</p>	<p>Cam / Ian / Sean</p>
<p>Code of Conduct MOTION: Sean moved and Ian seconded that the Committee establish a working party to prepare a code of conduct for committee members, to be presented at the October meeting. Sean presented an example of a code of conduct which was discussed. AMENDED MOTION: Sean moved and Ian seconded that the Committee establish a working party to prepare a code of conduct for committee members, to be presented at the January 2018 meeting. Carried</p>	<p>Sean / all</p>
<p>Hires: I have had quite a few enquiries recently – some resulting in hires, others not, but it seems that the word is getting out that we do hire and offer a good deal.</p>	<p>Barbie</p>
<p>Bookings/Enquiries known to this point in time:</p> <ul style="list-style-type: none"> • Friday October 27th – Recenia Kaka – fundraising event • Saturday October 28th – Charter School – all day Hatea and Kitchen. • November - Addams Family so no hires apart from the usual ones, Stamp Club, Life4U Church, MASDAVA and Rising Starz. • Friday 1st December – Selina Taniora – Work end of year function – TBC • Saturday 2nd December – Corina Moses – family event – TBC • Tuesday 5th December – MAS DAVA – end of year prizegiving 4pm – 8pm in the Hatea Room • Wednesday 6th December – Sunday 10th December – Rising Starz show in main auditorium. <p>Once again, my thanks to the others on the committee who regularly help me out with opening up for hires when I am at work.</p>	<p>Ringi</p>
<p>Present Show – The Addams Family Ringi tabled a report covering the cast is working well as a tight knit group, Pamela Black has picked up the costumes / wardrobe role after the previous person resigned citing personal reasons. Tommy Berridge and Tayla Brittliff are also assisting with drama and lighting respectively. Tickets to go on sale 1st October. MOTION RATIFIED from emailed consensus: Ringi moved and Tane seconded that we accept the budget for ‘The Adams Family’ including ticket prices of \$35 for adults and \$25 for students and seniors. Carried</p>	<p>Ian</p>
<p>FOH Eilean to contact and confirm with Craig Johnson for menu, inform Ian. Ushers and hostess / host roster for Gala night and performances. Bar managers and assistants roster</p>	<p>Eilean Gayle Ian</p>

<p>Next show – Snoopy</p> <ul style="list-style-type: none"> Eilean is putting together a production team which presently consists of : Stage Manager- Rosemary Hamer Props – John Swinney Vocal coach – Lisbe Jooste Choreographer – Tamason Thorley Musical director – Sean Scanlen Costumes – Pamela Black Yet to find / confirm: set designer and builder publicity / advertising programme lighting and sound requirements Auditions are planned for 16th December 2017 Budget will be presented at the November meeting prior to auditions. <p style="text-align: center;"><u>THREE PILLARS</u></p> <p>Eilean – nothing to report</p> <p>Tane – Forward Planning – reminder of next year’s performance dates after Snoopy which is in April: Jesus Christ Superstar 22 June – 7 July Director Gayle Dowsett Pamela’s play 7 September – 22 September Director Pamela Black Annie 15 November – 1 December Director Eilean Rawson</p> <p>Gayle – nothing to report</p>	<p>Eilean</p>
<p style="text-align: center;">The Meeting closed at 9pm Next Meeting 16th October 2017 at 6.30pm</p>	<p style="text-align: center;">NB October meeting is on the 16th</p>

Signed
Eilean Rawson President, WTC

Dated 16th October 2017