

Minutes of the Whangarei Theatre Company Executive Committee Meeting

Held at Riverbank 23rd April 2018

The meeting commenced at 7.05pm.

PRESENT: Barbara Trimmer, Tane Davis, Eilean Rawson, Marjorie Bowdler, Cameron Shelley, Camilla Harmston, Gail Yearbury-Murphy, Pani Taukiri, Penny Mashlan; Sharon Simpson.

APOLOGIES: Ian Page

MINUTES OF THE PREVIOUS MEETING:	ACTION
<p>MOTION: Marj moved and Camilla seconded that they be accepted as a true and correct record of the meeting. Carried</p> <p>Matters Arising – Task Sheet</p> <ul style="list-style-type: none"> • Kitchen stock take completed. • New members have met with current members to review their preferences and work on training, some ongoing. • Hatea Room chairs will be cleaned by Jaes Cleaning Services on 3rd May. • Valuation of Finlayson Street done. • Insurance Assessor and Builder now working through Ian and Pamela for the broken cistern flooding work. • Sutherlands promised a technical and system upgrade report by the end of this month. • Issues with raising the lift with the Elevated platform not resolved. Johnson Richards men hand pumped the lift and got the genie up on to the main stage. Do not take the genie down again! • Steriliser issues – electrician came but found no fault. Working again. • Cam waiting to hear from Ian regarding payments for Telecom /Spark as they will not give Cam the information as Ian is the signatory. 	<p>Eilean</p> <p>Ian</p> <p>Marj</p> <p>Marj</p> <p>Marj</p> <p>Ian / Cam</p>
<p>FINANCIAL REPORT:</p> <p>In Ian's absence Barbie was prepared to explain any items of payment.</p> <p>MOVED: Barbie moved and Eilean seconded that the payments for April 2018 totalling \$6,311.34 be approved for payment. Carried</p> <p>MOVED: Barbie moved and Penny seconded that the March 2018 electronic payments and DDs totalling \$2,483.58 be approved. Carried</p> <p>Matters Arising</p> <p>nil</p>	<p>Ian</p>
<p>CORRESPONDENCE:</p> <p>Inward</p> <p>nil</p> <p>Outward :</p> <p>nil</p>	
<p><u>SHOWS</u></p> <p>Show – Snoopy - Final report circulated.</p> <ul style="list-style-type: none"> • Creatively this was a great show, but is predicted to be a financial loss. • Hoardings were erected on booked sites, then removed by Octagon Theatre personnel, the cause having been that Whangarei District Council had double booked the sites. We were at the time unaware of where our hoardings had been removed to, later found that Octagon Theatre had them stored. <p>MOTION: Penny moved and Sharon seconded that a letter is written to the Whangarei</p>	<p>Eilean</p> <p>Marj</p>

<p>District Council expressing disappointment over the double booking and pointing out that the expenses are not just for the site booking and loss of publicity affecting possible patrons, but also for the expense of having the hoarding signs printed. Carried</p>	
<p>Current show – Jesus Christ Superstar</p> <ul style="list-style-type: none"> • Production team meeting was held 9th April. • All aspects of the show were discussed and plans made accordingly. • Photo shoot will be at Hikurangi Rocks 19th May; Sitsprobe 26th May • There is a full rehearsal and performance schedule available. • Director’s planning for every scene is complete with cast, songs / music, costume, set, and lighting needs set out. • Set and lighting planning for the scaffolding is completed with reference to the lighting needs using the genie before the scaffolding is in place. • Concern expressed that the lighting board needs to be purchased urgently so that Tayla can proceed with the lighting design. • Tickets will go on public sale 22nd May with early cast and crew bookings 15th May. • Rehearsals are going well with Bert attending each Sunday. 	<p>Marj</p>
<p>Next show – Forget me Knot</p> <ul style="list-style-type: none"> • Auditions will be held 13th May • Cast is for two men and two women. • There will be a stationary set depicting two rooms. • The main auditorium will be used as not enough space for the set in the Hatea Room. 	<p>Cam</p>
<p>Forward Planning</p> <ul style="list-style-type: none"> • Held 17th April report circulated • The two One-Act plays for early next year will feature teens. There will not be a dinner with these. Pamela will mentor Pani. • A concern is not having a lighting person for Pamela’s play or for Eilean’s Annie. • An experienced production manager is needed for Annie • Phantom of the Opera – we have received approval for the rights. • Proposed production team: <ul style="list-style-type: none"> ○ Alison Thomson – Production Manager ○ Grant Smith – Director ○ Monica Nance – Vocal Coach ○ Kate Aukett - Choreographer 	<p>Eilean</p>
<p>GENERAL BUSINESS</p>	
<p>Roles & Responsibilities For the Kitchen [Gail] and FOH [Pani] have been rewritten and given to them by Barb.</p>	<p>Barb / Gail / Pani</p>
<p>Hires A list of Hires and Events was distributed by Barb.</p>	<p>All</p>
<p>Funding / Grants</p> <ul style="list-style-type: none"> • Waiting for the outcome of the funding applications for the lighting desk. 	<p>Penny</p>
<p>Toilet refurbishment After discussion agreement was reached that we are not in a position to accept the advice for a whole building being brought up to the current standards and code of compliance in order to refurbish the public toilets. MOTION: Penny moved and Gail seconded that we obtain funding to refurbish the public toilets including hand washing facilities; flooring; toilet pans and cisterns; and painting.</p>	<p>Penny / Camilla / Gail</p>

<p>Penny and team to get quotes for this work. Carried</p> <p>Finlayson Street – Cistern Two quotes had been received from Johnson Richards Plumbers for the a) removal of the old cistern and b) purchasing a40 litre cistern to be placed under the kitchen sink. Discussion followed on the benefits and necessity of constant hot water in Finlayson St. MOTION: Penny moved and Marj seconded that we accept only the quote of \$150 from Johnson Richards Plumbers to remove and cap off water supply to the hot water cylinder with an estimated \$80 for an Electrician to make this safe. Carried</p> <p>Sutherlands Security April was the deadline for a technical and systems upgrade of the security system. Marj to follow up. Marj</p> <p>MTNZ – Zone One Rep – Emma Bishop</p> <ul style="list-style-type: none"> • Marj responded to her request for 2018 committee contact details. • Included an invitation to Emma to attend a WTC committee meeting at her convenience. • Next Gen Boot Camp – Registrations now open - well worth promoting to our 18-35 year olds <p>Car Park Sign</p> <ul style="list-style-type: none"> • Three Keys have been provided, Barb is keeping one, and the other two will be put on the hook in the back office. Barb • Front of House [Pani] to add this to his role to ensure the signs are set up for each theatre / public parking usage. Pani 	
<p style="text-align: center;">All members and observers are reminded that the substance of the deliberations leading to decisions must remain confidential at all times.</p>	All
<p>The Meeting closed at 9.05pm Next Meeting 28th May at 7pm</p>	

Signed

Dated 28th May 2018

Barbara Trimmer President, WTC