

Minutes of the Whangarei Theatre Company Executive Committee Meeting

Held at Riverbank 26th February 2018

The meeting commenced at 6.30pm.

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

APOLOGIES: Chris Harmston

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 as per Task Sheet</p> <ul style="list-style-type: none"> • Oxford Sports Trust for funding for participants going to the MTNZ Conference in Nelson in March was not done. • Extractor fan 12a certificate to be followed up. • Forward planning processes reviewed, circulated and for discussion at this meeting. • Ongoing review processes for all sub-committees. • Code of Conduct meeting was held, recommendations circulated, to be discussed at this meeting. • Awaiting response from Whangarei District Council re progress for parking area signage. • Cheaper phone package investigated, to be discussed at this meeting. • Funding request for Dot2 lighting desk in process. • Permissions for toilet area refurbishment updated information from Roger McLean. <p>MOTION: Marj moved and Sean seconded that we send a letter to Roger McLean approving that he proceed on our behalf with the building consents for the toilet refurbishment. Carried</p> <ul style="list-style-type: none"> • Hatea Room rigging lights for AOT 30 March to be completed. • Storytime invited personally to attend Gala Shows. 	<p style="text-align: center;">Marj Ian Ian / Sean</p> <p style="text-align: center;">Barbie</p> <p style="text-align: center;">Cam Penny</p> <p style="text-align: center;">Penny / Ian /Marj</p> <p style="text-align: center;">Ringi / Ian Sean</p>
<p>FINANCIAL REPORT:</p> <p>MOVED: Ian moved and Eilean seconded that the payments for February 2018 totalling \$3,087.67 be approved for payment. Carried</p> <p>MOVED: Ian moved and Ringi seconded that the January 2018 electronic payments and DDs totalling \$2,446.76 be approved. Carried</p> <p>No Matters Arising</p>	<p style="text-align: center;">Ian</p>
<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> • Ian Page – repayments for 3 Finlayson Street have now been completed. <p>MOTION: that we will update the land transfer details on 3 Finlayson Street Whangarei, removing Ian Page as an interested party is no longer in effect. Carried</p> <ul style="list-style-type: none"> • Building & Fire Services – a 12a certificate for the extractor fan has not been received, and request that this is done so that the Building Warrant of Fitness will be renewed. <p>Outward :</p> <ul style="list-style-type: none"> • Sidney Heremaia - in response to his previous letter. 	<p style="text-align: center;">Marj</p> <p style="text-align: center;">Marj</p> <p style="text-align: center;">Eilean / Penny</p>

<u>SHOWS</u>	
<p>Present Show – Snoopy Report given orally – written report to come.</p>	Eilean
<p>Next show – Jesus Christ Superstar</p> <ul style="list-style-type: none"> • Auditions were held with the Friday evening slot in particular showing a very good response. • As more cast are preferred it was decided to hold another open audition Friday 2nd March with call backs on Saturday 3rd March. • The meet and greet will be postponed for one week to either Sunday evening 11th March or Tuesday 13th March. 	Marj
GENERAL BUSINESS	
<p>Code of Conduct</p> <ul style="list-style-type: none"> • Discussion around the necessity and some of the wording was held. <p>MOTION: Sean moved and Cam seconded that the Code of Conduct and the preamble that follow be adopted by the executive committee of the Whangarei Theatre Company.</p> <p style="text-align: right;">Carried</p>	All
<p>MOTION: Sean moved and Tane seconded that those standing for election as a committee member or executive officer give an affirmation prior to the election stating that they agree to uphold the Code of Conduct.</p> <p style="text-align: right;">Carried</p> <ul style="list-style-type: none"> • It was agreed that the statement at the bottom of the nomination form was a sufficient affirmation, ie: <i>I,</i> <i>being a financial member of WTC, accept the above nomination and agree to comply with the policies, procedures, processes of the Society and the Committee and the Code of Conduct of the committee.</i> 	All
<p>Mediaworks contract As circulated was agreed upon.</p>	All
<p>Wifi / Home Line</p> <ul style="list-style-type: none"> • Ian provided the charges and details around the Spark contract. • The committee recommends that Cam do some further research with Vodafone and Uber. 	Cam
<p>Northern Regional Council [NRC]</p> <ul style="list-style-type: none"> • Has expressed an interest in purchasing 3 Finlayson Street. A valuer has yet to arrange through Marj access to the building. • General comments made by the committee were Price / Another bigger building / Pay for removal of all our items and assist with setting up again. • Once it has been valued we will be told the valuation and then the committee can decide what happens next. 	Eilean
<p>Hires ARTS on TOUR</p> <ul style="list-style-type: none"> • March 30th Rado and Raybon - members already committed to this evening as per last month's minutes with the exception that Sarah will stand in for Eilean. 	Ian / Gayle / Marj / Sarah / Ringi
<p>Forward Planning</p> <ul style="list-style-type: none"> • Ian had circulated the present procedures from 2016 and a revised version 2018. • It was agreed to adopt the 2018 version. 	Ian / Forward Planning team

<ul style="list-style-type: none"> • Tane presented the recommendations for the 2019 season: <ul style="list-style-type: none"> ○ Either Phantom of the Opera or Chitty Chitty Bang Bang – Director Grant Smith at Forum North 15th May to 27th June [allowing for pack in booking]. ○ Rent – Director Ajay Fryer - 30th August to 14th September ○ Vicar of Dibley –Director Pamela Black – 15th November to 30th November • Discussion followed regarding the gap for any income between the last show of 2018 [Annie in November] and the first show of 2019 payout from Forum North not likely until after the completion of the show in July 2019. • The Forward Planning team is asked to seek another show for performance in April 2019. Possibly a youth orientated show or a play for a small cast. 	Tane
<p>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 8.50pm Next Meeting 26th March at 6.30pm</p>	<p>AGM 24th March 10.30am</p>

Signed
President, WTC

Dated 26th March 2018