

## Minutes of the Whangarei Theatre Company Executive Committee Meeting

**Held at Riverbank 22<sup>nd</sup> January 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:** nil

**Absent:** Chris Harmston

<b>MINUTES OF THE PREVIOUS MEETING:</b>	<b>ACTION</b>
<p><b>MOTION:</b> Marj moved and Cam 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> as per Task Sheet</p> <ul style="list-style-type: none"> <li>• Trust is on the agenda for tonight's meeting</li> <li>• Gayle will reapply from Oxford Sports Trust for funding for participants going to the MTNZ Conference in Nelson in March.</li> <li>• Superstar information to Ian for website</li> <li>• Piano tuner came, tuned and now reported as out of tune.</li> <li>• Toilet refurbishment – in general business</li> <li>• Ringi tabled her last report for Addams Family</li> <li>• Code of Conduct meeting was held, recommendations circulated, to be put on next month agenda</li> <li>• Storytime to be invited personally, already done on Facebook, but no response.</li> </ul> <p><b>FINANCIAL REPORT:</b></p> <p><b>MOVED:</b> Ian moved and Ringi seconded that the payments for January 2018 totalling \$14,166.50 be approved for payment. <span style="float: right;"><b>Carried</b></span></p> <p><b>MOVED:</b> Ian moved and GCam seconded that the December 2017 electronic payments and DDs totalling \$7,564.56 be approved. <span style="float: right;"><b>Carried</b></span></p> <p><b>MATTERS ARISING:</b></p> <ul style="list-style-type: none"> <li>• Ian made the committee aware that the last payment has now been made regarding Finlayson Street. Appreciation and thanks were extended to Ian by the committee.</li> <li>• Cam asked if the committee had ever sought alternative internet and phone companies.</li> </ul> <p><b>MOTION:</b> Sean moved and Penny seconded that we authorise Cam to investigate a cheaper internet and phone package. <span style="float: right;"><b>Carried</b></span></p>	<p style="text-align: center;"><b>Gayle</b></p> <p style="text-align: center;"><b>Gayle</b> <b>Sean / Ian</b> <b>Penny</b></p> <p style="text-align: center;"><b>Sean / Marj</b></p> <p style="text-align: center;"><b>Sean</b></p> <p style="text-align: center;"><b>Ian</b></p> <p style="text-align: center;"><b>Cam</b></p>
<p><b>CORRESPONDENCE:</b></p> <p><b>Inward</b></p> <ul style="list-style-type: none"> <li>• <b>Cheryl</b> – texted Marj to offer her services to the committee.</li> <li>• <b>Sidney Heremaia</b> – Eilean</li> <li>• <b>WDC</b> – regarding extractor fan to be checked for Building Warrant of Fitness.</li> </ul> <p><b>Outward :</b></p> <ul style="list-style-type: none"> <li>• <b>Forward Planning Committee</b> – as previously requested.</li> <li>• <b>Cheryl</b> – come and join us – details provided.</li> </ul> <p><b>MOTION:</b> Ian moved and Sarah seconded that we go into committee. <span style="float: right;"><b>Carried</b></span></p> <p><b>MOTION:</b> Ian moved and Barb seconded that we move out of committee. <span style="float: right;"><b>Carried</b></span></p> <p><b>MOTION:</b> Eilean moved and Barbie seconded that the President replies to Sidney. <span style="float: right;"><b>Carried</b></span></p>	<p style="text-align: center;"><b>Marj</b> <b>Eilean</b> <b>Ian / Marj</b></p> <p style="text-align: center;"><b>Tane</b> <b>Marj</b></p>

## SHOWS

### **Present Show – Snoopy**

Report tabled:

- Very pleased with the quick understanding of their songs.
- All should be financial members by next week
- Eilean will pick up wardrobe with Pamela assisting
- Rehearsing 5.30 – 7.30pm Tuesday and Friday and Sunday 1 – 4 pm
- A slight change to the colour for the logo has been approved,
- All scripts and scores arrived 16<sup>th</sup> January
- Set building plan now underway with Ian
- Sarah and Sean were thanked for their work with the children.

**Eilean**

### **Next show – Jesus Christ Superstar**

- Production meeting was held 16<sup>th</sup> January. Darryn withdrew from building the set and wished to accept the stage manager role. This means that Ringi will now assist Darryn as ASM for the music cues.
- Therefore we now need a set builder. Scaffolding will be used for a major part of the set. Sponsorship will be sought.
- Gayle to send audition details to Ian for the webpage.
- Budget was tabled

**Marj**

**MOTION:** Marj moved and Gayle seconded that the budget as a whole for Jesus Christ Superstar, including ticket prices \$35 adult and \$25 Seniors and School students be approved. **Carried**

**Gayle**

## **GENERAL BUSINESS**

### **Lighting Desk**

- Ringi reported on her meeting with Nick Reeves from Show Tech NZ.
  - A wholesale price of \$11,389 was quoted for a Dot2 lighting desk, and
  - DMX adaptor and hub \$791
  - Led lights LED Fresnel allow for colour changes could be looked at later.

**MOTION:** Ringi moved and Barbie seconded that we apply for funding up to \$12,000 for a Dot2 lighting desk with adaptor and hub. **Carried**

**Penny**

### **Abstain Penny**

### **Trust**

- After discussion no further action will be taken at this time.

### **Governance**

- With the recent issues and concerns around a sub-committee dictating to the Executive Committee, with some of the sub-committee not being members of the Executive and the processes which followed these decisions lacking in maintaining our Constitution and Rules of the Society, Marj expressed grave concerns regarding our processes.
- After discussion it was agreed that Ian will improve the process of the forward planning sub-committee and
- Ian and Sean will review and present processes for all sub-committees.

**Ian**

**Ian / Sean**

### **Code of Conduct**

- A meeting was held on 20<sup>th</sup> January at which time recommendations were circulated to the committee
- Gayle asked for more time to review the recommendations.
- Further discussion to be set on the next agenda and meeting in February 2018.

**Sean**

**Marj**

<p><b>Memorandum of Understanding</b> regarding a new purpose built performance centre in Whangarei.</p> <ul style="list-style-type: none"> <li>• Penny had prepared the start of this memorandum which was taken to the WDC meeting.</li> <li>• At this meeting Ian agreed to be on the steering group committee.</li> </ul> <p><b>The Nukes</b></p> <ul style="list-style-type: none"> <li>• Have offered to be part of the Easter weekend entertainment on the 31<sup>st</sup> March using our theatre as their venue.</li> <li>• With an Arts on Tour performance already booked for the 30<sup>th</sup> March it was agreed that this was not viable for us to commit to this performance.</li> </ul> <p><b>Parking Signage</b></p> <ul style="list-style-type: none"> <li>• Barb had circulated the proposed signage from WDC.</li> <li>• We requested that the wording could be “Parking for Theatre Patrons only”; Public Parking was fine.</li> <li>• It was felt that designated theatre personnel should be the ones to make the change to Theatre Patrons parking as we know when we are putting on a performance or a hire is going on. Barb to clarify and to get permission that this is our responsibility.</li> </ul>	<p><b>Penny</b></p> <p><b>Ian</b></p> <p><b>Ian</b></p> <p><b>Barb</b></p>
<p><b>All members and observers are reminded that the substance of the deliberations leading to decisions must remain confidential at all times.</b></p>	<p><b>All</b></p>
<p><b>The Meeting closed at 9.30pm</b> <b>Next Meeting 26<sup>th</sup> February at 6.30pm</b></p>	

Signed .....  
Eilean Rawson      President, WTC

Dated 26<sup>th</sup> February 2018