

Minutes of the Whangarei Theatre Company Executive Committee Meeting

Held at Riverbank 23rd July 2018

The meeting commenced at 7.05pm.

PRESENT: Barbara Trimmer, Tane Davis, Marjorie Bowdler, Ian Page, Cameron Shelley. Camilla Harmston, Gail Yearbury-Murphy, Pani Taukiri, Penny Mashlan

APOLOGIES: Eilean Rawson, Sharon Simpson.

MINUTES OF THE PREVIOUS MEETING:	ACTION
<p>MOTION: Marj moved and Penny seconded that they be accepted as a true and correct record of the meeting. Carried</p> <p>Matters Arising – Task Sheet</p> <p>Ongoing tasks</p> <ul style="list-style-type: none"> • Barb and Sharon to meet regarding properties orientation. • Contact Telecom/Spark too get the information Cam needs to make a comparison of charges. • Fire hoses to be removed • Membership benefits – theatre month September 	<p>Barbie / Sharon Ian / Cam</p> <p>Ian Tane / Sharon</p>
<p>FINANCIAL REPORT:</p> <p>MOVED: Ian moved and Marj seconded that the payments for July 2018 totalling \$12,236.15 be approved for payment. Carried</p> <p>MOVED: Ian moved and Gail seconded that the June 2018 electronic payments and DDs totalling \$34,568.88be approved. Carried</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • Marj queried clarification on what was charged against each productions, in particular laundry and cast sustenance. Agreed that laundry would be removed from the allocation to a production. • Ian raised the amounts of complimentary items to cast and crew during a production, specifically bar items and programmes. Eg. 40 people x 10 performances beverages @\$6 each = \$2,400 + 40 programmes @ \$5 =\$2,600.] There are other complimentaries for each performance including kitchen helpers, Front of House personnel, judges and sponsors. Agreed that alcoholic drinks will incur a further \$1 charge. • A cartoon information sharing of these complimentary benefits will be sent out in the next newsletter. 	<p>Ian</p> <p>Ian</p> <p>Ian Tane / Sharon</p>
<p>CORRESPONDENCE:</p> <p>Inward and Outward :</p> <ul style="list-style-type: none"> • Indianink flyer and letter requesting circulation through our outlets. • Shane Green – applying for membership to the committee. We do have vacancies. <p>MOTION: Ian moved and Cam seconded that we co-opt Shane Green on to the committee for the remainder this committee’s term. Carried</p> <ul style="list-style-type: none"> • Telfer Young Valuer – Finlayson Street report. The committee expressed displeasure at the obvious cut and paste lazy job the valuer had done regarding this report by reporting that Richard Bryham had requested this work to be done. Committee ask the Secretary to write to Telfer Young expressing our displeasure. • Adams Trimmer – Insurance for 2018-19 forwarded to Treasurer. • Adams Trimmer – pay out regarding insurance cover for flooding at Finlayson Street. • St Francis Xavier – letter of thanks for contributing tickets for a raffle on their Gala Day. 	<p>Tane</p> <p>Marj</p> <p>Marj</p> <p>Ian Ian</p>

<p>Shows Jesus Christ Superstar – Production Manager There were aspects of this show which Marj has yet to come to terms with. So rather than it taint an otherwise successful production, she has deferred this final report to another time.</p>	<p>Marj</p>
<p>Marj read out a letter from Nikki Hawes, Wardrobe manager, enthusiastic to stay as part of the Wardrobe team and to manage another show in the future.</p>	
<p>Current show – Forget me Knot – Production Manager</p> <ul style="list-style-type: none"> • Stage has been taped out for set to be built • Sharon Simpson has left the production and Cara has stepped up to take her place. • First rehearsal done up on the stage with half of the first act blocked. • Budget to be completed this Thursday • Rehearsal time confirmed for Tuesday and Thursday at 7pm and Sunday after 4pm. 	<p>Cam</p>
<p>MOTION: Ian moved and Cam seconded that we give Alzheimer Northland 100 tickets to Forget Me Knot on Thursday 13th September. Carried</p>	
<p>Future Show – Annie – Production Manager</p> <ul style="list-style-type: none"> • Audition evenings of 3rd and 4th August 6-8.30pm. Concerns expressed - Is this enough time? • Stage Manager – Barbara Trimmer • Ian requested that Eilean consider using one of the logos from the advertising pack. • Budget presented, accept that makeup needs to be added and allowance of \$3 per ticket goes to Seat Advisor. 	<p>Marj</p>
<p>MOTION: Marj moved and Ian seconded that the Budget for Annie be approved. Carried</p>	
<p>Following Shows 2019</p> <ul style="list-style-type: none"> • Two one-act plays to be performed 22nd March – 6th April • Phantom – 15th – 30th June in Forum North 	<p>Pani / Tane Ian / Barbie</p>
<p>Forward Planning- meeting held 26/07/ 2018</p>	
<p>2018 - Shows:</p> <ul style="list-style-type: none"> • ‘Forget Me Knot’ Concerns remain over using the upstairs stage. • ‘Annie’ on hold until auditions completed. 	<p>Barbie/Eilean</p>
<p>2019 - First two plays next year.</p> <ul style="list-style-type: none"> • Have rights and scripts for ‘Over My Dead Body’ • Tane still trying to track down Rights for ‘Humpty’ Now has contacted playwright. • For next meeting we need to sort out Production Personnel for these. • Auditions to be held end of October 	<p>Pani Tane</p>
<p>‘Rent’</p> <ul style="list-style-type: none"> • Marj to obtain rights. 	<p>Ringi/Committee rep?</p>
<p>‘Vicar of Dibley’ Pamela will source a Christmassy version of this.</p>	
<p>‘Morning Star’ hire request</p> <ul style="list-style-type: none"> • We need more information regarding set size, lighting and sound requirements, etc. 	<p>Eilean</p>
<p>We need to have 2020 organised by October this year, so we need ideas for shows. Next Meeting 5.30p.m. August 27th 2018</p>	
<p>GENERAL BUSINESS.</p>	
<p>Funding / Grants</p>	<p>Penny</p>
<p>Toilet Refurbishment</p> <ul style="list-style-type: none"> • Funding application met the deadline and has been acknowledged as received. 	
<p>Lighting Desk</p> <ul style="list-style-type: none"> • Copy of bank statement required. • Report needs to be done. 	<p>Ian</p>

<p>Member Benefits Planning a Karaoke evening.</p> <p>Arts O Tour 2019 Request the following bookings:</p> <ul style="list-style-type: none"> • February – On the Road – Michelle A’Court & Jeremy Elwood • June move to July if possible - NZ Guitar Quartet • September – The Kugels <p>Theatre Etiquette Observations noted during the production of ‘Jesus Christ Superstar’ were several breaches of theatre etiquette when family and friends of some cast and crew were in areas backstage during some rehearsals and performances. This is also a breach of health and safety regulations and must not happen.</p> <p>Green Room Sofas are large and cumbersome for storage and seat only a few people for the space they take up, shall we remove? Tane requested that they stay as they are a popular source of seating in an otherwise uninviting conversion of the work space into a green room for cast.</p> <p>Hatea Room Leak After investigation it has been found that some of the flashings have been lifted with the bad weather we have been experiencing. Do we know anyone with a cherry picker? How about fire engine ladder system? Marj to check with Onerahi Fire station volunteers.</p> <p>Huanui College Sharon Cole has requested the use of one of our sign boards overlooking the Loop to advertise their forthcoming event 17th & 18th August. Permission was approved as long as the signs were down by the end of the 18th August as we will need to use that space from the 19th August.</p> <p>Locking up Both the theatre and Finlayson Street building have been left unlocked on occasion. Please take care with this responsibility. Barb to renew instructions to all hirers.</p> <p>Missing Equipment Cam is gathering old / redundant equipment from the lighting and sound areas and has found that some equipment has gone missing. Marj to check with Sutherlands to see if specific key codes have been used over the past six months.</p> <p>Bereavement Rosemary Hamer’s father has died recently. A card to be sent to Rosemary and the Hamer family on behalf of the Whangarei Theatre Company.</p> <p>Advertising We need to promote the AOT performance ‘No Holds Bard’ coming 31st August.</p>	<p>Tane</p> <p>Ian</p> <p>Barbie</p> <p>All</p> <p>Marj</p> <p>Marj</p> <p>All / Barbie</p> <p>Marj</p> <p>Barbie</p> <p>All</p>
<p>All members and observers are reminded that the substance of the deliberations leading to decisions must remain confidential at all times.</p>	<p>All</p>
<p>The Meeting closed at 9.26pm Next Meeting 27th August at 7pm</p>	

Signed

Dated 27th August 2018

Barbara Trimmer President, WTC