

## Minutes of the Whangarei Theatre Company Executive Committee Meeting

**Held at Riverbank 25<sup>th</sup> June 2018**

The meeting commenced at 7.05pm.

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

**APOLOGIES:** Cameron Shelley.

<b>MINUTES OF THE PREVIOUS MEETING:</b>	<b>ACTION</b>
<p><b>MOTION:</b> Marj moved and Penny 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 – Task Sheet Completed</b></p> <ul style="list-style-type: none"> <li>• Sutherlands have sent in their quotes and catalogues for upgrading the alarm system.</li> <li>• Discharge of Mortgage Finlayson Street completed.</li> <li>• Charities Commission update of officers and Financial return completed</li> <li>• Front of House roster for Jesus Christ Superstar</li> </ul> <p><b>Ongoing tasks</b></p> <ul style="list-style-type: none"> <li>• Barb and Sharon to meet regarding properties orientation.</li> <li>• Contact Telecom/Spark too get the information Cam needs to make a comparison of charges.</li> <li>• Funding and sourcing refurbishment items for the public toilets.</li> <li>• Front of House rosters for next AOT performance June</li> <li>• Fire hoses to be removed</li> <li>• Membership benefits – theatre month September</li> <li>• Kitchen needs for Jesus Christ Superstar</li> <li>• Funding motion for refurbishments</li> </ul>	<p><b>Marj</b> <b>Marj / Ian</b> <b>Marj / Ian</b> <b>Pani</b></p> <p><b>Barbie / Sharon</b> <b>Ian / Cam</b></p> <p><b>Penny / Camilla</b> <b>Pani</b> <b>Ian</b> <b>Tane / Sharon</b> <b>Gail</b> <b>Penny</b></p>
<p><b>FINANCIAL REPORT:</b></p> <p><b>MOVED:</b> Barbie moved and Penny seconded that the payments for June 2018 totalling \$13,061.78 be approved for payment. <span style="float: right;"><b>Carried</b></span></p> <p><b>MOVED:</b> Barbie moved and Gail seconded that the May 2018 electronic payments and DDs totalling \$3,288.62 be approved. <span style="float: right;"><b>Carried</b></span></p> <p><b>Matters Arising</b> nil</p>	<p><b>Ian</b></p>
<p><b>CORRESPONDENCE:</b></p> <p><b>Inward and Outward :</b></p> <ul style="list-style-type: none"> <li>• <b>Gareth Evans – Adams Trimmer Insurance brokers</b> – information regarding renewal of insurance for Riverbank Centre and Finlayson Street buildings and assets.</li> <li>• <b>Melodie Richards – Telfer Young Valuers</b> – raised questions regarding functional replacement as requested by Insurers Vero.</li> </ul>	<p><b>Marj</b></p> <p><b>Marj</b></p>
<p><b>Current show – Jesus Christ Superstar</b></p> <ul style="list-style-type: none"> <li>• Performances well attended and received by enthusiastic audiences.</li> <li>• Receipts coming in.</li> <li>• Thanks to Gail for undertaking the Gala night supper, and organising the refreshments for cast and crew.</li> </ul> <p><b>Next show – Forget me Knot</b></p> <ul style="list-style-type: none"> <li>• Rehearsals will be starting soon.</li> <li>• Cast have their scripts.</li> </ul> <p><b>Future Show – Annie</b></p> <ul style="list-style-type: none"> <li>• Auditions evenings of 3<sup>rd</sup> and 4<sup>th</sup> August</li> <li>• Need a lighting person, props person and a Stage Manager</li> <li>• Website information to go on line is with Ian.</li> </ul>	<p><b>Marj</b></p> <p><b>Marj / Eilean</b></p> <p><b>Ian</b></p>

## Forward Planning- 25<sup>th</sup> May 2018

### 2018 - Shows:

- ‘Superstar’ Going well. Advance bookings appear to have covered budget, so hopefully it should turn a surplus. Audiences leaving have been very positive in comments.
- ‘Forget Me Knot’ Some concerns were expressed over using the upstairs stage. Small play so likely to attract small audiences. Can it be done in Hatea Room? Can use follow spots there and half stage could be blacked out. Eilean to talk with Pamela.
- ‘Annie’ Most concern is over males. Need a minimum of 9 but cannot reasonably be teens, need to be mature enough to age easily. Most males will do multiple roles. Have approached Emma Couper re vocal coach. She will consult with husband and get back to me. Still to organise a Stage Manager, Lighting and Props. Auditions Fri Aug 3/Sat Aug 4 6 – 8, Call backs or extras Mon 6<sup>th</sup> 6 – 8pm

### 2019 - **First two plays next year.**

- 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.

### ‘Rent’

Following are the Production Personnel ( to date)

Director                      Ajay Fryer  
Prod Manager                Ringi Smith  
Mus Director                Sean Scanlen (if unavailable) Andrew Easterbrook.  
Vocal Coach                 Sharon Simpson to be approached.  
Choreographer              Grant Smith  
Wardrobe                     Kat Janes/Megan Robinson  
Hair/Make                    Karma Dickson/Michelle Briggs  
Stage Manager, Props and Set to be announced later.

### ‘Vicar of Dibley’

Pamela will source a Christmassy version of this. She has all the scripts so will read through and choose and then we apply for the Rights for that script.

### Some changes to Forward Planning.

Marjorie will take over sourcing the Rights, ordering scripts etc. on the condition that she does that and others do not do parts of the task, which leads to confusion.

In future, Forward Planning is going to decide which show we would like to do and when. Once shows have been chosen, we ensure we can get the Rights for those times will then ask for expressions of interest from Directors, Musical Directors, Choreographers etc. Directors to put in their proposals and FP choose the most interesting.

We feel that this may bring in some different Directors and open what has been seen as a closed shop by some members. Although we often ask for directors and ideas these have not always been forthcoming. This way, we may get someone who had not thought of a show to direct but when a show is announced may think that was one they’d like to do.

We need to have 2020 organised by October this year, so we need ideas for shows. ‘Shrek’ has been suggested as a Junior production but we need at least three more. If we could slot anything in for 2021 that would be a help and we need a Forum North show with ‘Wicked’ as a suggestion.

Next Meeting 5.30p.m. July 23<sup>rd</sup>.

Eilean puts in apologies for that, Barbara to Chair, so any apologies to her.

Eilean

<p><b>GENERAL BUSINESS</b></p> <p><b>Funding / Grants</b>  Refurbishment quotes not yet completed, so no total to request a specific grant.  <b>MOTION:</b> Ian moved and Penny seconded that we apply to the Lotteries Commission for a grant to refurbish the public toilets for the sum of the best quotes to be submitted with the application. ]. <b>Carried</b></p> <p><b>Kitchen</b>  Marj to provide Gail with the correspondence received last year regarding the status of the Health inspection requirements.</p> <p><b>Member Benefits</b>  Tane will bring suggestions to the next meeting.</p> <p><b>Sutherland Security –Alarm System Update</b></p> <ul style="list-style-type: none"> <li>• Quotes have been received and circulated to the committee</li> <li>• Discussion centred around alternative types of alarm systems, eg. Video / Cctv in certain areas of the theatre [kitchen, stage door, foyer ] video cameras to replace sensors? Further quotes and information to be sought.</li> </ul> <p><b>MTNZ Conference 2019</b></p> <ul style="list-style-type: none"> <li>• Information circulated to committee requesting assistance from Zone 1 societies to be involved and assisting with this event.</li> <li>• Suggestions centred around chauffeuring from the airport to hotels.</li> </ul> <p><b>Roles and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Gail resigned from the funding sub-committee</li> <li>• Additions to the Production Manager and Secretary roles were provided to Ian for an update.</li> </ul>	<p><b>Penny</b></p> <p><b>Marj / Gail</b></p> <p><b>Tane</b></p> <p><b>Marj</b></p> <p><b>ALL</b></p> <p><b>Ian</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 9.10pm</b>  <b>Next Meeting 23<sup>rd</sup> July at 7pm</b></p>	

Signed .....

Dated 23<sup>rd</sup> July 2018

Barbara Trimmer President, WTC