

Minutes of the Whangarei Theatre Company Executive Committee Meeting

Held at Riverbank 26th March 2018

The meeting commenced at 6.35pm.

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

APOLOGIES: Sharon Simpson

MINUTES OF THE PREVIOUS MEETING:	ACTION
<p>MOTION: Marj moved and Cam seconded that they be accepted as a true and correct record of the meeting. Carried</p> <p>Matters Arising New Committee members were welcomed by our new President.</p> <p>Conflict of Interest was raised by Gail Yearbury-Murphy that her employers are the Northland Regional Council. Noted</p>	
<p>FINANCIAL REPORT:</p> <p>MOVED: Ian moved and Eilean seconded that the payments for March 2018 totalling \$3,45.34 be approved for payment. Carried</p> <p>MOVED: Ian moved and Tane seconded that the February 2018 electronic payments and DDs totalling \$9,494.60 be approved. Carried</p> <p>Matters Arising</p> <p>Conflict of Interest was raised by Barbara Trimmer. That all payments will be raised by Ian and endorsed by one of two others being Eilean Rawson and Marj Bowdler. Noted</p>	Ian
<p>CORRESPONDENCE:</p> <p>Inward</p> <ul style="list-style-type: none"> • Val Russell –A thank you card for her 90th Birthday flowers. • Land Transfer – Finlayson Street documents now completed and with our Solicitor. <p>Outward : nil</p>	Marj
<p><u>SHOWS</u></p> <p>Present Show – Snoopy Report circulated.</p> <p>Next show – Jesus Christ Superstar</p> <ul style="list-style-type: none"> • Is cast and rehearsals are underway. • Production team meeting to be held early April. <p>Forward Planning</p> <ul style="list-style-type: none"> • Phantom of the Opera – we have received approval for the rights. • Director will be Grant Smith. • Dates to be confirmed at Forum North pack in 15th May 2019 pack out 27th June • Performance dates 7th June – 22nd June with 1st and 2nd Sundays to be matinees. • Ian queried we may not need 5 days for pack out. To be adjusted. • Next meeting within two weeks. 	<p>Eilean</p> <p>Marj</p> <p>Tane</p> <p>Ian / Tane</p>

GENERAL BUSINESS	
<p>Roles & Responsibilities These were allocated according to individual choice and preference. Sharon had submitted an email with her selection. All areas were covered and will be sent out separately. Everyone agreed they could go on public display in the kitchen and the office.</p>	All
<p>Hires</p> <ul style="list-style-type: none"> • One or two enquiries over and above the ones already noted. Showing a lady around this afternoon – Karen Canning for a possible 50th Wedding Anniversary celebration on Friday 27th April. • Tayla Brittliff - 21st birthday on 19th May – have to do contract for this one. • Debi Brown from Huanui College has confirmed a booking for 17th and 18th August for the Hatea Room, Bar and kitchen for an Art exhibition and show on the Friday and Art exhibition only on the Saturday. They will need some basic lighting for the Hatea stage and Debi hopes to get Thomas to operate the board. • MASDAVA – have moved their time on a Thursday from 4pm to 5pm to 5pm to 6pm. This is because the Musical Theatre class was not being supported but Helen has had interest shown by older students for classes – she needs 8 or more to make it pay and will let me know when this happens. 	Barbie
<p>Funding / Grants</p> <ul style="list-style-type: none"> • A second quote is still required for the lighting desk. • Oxford Sports Trust and Pub Charity both are willing to receive grant applications for less than the total amount required to complete a project. 	Penny Ian
<p>Toilet refurbishment</p> <ul style="list-style-type: none"> • Correspondence was tabled from Roger MacLean and Dean Halvorson. • Bringing the entire building up to code may be a stumbling block. No decision regarding movement on this was made. 	Penny
<p>Fire Safety</p> <ul style="list-style-type: none"> • Ian presented correspondence from the Building & Fire Services agency confirming that the fire hoses in the building can be removed. 	Ian
<p>Wifi / Home Line</p> <ul style="list-style-type: none"> • Questions which need answers, for a comparison, before a decision to confirm or change our provider are: <ul style="list-style-type: none"> ○ How many phones can be installed? ○ Call minder charges? ○ Call diversion ability and charges? ○ Calls to Australia charges? ○ Vodafone Booster Bridge extender? - Gail will donate her one. 	Cam
<p>Northern Regional Council [NRC]</p> <ul style="list-style-type: none"> • Valuer to go through the Finlayson Street building tomorrow, Tuesday 27th March. 	Marj / Penny
<p>Sutherlands Security</p> <ul style="list-style-type: none"> • The constant beeping of the ‘battery low’ and the apparent reluctance to provide a systems overhaul quote from Sutherlands despite many efforts to get this arranged brings us to the decision to seek quotes from alternative security firms. • Chamber of Commerce was the suggested avenue to see who they would recommend. 	Marj
<p>Housekeeping</p> <ul style="list-style-type: none"> • Hatea Room Chairs Need to be cleaned again. Rather than the Rug Doctor we could 	Eilean

ask Jaes Cleaning Services for a quote to do a steam cleaning service. <ul style="list-style-type: none"> Kitchen cutlery /dishes – we need to do another stock take and make arrangements to lock away specific items and to recommend to hirers that they hire their own cutlery / dishes from hire firms such as Cowleys. 	Eilean / Barbie / Gail
All members and observers are reminded that the substance of the deliberations leading to decisions must remain confidential at all times.	All
The Meeting closed at 8.40pm Next Meeting 23rd April at 6.30pm	Meeting time 7pm

Signed

Dated 23rd April 2018

Barbara Trimmer President, WTC