

## Minutes of the Whangarei Theatre Company Executive Committee Meeting

**Held at Riverbank 28<sup>th</sup> May 2018**

The meeting commenced at 7.00pm.

**PRESENT:** Barbara Trimmer, Tane Davis, Eilean Rawson, Marjorie Bowdler, Ian Page, Cameron Shelley, Pani Taukiri, Penny Mashlan;

**APOLOGIES:** Camilla Harmston, Gail Yearbury-Murphy, Sharon Simpson.

<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 – Task Sheet Completed</b></p> <ul style="list-style-type: none"> <li>• Hatea Room chairs cleaned by Jaes Cleaning Services on 3<sup>rd</sup> May. Ian requested that these chairs are not removed for other purposes around the theatre. They are intended for public use. Other chairs need to be found for the kitchen, orchestra and pit etc.</li> <li>• May Newsletter</li> <li>• Responded to Roger McLean’s letter re further changes affecting building code.</li> <li>• Plumber has removed hot water cylinder from Finlayson Street.</li> <li>• Lighting person in training during Jesus Christ Superstar will do ‘Forget me Knot .</li> </ul> <p><b>Ongoing tasks</b></p> <ul style="list-style-type: none"> <li>• Sutherlands promised a technical and system upgrade report by the end of this month. Followed up, no further action until Technician returns from family issues.</li> <li>• Barb and Sharon to meet regarding properties orientation.</li> <li>• Lighting person for Eilean’s production needed.</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>• Front of House rosters for Jesus Christ Superstar.</li> <li>• Fire hoses to be removed</li> </ul>	<p style="text-align: center;"><b>Eilean</b></p> <p style="text-align: center;"><b>Tane / Sharon Penny Marj Cam</b></p> <p style="text-align: center;"><b>Marj</b></p> <p style="text-align: center;"><b>Barbie / Sharon Cam</b></p> <p style="text-align: center;"><b>Ian / Cam</b></p> <p style="text-align: center;"><b>Penny / Camilla / Gail Pani Pani Ian</b></p>
<p><b>FINANCIAL REPORT:</b></p> <p><b>MOVED:</b> Ian moved and Tane seconded that the payments for May 2018 totalling \$19,861.89 be approved for payment. <span style="float: right;"><b>Carried</b></span></p> <p><b>MOVED:</b> Ian moved and Eilean seconded that the April 2018 electronic payments and DDs totalling \$2,525.24 be approved. <span style="float: right;"><b>Carried</b></span></p> <p><b>Matters Arising</b></p> <p>Penny needs the invoices for the lighting board to send through to Pub Charities and Oxford Sports Trust.</p>	<p style="text-align: center;"><b>Ian</b></p> <p style="text-align: center;"><b>Ian / Penny</b></p>
<p><b>CORRESPONDENCE:</b></p> <p><b>Inward and Outward :</b></p> <ul style="list-style-type: none"> <li>• <b>Her Worship the Mayor</b> regarding Hoarding sites for Snoopy. She regrets the incident and has reviewed their systems. Offered to reduce by 50% the cost of our next booking.</li> <li>• <b>Coordinator NAPTA Judges</b> - we expressed disappointment regarding four of the five judges attending the same performance. After a meeting they have now rearranged for three performances to be covered by the five judges.</li> <li>• <b>Henderson Reeves</b> – confirmation of work regarding ‘Discharge of Mortgage over the Property at 3 Finlayson Street from Dr Ian Page’</li> <li>• <b>Charities Commission</b> – reminder that by 30<sup>th</sup> June the 2017 Financial Year accounts need to be filed.</li> </ul>	<p style="text-align: center;"><b>Marj</b></p> <p style="text-align: center;"><b>Ian</b></p> <p style="text-align: center;"><b>Marj</b></p> <p style="text-align: center;"><b>Marj</b></p> <p style="text-align: center;"><b>Ian</b></p>



<ul style="list-style-type: none"> <li>• NEXT MEETING 5.30p.m. 25th June before Exec Meeting.</li> </ul> <p><b>GENERAL BUSINESS</b></p> <p><b>Hires:</b> May – June.</p> <ul style="list-style-type: none"> <li>• May was quite busy with Arts on Tour, Tayla’s 21<sup>st</sup>, Big Band (thanks to all who helped with this) and the He Puna Marama Trust who hired the Hatea Room last week for a small conference.</li> </ul> <p><b>Coming up:</b></p> <ul style="list-style-type: none"> <li>• AOTNZ – Hopetoun Brown Jazz Band – 9<sup>th</sup> June</li> <li>• Because of JCS, hires from 9<sup>th</sup> June onwards are only for the regulars – MASDAVA, Stamp Society on the afternoon of Wednesday 13<sup>th</sup> June and the church.</li> <li>• There are no other hires booked for July at this time.</li> </ul> <p><b>Funding / Grants</b></p> <ul style="list-style-type: none"> <li>• Funding from Pub Charities and The Oxford Trust were successful for the lighting board which has now been purchased.</li> </ul> <p><b>MOTION:</b> Penny moved and Ian seconded that the funding group prepare an application to Lotteries Community Fund for a grant to refurbish the ladies and men’s public toilets. Quotes to be prepared prior to the next meeting. <b>Carried</b></p> <p>Items for the refurbishment included ladies bench top, sinks, toilet pans in both, flooring, hot water cylinders replaced, painting walls etc.</p> <p><b>Kitchen</b></p> <p><b>MOTION:</b> Eilean moved and Penny seconded that we increase Craig Johnson’s payment by \$1 per meal served. [ie from \$17 to \$18]. <b>Carried</b></p> <p><b>Member Benefits</b></p> <p>From a MTNZ newsletter a list of Members Benefits was presented. Some of these were discussed as a possibility for our Society members. Tane undertook the organisation / planning with Marj and Cam showing interest in being part of this for the members.</p> <ul style="list-style-type: none"> <li>• Inviting a limited number to attend a rehearsal of a show in progress.</li> <li>• Having an Open Day to include the public as well.</li> <li>• Social event such as a karaoke evening.</li> </ul> <p><b>Technology</b></p> <p><b>MOTION:</b> Cam moved and Ian seconded that we purchase the six over-ear mics for the total sum of \$1,074.60 from Wards Music. <b>Carried</b></p> <p><b>MOTION:</b> Cam moved and Ian seconded that we purchase a new mic pack up to \$500. <b>Carried</b></p> <p><b>NAPTA</b></p> <p>The original intention of NAPTA was to recognise and encourage improved performances of Amateur theatres groups in Northland. Since then theatres such as Otamatea and Kerikeri have resigned from NAPTA as the cost of being a member has risen considerably and theatre groups no longer receive information which would encourage and improve their performances. Nominations and Awards Nights were not the prime purpose for this entity. We would like to raise this for discussion at the next meeting – <i>Do we renew our membership to NAPTA in 2019?</i></p>	<p><b>Barbie</b></p> <p><b>Penny / Camilla / Gail</b></p> <p><b>Eilean / Gail</b></p> <p><b>Marj</b></p> <p><b>Tane / Cam / Marj</b></p> <p><b>Cam</b></p> <p><b>Eilean / Marj</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 9.20pm</b> <b>Next Meeting 25<sup>th</sup> June at 7pm</b></p>	

Signed .....

Dated 25<sup>th</sup> June 2018

Barbara Trimmer President, WTC