

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank 26th November 2018**

The meeting commenced at 7.02pm.

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

APOLOGIES: Flight delay Ian

MINUTES OF THE PREVIOUS MEETING:	ACTION
<p>MOTION: Marj moved and Tane seconded that they be accepted as a true and correct record of the meeting. Carried</p> <p>Matters Arising</p> <p>Ongoing tasks</p> <ul style="list-style-type: none"> • Check with Sutherlands who has used keys not on the executive since beginning of the year. Nothing was found to indicate concerns. • Shane to put down some ideas for funding down on paper and circulate / bring to next meeting. As Shane did attend the meeting and this information was not available. • We need a project manager to organise the toilet refurbishment. • Tane has been added to the Facebook as an Administrator. • Penny has the building plan, Ian had it on computer, sent to Shane for the roof requirements. 	<p>Marj</p> <p>Shane</p> <p>Barbi / Gail</p> <p>Ian / Shane</p>
<p>FINANCIAL REPORT:</p> <p>MOVED: Barbi moved and Gail seconded that the payments for November 2018 totalling \$8,664.55 be approved for payment. Carried</p> <p>MOVED: Barbi moved and Penny seconded that the October 2018 electronic payments and DDs totalling \$6,725.04 be approved. Carried</p> <p>Matters Arising</p> <p>nil</p>	<p>Ian</p>
<p>CORRESPONDENCE:</p> <p>Inward and Outward :</p> <ul style="list-style-type: none"> • Letters of thanks by children from the Northland Speech and Drama Competition noting their sponsorship. This was assume to have come from the James Rice Trust Fund. Letters passed on to Penny Mashlan for this committee. • Kerikeri requesting professionals to participate in their holiday workshop sharing with their youth programme. None of us are professional. 	<p>Penny</p> <p>Marj</p>
<p>SHOWS</p> <p>Current Show – Annie – Production Manager – Marj</p> <ul style="list-style-type: none"> • Performances are underway, bookings are increasing satisfactorily, dinners are not well booked at this time. • To be expected the usual vagaries of working with children and parents understanding and complying with Society rules and theatre etiquette, even when explained and requested. <p>Next Shows 2019 - Two one-act plays</p> <ul style="list-style-type: none"> • Directors: Tane Davis & Pani Taukiri. Production Manager: Margie Matthews, who will also act as mentor for Pani. • Auditions were held two weeks ago and had a great response, we had about 25 – 30 people audition in the end. • So far 14 people have been officially cast. 4 of these are adults and 10 of these are young adults. • We are still looking for two adult males to fill a few roles in the two productions. 	<p>Tane / Pani / Margie</p>

Once these roles have been filled that will bring the official cast number to approximately 16/ 17 people.

- A budget asking for \$8985 was presented to the Executive Committee a week before auditions via email.
- The two Directors and the Production Manager have met and agreed that they would like to have rehearsals on Tuesday, Thursday and Sunday evenings from 6pm – 6:30pm onwards. With extra rehearsals on Monday evenings if needed closer to production time.
- At this stage, the first get together is being planned for Sunday 16th December from 12pm onwards and the first rehearsal will take place on Tuesday 8th January.
- A detailed rehearsal schedule is currently being worked on by the team.
- Margie Matthews has also stated that she would like to take on the role of Stage Manager when the production is running.
- Have discussed the idea of reaching out to the Drama HOD’s at the local high schools about using the once act plays as one of the performances that their students need to assess next year.

Future Shows – ‘Phantom of the Opera’ – Production Managers - Barbie / Ian

- Auditions well attended, and the show is cast. Some new, some old hands leads and chorus.
- Rehearsals Monday and Wednesday evenings and Sundays until the one-act plays start performances.
- Marie Ullmer – wardrobe –has started finding costumes and getting measurements of the cast.
- Ian is meeting with Ian Shaw regarding publicity and marketing.

MOTION: Ian moved and Eilean seconded that we accept Ian Shaw’s offer to be in charge of marketing for Phantom of the Opera and we will provide him with a letter of authority. **Carried**

- The budget was presented and rejected in its current outcome expectations. Ian to review and send out to the Executive for approval.

FORWARD PLANNING- meeting held 26th November 2018 – Chair- Eilean

- Marjorie presented an outline of our decisions to 2021 with some queries which have been covered below.
- Bond for ‘...Humpty,Dumpty’ has been paid and paperwork completed. Margie Matthews is Production Manager and will also act as mentor for Pani and Stage Manager for the Plays. Still looking for 2 adult males 30-50.
- Contract for ‘Does Your Mother...’ for Tane as author has been signed by Tane and Marjorie on behalf of Theatre Company and the information given to Ian Page to pay the \$200 fee.
- The first ‘get together’ for the plays will be Sun Dec 16th. The first rehearsal will be Tues Jan 8th and rehearsals will be Tues/Thurs/Sun at 6.30p.m.
- Barbara reported on ‘Phantom...’ and a budget will be presented to the Exec Committee for approval.
- Licence Agreement for ‘A Christmas Carol’ from David Spicer will now be completed with a piano score only required. We now need to advertise for a Director and Production Manager for this.
- We have registered interest in ‘Shrek, the Musical’ and ‘Oliver’ for 2020 and are awaiting 12 month approval after June and October.
- We have to wait until 2019 to apply for the rights for ‘We Will Rock You’ and ‘The Lion, The Witch and the Wardrobe’ for 2021.
- Ian will be asked to book Forum North for the June/July slot for 2021.
- Pamela wishes us to consider a new Roger Hall Play for 2021 and will circulate this.Report not received in time for minutes.

Ian

Ian

