

Minutes of the Whangarei Theatre Company Executive Committee Meeting

Held at Riverbank 22nd October 2018

The meeting commenced at 7.05pm.

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

APOLOGIES: Camilla Harmston, Shane Green.

MINUTES OF THE PREVIOUS MEETING:	ACTION
<p>MOTION: Marj moved and Gail 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. To do a further check for 6 months January 2018 – July 2018 • A cartoon information sharing of the complimentary benefits, discussed at the last meeting, will be sent out in the next newsletter. This wasn't done. Not sure if it will be at this stage. • Add Tane to Administration on Facebook / website not yet done. • Shane to put down some ideas for funding down on paper and circulate / bring to next meeting. As Shane did not attend the meeting this information was not available. 	<p>Marj</p> <p>Tane</p> <p>Ian</p> <p>Shane</p>
<p>FINANCIAL REPORT:</p> <p>MOVED: Ian moved and Cam seconded that the payments for October 2018 totalling \$4,987.65 be approved for payment. Carried</p> <p>MOVED: Ian moved and Gail seconded that the September 2018 electronic payments and DDs totalling \$6,128.09 be approved. Carried</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • Thank you to Penny & the team for achieving a grant of \$16,580.70 towards refurbishing the toilets. I think we will have to find any extra ourselves, so our bank balance will reduce. The GST we will pay. <ul style="list-style-type: none"> ○ It was agreed that we would undertake the painting of the toilet areas over the Christmas and New Year break; the plumbers need to be booked for end of January; the flooring and the bench trades people need to be booked for February 2019. • Thank you for responding to the question about security/monitoring etc. All were in favour of fire monitoring, and all bar one for intruder detection. Sutherlands are keen to proceed with their quoted plan (\$ 7,392.50 + GST), and I propose we accept it. As we need to focus on getting a major series of grants for the roof I think we will need to pay it ourselves, rather than getting a grant. I think we will have enough income from Annie to allow this. <ul style="list-style-type: none"> ○ MOTION: Ian moved and Tane seconded that we accept the Sutherland Security quote to replace the alarm system up to \$7,400 plus GST. Carried • The roof seems to have borer as well as many leaks, judging by the stuff coming between the wood strips over the main doors. Hence we really do need to get a move on with working out how to have it completely repaired. <ul style="list-style-type: none"> ○ The committee asks the grant / funding team to get the building plan to ascertain the cost of replacement of the roof. 	<p>Ian</p> <p>Need a project manager.</p> <p>Ian</p> <p>Shane / team</p>
<p>CORRESPONDENCE:</p> <p>Inward and Outward :</p> <ul style="list-style-type: none"> • nil 	

SHOWS

Forget me Knot – Production Manager - Cam

Finances are now finalised, we have made a surplus of \$6,000.

Current Show – Annie – Production Manager - Marj

- Rehearsal absenteeism continues to be a frustration. People have busy lives and with school holidays impacting on both adults and orphans this is an area to be aware of when planning a show.
- Emma Bishop, Zone 1 NAPTA, has been sent an invitation to send out to Zone 1 societies to attend the opening night or the following Saturday night.
- MediaWorks will be interviewing the two Annies in the week of the Opening Night.
- MediaWorks are planning to be present when Steve Thom has his head shaved for the part of Daddy Warbucks. Request that a photograph can be taken so that a photo and an article can be placed in the Northern Advocate.
- Request that a safe plinth can be placed in the foyer area for a 7-10 year-old can stand and display programmes. An usher will need to be available alongside for money change and to be safe.
- After discussion it was agreed that vouchers for items from the bar after each show will be made for all cast, all backstage crew, and lighting and sound people only.
- When doing the MTNZ surveys requiring the ethnic / cultural group people associate themselves with can be seen as an invasion of privacy. Marj to check what other societies do regarding this aspect, as it is a valuable asset to have this knowledge when requesting funds and grants

Next Shows 2019 - Two one-act plays

- Budget was due this meeting for approval before being cast.
- Meeting with a prospective production manager this Friday. Committee will be informed by email of the outcome.

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

- This production is not pre-cast and people are urged to make an appointment for their auditions.
- All the necessary information is on the web site; choice of songs, list of characters etc.

FORWARD PLANNING- meeting held 22nd October 2018 – Chair- Eilean

Motion: that we approve the payment of \$200 to the author of ‘Does Your Mother Know She’s Dead’ Tane Davis. Carried

- Marj to draw up a draft contract with Ian to provide an understanding of the copyright, and license for this production between the author and the Society.
- Tane to apply for copyright of his manuscript.
- Ian to check the availability of dates to perform ‘Wicked’ at Forum North 2021

GENERAL BUSINESS

RisingStarz

- Confirmed Debi Walters-Brown will be directing Buggy Malone 2019.
- Audition dates November 25th 2018
- Show dates 29 June – 13 July 2019

Hires Report

- **Thursday 25th October – Northable Daytime Event/Talent Show.** - Marj to open up at 8.30 and lock at 2pm – I will come down straight after school to put the sound and lighting boards away before Debi comes in with her Drama Group.
- **Saturday 27th October – Charter School** using Hatea Room/kitchen and carparks for fundraising day.
- **Wednesday 7th November – Lavinia Hoefft Northland Regional Council – Enviro**

Ian / Tane

Ian / Pani

Marj

Marj

Pani
Tane

Barbie / Ian

Ian

Marj / Ian

Tane
Ian

Camilla

Marj

