

Minutes of the Whangarei Theatre Company Executive Committee Meeting

Held at Riverbank 22nd April 2019

The meeting commenced at 7/03pm.

PRESENT: Barbara Trimmer, Tane Davis, Marjorie Bowdler, Ian Page, Cameron Shelley, Gail Yearbury, Shane Green, Sharon Simpson.

APOLOGIES: , Eilean Rawson, Camilla Harmston, Pani Taukiri, Penny Mashlan.

MINUTES OF THE PREVIOUS MEETING:	ACTION
<p>MOTION: Marj moved and Ian seconded that they be accepted as a true and correct record of the meeting. Carried</p> <p>Matters Arising from Task Sheet</p> <ul style="list-style-type: none"> • Application for membership of NZ Choral Federation – not known if this was done. • Auditor’s reports received for 2017 and 2018, so a SGM can now be set. • Air conditioning systems research. • Broadband fibre work to be done May3rd, need working phones in office, foyer and kitchen. • Appropriate grants and funding research – not known if this was done. • Sharon opted into the Social responsibility role for the Society. • Shane opted into the Grants and Funding responsibility for the Society. 	<p>Eilean Marj / All Ian</p> <p>Ian Penny Sharon Shane</p>
<p>FINANCIAL REPORT:</p> <p>MOVED: Ian moved and Tane seconded that the payments for April 2019 totalling \$6,244.35 be approved for payment. Carried</p> <p>MOVED: Ian moved and Gail seconded that the March 2019 electronic payments and DDs totalling \$2,429.16 be approved. Carried</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • Ian was asked to research the cost difference in taking an annual bar license with an event license, especially as we are tending to do more social events in the theatre. • Assets are trending down as commented on at the last meeting and reiterated with the latest auditor’s report. 	<p>Ian</p>
<p>CORRESPONDENCE:</p> <p>Inward and Outward :</p> <ul style="list-style-type: none"> • Archives NZ for Musical Theatre are requesting information. Eilean and Penny to decide whether they will undertake this task. 	<p>Penny / Eilean</p>
<p>SHOWS</p> <p>Past Show – Two one-act plays- Margie Matthews – Production Manager Final report will be presented at the next meeting</p> <p>Current Show – ‘Phantom of the Opera’ – Production Managers - Barbie / Ian</p> <ul style="list-style-type: none"> • Most things are on track, on time and on budget. • Main difficulty is rehearsing with people away. • Tickets are available from The Hub at the Town Basin. • Need to approach Ticketek to release monies in stages prior to the show opening. <p>Next Show – ‘Rent’ –Production Manager - Ringi Smith</p> <ul style="list-style-type: none"> • Budget was presented and discussed. <p>MOTION: Ian moved and Tane seconded that the budget for RENT as presented by Ringi be approved. Carried</p> <p>FORWARD PLANNING - Barbie Present: Tane, Susan, Marjorie, Barbie, Cameron arrived late. Apologies: Eilean, Camilla, Pani.</p>	<p>Via Tane</p>

<p>First discussion centred around the shows that had been suggested for 2020.</p> <ul style="list-style-type: none"> • It was decided after some discussion that we will continue with ‘Oliver!’ instead of the suggested ‘Love off the Shelf’ as the team felt it was dated and not very well known. ‘Oliver!’ is time set rather than dated and with a large number of children involved with Rising Starz it is a natural progression for some of those children. • ‘Peter Pan’ was also discussed as a start of the year show for 2020. After discussion it was decided that those who had read it liked ‘Ladies in Black’ and so this was suggested as the first show for 2020. It requires a smaller cast and could possibly be done in the Hatea Room. • Dates were set at: Tues 24th March Gala, Thurs 26th, Friday 27th, Saturday 28th and then the 2nd, 3rd and 4th of April. It was decided against doing a matinee as these are not faring so well overall. • Marjorie expressed her concerns about ‘A Christmas Carol’ following on from both ‘Phantom of the Opera’ and ‘RENT’ and the possibility of not being able to cast due to people being tired. It was agreed, that we need to look for a possible alternative if she cannot cast the show, perhaps something like a cabaret type show. • We then went through the contract for ‘The Murder of My Aunt’ and made corrections – Marj to follow up by contacting the sender of the contract with the alterations and our points. • We then discussed the shows for 2021. It was suggested that as we are going into Forum North again that we only do three shows to put less strain on our already pushed resources especially people for Production Team positions. Another suggestion was that we might only do every third year at Forum North – we will discuss this at the next meeting before taking it to the Executive. • Show schedule for 2020 and 2021: 2020 Season: First show ‘Ladies in Black’ Second show ‘Shrek the Musical’ Third Show ‘The Murder of my Aunt’(play) Christmas Show ‘Oliver!’ 2021 Season: First Show ‘The Lion, the Witch and the Wardrobe’ Second Show ‘Wicked’ (Forum North) Third Show ‘We Will Rock You’ • Note for future planning: Lachie McLean has booked Forum North in 2022 for Les Miserables. We will need to take this into consideration when looking at our show season for this year. Susan will find out the actual dates and let us know but we think it is around June/July. <p>MOTION: Barbie moved and Tane seconded that ‘Ladies in Black’ will be the first show in 2020 and that an advertisement can be placed for a Director. Carried</p> <p>GENERAL BUSINESS</p> <p>Open Day.</p> <ul style="list-style-type: none"> • Ajay and Ringi to be approached for an Open Day to be held with an hour set aside for those wanting to see a rehearsal in progress. Dates to be confirmed with them • Other plans for entertainment, information sharing and activities will be done by the Social subcommittee <p>Peoples Awards and Celebration Dinner</p> <ul style="list-style-type: none"> • Survey Monkey was used by 100 people during the one act plays. • It was agreed that Tane, Eilean and Marj continue to be the ones who see the results of the voting. • Marj suggested that as we now have a longer list of awards following the meeting held after the AGM, that we are unlikely to find sponsors for trophies for each category. It was agreed that we concentrate on a few main awards with a trophy and certificate and 	<p>Marj</p> <p>Eilean / Tane</p> <p>Tane / Ringi / Ajay</p> <p>Tane / Sharon</p> <p>Marj / Tane / Eilean</p>
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<p>all the others receive a laminated certificate. Over time these trophies could be added to as more people / trades / organisations buy into this annual event and would like to become sponsors.</p> <p>Hires At this stage all hires are as listed on the calendar: plus</p> <ul style="list-style-type: none"> • 23rd/24th He Puna Marama Trust for their Badging and Passing out parades: 7.00am to 3pm both days. • Enquiry from James McIntyre for the 22nd June to use the carpark for Matariki – have made the booking and will confirm with him on Wednesday 24th April. • Tauroa Area School Shakespeare Fundraising evening: Friday 17th May 2019 6.30 to 11.00pm – times to be confirmed. • Wedding Enquiry for Saturday 28th December – awaiting confirmation. • Discussion was held with Cam regarding him shadowing Barbie for the year with a view to take over the responsibility of being the go-to person for hires. He will talk it through with Barbie and let us know next meeting. <p>Special AGM May 18</p> <ul style="list-style-type: none"> • Will be held at Forum North during a rehearsal of Phantom of the Opera. • This will guarantee a quorum • Main agenda will be the Accounts for 2018, and motions to be passed for honorary solicitor. • Shane to check if we need to have an auditor for the years we may have funding, or if we can revert to a reviewer as we are a Tier 3 organisation. <p>Committee processes and procedures for email voting</p> <ul style="list-style-type: none"> • Gail asked for clarification regarding email voting: 	<p>Barbie</p> <p>Cam / Barbie</p> <p>Marj</p> <p>Ian/ Marj</p> <p>Shane</p> <p>All</p>
<pre> graph LR A[During an Executive meeting it can be seen that a further detail is needed before a motion can be passed. It has been agreed to in principle.] --> B[The person given the task of finding out the missing detail/s then follows through with the information by emailing the Executive for a Yes / No response] B --> C[The Executive then votes by email to the person given the task who then follows through with the action decided by previous discussion and the result of the email voting.] </pre>	
<p>This occurs when it is not appropriate to wait for the next meeting, this could be because of time constraints, a third party needs an answer from us. It can then be ratified at the next meeting if the committee so wishes.</p> <p>Broadband Technicians will be in on 3rd May at 1pm to set this up.</p> <p>PDF</p> <ul style="list-style-type: none"> • Marj asked for people who can access pdf to assist with survey filing for MTNZ. One is needed for the two one act plays. Who will be doing this as it is usually the production manager? • Last year's surveys were not completed as production managers did not have a pdf app on their computers which allows them to complete the survey. • Marj to contact the new CEO of MTNZ to see if there is a more user friendly way of completing this task. • We understand the reason behind the request for the surveys and are happy to do them in principle. <p>Website</p> <ul style="list-style-type: none"> • Sharon requested that we improve our website. Ian explained that this was in hand. 	<p>Marj</p> <p>Tane / Pani</p> <p>Marj</p> <p>Ian</p>

<ul style="list-style-type: none"> • Sharon also found that our logo, social media were behind the times and that our technology was lacking and needed improvement towards a more forward thinking plan. • She gave examples of how she had achieved this for her own business and felt that we could do the same. It was agreed that Sharon and Gail would look into this and provide a plan to move us into the future through social media. • Tane said he would access Instagram for the theatre. <p>Roof funding</p> <ul style="list-style-type: none"> • Shane will be submitting the application at the end of this month. He thanked Ian and Barbie for supplying the information he required. More letters from different groups will also be helpful • Gail to provide a letter from Enviro schools. <p>Committee Members</p> <p>Tane requested that we look into co-opting two more members as quorums at meetings become a concern. Suggested that we invite people at the SGM to put their names forward if they feel they can contribute.</p>	<p>Sharon / Gail</p> <p>Tane</p> <p>Shane</p> <p>Gail</p>
<p>All members and observers are reminded that the substance of the deliberations leading to decisions must remain confidential at all times.</p>	
<p>The Meeting closed at 9.23pm Next Meeting 27th May2019 at 7pm</p>	<p>SGM 18th May Forum North</p>

Signed
 Barbara Trimmer President, WTC

Dated 27th May 2019