

**Minutes of the Whangarei Theatre Company Executive Committee Meeting  
Held at Riverbank Monday 16<sup>th</sup> December 2019**

The meeting commenced at 7.47pm.

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

**APOLOGIES:** Camilla Harmston, Greg Parker, Shiree Lee, Shane Green, Sharon Simpson

<b>MINUTES OF THE PREVIOUS MEETING:</b>	<b>ACTION</b>
<p><b>MOTION:</b> Marj moved and Tane 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</b></p> <ul style="list-style-type: none"> <li>• Honours board needs to be re-hung in the foyer when a few likely helpers can be arranged.</li> <li>• Roles and responsibilities of production managers to be prepared by Marj for discussion at next month's meeting.</li> <li>• Air conditioning on funding list of priorities</li> <li>• There were nine NAPTA nominations for WTC, including leading female role, costumes, best musical.</li> <li>• Stage curtains to be hemmed, time and date in January to be arranged.</li> <li>• <b>Awards Night:</b> The evening went well. The awards section was brief. Awaiting feedback from Survey Monkey.</li> <li>• <b>Funding:</b> Penny sent an application to Oxford Trust for 30 replacement chairs. No response yet</li> </ul>	<p style="text-align: center;"><b>Ian and helpers Marj</b></p> <p style="text-align: center;"><b>All All</b></p> <p style="text-align: center;"><b>Penny/Pamela/Eilean</b></p>
<p><b>FINANCIAL REPORT:</b></p> <p><b>MOTION:</b> Ian moved and Gail seconded that the payments for December 2019 totalling \$5002.17 be approved for payment. <span style="float: right;"><b>Carried</b></span></p> <p><b>MOVED:</b> Ian moved and Eilean seconded that the November 2019 electronic payments and DDs totalling \$5118.97 be approved. <span style="float: right;"><b>Carried</b></span></p> <p><b>MOVED:</b> Ian moved, Tane seconded that the Catering invoice for 68 people for Awards Night Dinner of \$1700 is paid to Peter Rawson, chef. <span style="float: right;"><b>Carried</b></span></p> <p><b>Moved:</b> Barbi, seconded Marj that an invoice of \$77 is paid to Anne Tupp for table sets for balloons for Awards Night is paid. <span style="float: right;"><b>Carried</b></span></p> <p><b>MOVED:</b> Penny seconded Gail that an invoice from Vivienne Shepherd for corset eyelets for costumes of \$67. is paid <span style="float: right;"><b>Carried</b></span></p>	<p style="text-align: center;"><b>Ian</b></p>
<p><b>CORRESPONDENCE:</b></p> <p><b>Inward:</b></p> <p><b>MOVED:</b> Barbie, seconded Marj that the meeting go into committee to discuss a matter. <span style="float: right;"><b>Carried</b></span></p> <p><b>MOVED:</b> Barbie, seconded Eilean, that the meeting come out of committee <span style="float: right;"><b>Carried</b></span></p> <p><b>Outward:</b> It was decided in committee discussion that Barbie will write a letter.</p> <p><b>Dr. Stacey Powells:</b> a reply that WTC does not have the capacity to participate in a reading of the play "Stirrups"</p>	<p style="text-align: center;"><b>Barbi</b></p> <p style="text-align: center;"><b>Ian</b></p>
<p><b>FORWARD PLANNING</b></p> <p><b>PRESENT:</b> Marjorie Bowdler, Pamela Black, Tane Davis, Eilean Rawson, Cameron Shelley, Barbara Trimmer.</p> <p><b>APOLOGIES:</b> Susan Alves, Ian Shaw</p> <p><b>LADIES IN BLACK:</b> Rehearsals going well. There is a problem finding someone to design and erect the lighting. May have to pay someone. This will be decided at the Exec meeting when the budget is presented.</p>	<p style="text-align: center;"><b>Eilean</b></p>

