

Minutes of the Whangarei Theatre Company Executive Committee Meeting

Held at Riverbank 25th February 2019

The meeting commenced at 7pm.

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

APOLOGIES: nil

MINUTES OF THE PREVIOUS MEETING:	ACTION
<p>MOTION: Marj moved and Cam 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"> • Advertise for a Director for \A Christmas Carol' completed. • WTC Awards sub-committee meet to prepare a proposal –done • AGM notify on Facebook – done • Letter regarding Royalties and contract to be prepared by agent for ‘Murder of My Aunt’ – done • AGM preparation of nomination forms, nomination box available, advert in Public Notices Northern Advocate – done • Notify AGM to our members through website and provide link for nomination forms – done. • Purchase of sound recording equipment and set up- done. • Toilet refurbishment update – provided • Still required two cisterns not covered by grant information. • Continue roof funding exploration – update provided. 	<p>Tane Eilean / Tane / Marj Tane Marj</p> <p>Marj</p> <p>Ian</p> <p>Cameron Penny</p> <p>Shane</p>
<p>FINANCIAL REPORT:</p> <p>MOVED: Ian moved and Gail seconded that the payments for February 2019 totalling \$11,456.03 be approved for payment. Carried</p> <p>MOVED: Ian moved and Eilean seconded that the January 2019 electronic payments and DDs totalling \$10,075.14 be approved. Carried</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • The anticipated Audit costs for 2017 and 2018 (to enable us to apply to the Northland Foundation for the roof grant) are \$3000 + GST for each year. We have little choice, as we need the grant, so I have accepted the estimates and the process has started. • You have seen the report about the AirCon from Climatech. We have a current WOF but when the next one is due we will fail unless we have a working AirCon system. We therefore need to consider what sort of replacement system to get, and whether or not it could be installed when the roof is done. • I am progressing with the upgrade to fibre with an upgraded modem to improve our connectivity. There will be some capital charges associated with this, but the revenue implications are minimal. • The accounting system will be changing from MYOB to XERO in the next few months. The latter is simpler to use, and updates itself. There are no revenue implications. • Added to the list of replacements is the steriliser which once again the technician had to be called in. He has recommended we look at replacing as our one is over 20 years old. 	<p>Ian</p> <p>Ian</p> <p>Marj</p> <p>Ian</p> <p>Ian</p> <p>Marj</p>
<p>CORRESPONDENCE:</p> <p>Inward and Outward :</p> <ul style="list-style-type: none"> • MTNZ – resignation of General Manager • MTNZ – notificatiton of AGM • Charities Act Review – Ian and Marj will be attending in Whangarei 19th March 	<p>Ian / Marj</p>

SHOWS

Current Show – Two one-act plays- Margie Matthews – Production Manager

- The biggest problem to date has been finding replacements for late withdrawals from both plays. The situation has been “fixed” and hopefully there will be no further “drama” for us to contend with. Tane now has a role in Humpty Dumpty and Pani has confirmed he will step in to take over a role in “Does Your Mother Know She is Dead” as the person who had that role has withdrawn because of health reasons.
- As yet we have not had a rehearsal with a complete cast, this does cause frustrations, but despite this we will get there.
- As most of you know I have agreed to take over directing ‘Does Your Mother Know She is Dead’ –Eilean has the details and thank you Eilean for dealing with this.
- The set is coming on and is due for completion in the next week
- Thank you Ian and Tane for arranging the publicity.
- Costumes are being managed by Gail.
- Sound (Cam) and lighting (Sean) is currently being sorted.
- H&S has been addressed and I am reminding people, including myself, subscriptions need to be paid

Next Show – ‘Phantom of the Opera’ – Production Managers - Barbie / Ian

- So far all is going well.
- Cast are working happily together in rehearsals, and enjoying starting to move beyond the music and into the setting.
- Production team is virtually complete, and getting on with things.
- Excellent publicity under way via NZME.
- So far no major concerns

Future Show – ‘Rent’ –Production Manager - Ringi Smith

- Ringi attended the meeting to present a draft budget.
- Suggestions were taken on board and she will return to the next meeting with a final budget.

FORWARD PLANNING - Eilean

PRESENT PRODUCTION(S)

- Both plays have had withdrawals. Tane has stepped into the role in his play and Pani has taken over the role in his. Tane will continue to direct but as Pani has been away for a month and Margie Matthews has been directing in the meantime, it was felt that she should continue in that capacity so Pani could concentrate on his part.

A CHRISTMAS CAROL

- The advert for Director was not sent out in time for this meeting. It has now been sent and applications will close on March 22nd. Tane will gather these up and send them out so that will have had time to read them before the meeting on the 25th March.

THE MURDER OF MY AUNT

- We have had verbal/email discussions on this. The copyright holders have agreed to a fee of 75 Pounds per performance, which works out at approx. \$NZ1350 for the season. We have agreed to videoing it for the author.
- We are now awaiting the official paperwork and should that be in order with no changes from what we have agreed, we will complete and commit to the play.

2020 ONE ACT PLAYS

- We decided we’d wait and see how successful this year’s plays were before committing to the same format in 2020.
- This will be discussed at April’s meeting. Date to be advised.

Via Tane

<p>GENERAL BUSINESS</p> <p>Roof Update</p> <ul style="list-style-type: none"> Shane will continue communication with Foundation North once the auditor's reports for 2017 and 2018 finances have been completed. <p>Toilet Refurbishment Update</p> <ul style="list-style-type: none"> Penny to follow up with Johnson Richards to replace hot water cisterns. Dismay was expressed regarding the visible piping in the toilet stalls. Also the length and placement is not consistent. Johnson Richards to be approached again to remedy with alternative methods of piping which could be painted to visibly disappear into the walls. <p>Awards and Celebration Dinner</p> <ul style="list-style-type: none"> Subcommittee met and tabled a proposal at the meeting which was accepted with some changes regarding incentives, not needing random numbers. It was agreed that the WTC Awards would go ahead this year. Subcommittee to meet again to finalise setup arrangements including finding sponsors for the trophies. <p>Hires</p> <ul style="list-style-type: none"> Stamp Club – they have now changed their hire day from the second Tuesday of every month to the second Wednesday from 1.30 to 3.30 to be out by 4pm for the MASDAVA group that start at 4pm. No new hires at this point in time but will need support for opening and closing on March 8th – open at 1pm for Cheers Party hire to enter for delivering some gear and for the hirers to set up – I would say they would be done by 5pm, and 9th of March for the service – guests to arrive from 1.30 and finish and out by 5.30 . I will confirm times from the hirer by this weekend. Otherwise all other hires are on the calendar and I will keep this updated. <p>AGM</p> <ul style="list-style-type: none"> Nomination forms circulated and completed by those wishing to continue. Treasurer's and President's reports to be completed and printed off. <p>Arts on Tour</p> <ul style="list-style-type: none"> Saturday 7.30 pm 2nd March FOH - Pani, Bar - Ian, Door Sales - Marj. <p>WTC Facebook Profile Page</p> <p>Shane raised that the profile page – it will be discontinued and shall be made Admin of official Facebook page.</p> <p>Bereavement – Dave Mandeno</p> <p>MOTION: Tane moved and Penny seconded that our condolences be expressed to the family with a floral tribute. Carried</p> <p>Yearbury Family</p> <ul style="list-style-type: none"> Gail expressed her grateful thanks to all who supported the fundraising activities for LJ. He has received in addition a \$1,000 John Antony Scholarship. The Executive congratulate LJ on his achievements and wish him well with his future activities in the theatre. 	<p>Shane</p> <p>Penny Penny</p> <p>Tane / Eilean / Marj</p> <p>Barbie</p> <p>Marj</p> <p>All Ian / Barbie</p> <p>Pani / Ian / Marj</p> <p>Eilean</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>All</p>
<p>The Meeting closed at 9.15pm Next Meeting 25th March 2019 at 7pm</p>	<p>AGM 2nd March 10.30 am</p>

Signed

Dated 25th March 2019

Barbara Trimmer President, WTC