

Minutes of the Whangarei Theatre Company Executive Committee Meeting

Held at Riverbank 28th January 2019

The meeting commenced at 7pm.

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

APOLOGIES: Pani Taukiri.

<p>MINUTES OF THE PREVIOUS MEETING: MOTION: Marj moved and Penny seconded that they be accepted as a true and correct record of the meeting. Carried Matters Arising</p>	<p>ACTION</p>
<p>FINANCIAL REPORT: MOVED: Ian moved and Eilean seconded that the payments for January 2019 totalling \$2,982.16 be approved for payment. Carried MOVED: Ian moved and Panny seconded that the December 2018 electronic payments and DDs totalling \$4,171.29 be approved. Carried Matters Arising MOTION: Ian moved and Cam seconded that \$891.25 for the benchtops be approved for payment to Northern Benchtops and Flooring Extra. Carried</p>	<p>Ian</p>
<p>CORRESPONDENCE: Inward and Outward :</p> <ul style="list-style-type: none"> • Norfolk Island Annual Festival Drama invitation to participate. Put on noticeboard. 	
<p>SHOWS Current Show – Two one-act plays- Margie Matthews – Production Manager</p> <ul style="list-style-type: none"> • Rehearsals for “Does your Mother Know She is Dead” has been in progress for the last month. Although there has been good progress, there has been an issue with the number of the cast who for one reason or another i.e. holidays, family commitments over the school holiday period have not been able to attend all of the rehearsals. On the upside have been really impressed by the talented young people who if encouraged could be the future of the Theatre Company. • The second play “Humpty Dumpty” rehearsals start next week. • Darren, who has responsibility for the set will be starting construction, hopefully this week and is planning to have the set completed before the end of February. • Gail Yearbury has met with the cast and has begun organising the costumes. • At the production meeting (20th January) met with Marjorie to advance the Health & Safety plan. Have provided Marjorie with a Cast List. • Hopefully will have those who will take responsibility for sound and lighting will be confirmed by next week. • At this stage do not have any further accounts to be paid, (re-imburement for the printing of the scripts was in the January Financial Report). <p>Future Shows – ‘Phantom of the Opera’ – Production Managers - Barbie / Ian</p> <ul style="list-style-type: none"> • Rehearsals are progressing well. • MediaWorks annual contract has not been renewed. Marketing by Ian Shaw has made arrangements with Northern Advocate. <p>FORWARD PLANNING-</p> <ul style="list-style-type: none"> • A brief report on the One Act Plays. Pani’s has been in rehearsal and will be taking a break as he’s away for a bit. Tane starts rehearsal on Tuesday. He now has a full complement of men. 	<p>Via Tane</p>

<ul style="list-style-type: none"> • The Play ‘The Murder of My Aunt’ would be a world premier as it has never been staged. The writer is happy to receive no Royalties but the author of the book upon which it is based has asked for £100 per performance. This equates to about \$2,000. • It was felt this was rather expensive as we are gambling on a totally unknown play and that amount was quite a bit higher than what we usually pay in Royalties for plays. (\$1200-\$1400 being more usual.) Marjorie has been asked to get back to the writer and see if he can get the Royalties lowered. She will include a copy of Royalties we paid for the past few plays. • He also asked that we video the production for his purpose only, if we do it. As he is the author we feel that would be fine. • Should he be unable to have the Royalties lowered, then we may have to look at another play. Susan suggested ‘Death by Design’ (Play Bureau) and we have asked Marjorie to get us a perusal copy. • As we may not be doing this production it will not be advertised but we do need to advertise URGENTLY for a Director, Musical Director and Production Manager for ‘A Christmas Carol-A Seasonal Savoy Opera’. This is going on in November this year. • The audition dates for Rent need to be advertised also with an outline of the various roles. 	<p>Marj</p> <p>Marj</p> <p>Tane</p> <p>Tane</p>
<p>GENERAL BUSINESS</p> <p>Roof Update</p> <ul style="list-style-type: none"> • Shane tabled a comprehensive outline and details of what needs to be done in order to comply with Foundation North’s protocols for large grant amounts of meeting six months in advance. • MOTION: Shane moved and Ian seconded that we approve Shane Green as our representative to apply for funding from Foundation North for the purpose of the roof being replaced and an amount for which the organisation is applying (current quote is for \$295,500 excluding GST and therefore recommend applying for a 15% contingency also, making a total of \$339,825). <p style="text-align: right;">Carried</p>	<p>Shane</p>
<p>Toilet Refurbishment Update</p> <ul style="list-style-type: none"> • The refurbishment should be completed by the end of this week. • Penny to follow up with Johnson Richards to replace hot water cisterns. 	<p>Penny</p>
<p>Awards and Celebration Dinner</p> <ul style="list-style-type: none"> • Subcommittee formed to present at the next meeting a system and format for gathering survey data of each of our shows from our audiences. • Proposed that we hold a Celebration to present Awards 14th December 2019. This could take the form of a formal dinner, or a buffet, or ‘party’; yet to be decided. 	<p>Marj / Tane / Eilean</p>
<p>Public Notifications</p> <p>Whenever a show is mentioned in a public media format, please write out the whole name of the show, do not use abbreviations. This includes minutes, Facebook, Website, Newspaper advertising and articles submitted; posters, flyers, handbills etc.</p>	<p>All</p>
<p>Hires</p> <p>Regular Bookings:</p> <ul style="list-style-type: none"> • Stamp Club – second Tuesday of each month at 1pm to 3pm • MASDAVA – (Helen Morton-Jones) Tuesday 4 – 5 and Thursday 4pm – 6pm • Life4U – Sunday 8am to midday Wednesday – 5pm – 8pm <p>Other Events:</p> <ul style="list-style-type: none"> • Thursday February 14th – LJ Fundraising breakfast • Saturday February 16th – LJ Fundraising Day/Evening 	<p>Barbie</p>

<ul style="list-style-type: none"> February 23rd – Pacifica using the carpark – they have informed the council – we need to put the sign up on Friday Saturday 2nd March AOTNZ – Michelle A’Court and Jeremy Ellwood AGM – 10.30 Saturday 9th March – Wedding/Civil Union – set up Friday night Saturday 16th March – Graham Cruickshank – Workshop day Tuesday 19th March – Enviro Schools Workshop Hatea Room – 8am – 3.30 Saturday 11th and Sunday 12 May – ‘RENT’ auditions June 27th, 28th, 29th, 30th and 4th, 5th, 6th July – ‘Bugsy Malone’ Monday 15th July – AOTNZ – Guitar group Saturday 28th September – Wedding – Mihiata Werohia <p>AGM</p> <ul style="list-style-type: none"> Set for 10.30 am Saturday 2nd March. Advert in Public Notices. Nomination forms available at the theatre and on line. Deadline 5pm Friday 1st March. Newsletter notification with reminder that nominees and nominators must be financial members for 2019. Agenda items to Marj before 5pm Friday 1st March <p>Sound Equipment</p> <p>MOTION: Cam moved and Tane seconded that we authorise Cam to purchase sound equipment for recording purposes up to \$1,000. Carried</p> <p>MTNZ</p> <p>MOTION: Eilean moved and Penny seconded that we put Marjorie up for a Merit Award at the MTNZ Conference March 2019. Carried</p> <p>WTC Website</p> <p>MOTION: Ian moved and Camilla seconded that we accept the offer from Mel Snaize to do a voluntary restructure and refresh of the Whangarei Theatre Company Website. Carried</p>	<p>All Marj Marj / Ian All Tane All</p> <p>Cam / Ian</p> <p>Eilean</p> <p>Ian</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 8.25pm Next Meeting 25th February 2019 at 7pm</p>	<p>AGM 2nd March 10.30 am</p>

Signed

Dated 25th February 2019

Barbara Trimmer President, WTC