

**Minutes of the Whangarei Theatre Company Executive Committee Meeting**

**Held at Riverbank 25<sup>th</sup> March 2019**

The meeting commenced at 7/05pm.

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

**APOLOGIES:** Shane Green.

<b>MINUTES OF THE PREVIOUS MEETING:</b>	<b>ACTION</b>
<p><b>MOTION:</b> Marj moved and Gail 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 from Task Sheet</b></p> <ul style="list-style-type: none"> <li>• All tasks for AGM completed and held. No quorum so no motions passed at the AGM. A SGM will be held once the Auditor has reviewed 2017 and 2018 accounts in preparation for the Funding proposal for the roof.</li> <li>• Awards sub-committee met after the AGM with additional participants from the membership reviewing and selecting sponsorships.</li> <li>• Air conditioner quotes provided and circulated.</li> <li>• Steriliser quotes provided and circulated.</li> <li>• Charities Act workshop attended.</li> <li>• Following through with changeover from MYOB to Xero accounting system.</li> <li>• FOH personnel attended Arts on Tour without incident.</li> <li>• Bereavement tribute for Dave Mandeno.</li> </ul>	<p><b>All</b></p> <p><b>All</b> <b>Tane / Eilean / Marj</b> <b>All / Marj</b> <b>All / Marj</b> <b>Ian / Marj</b> <b>Ian</b> <b>Pani / Ian / Marj</b> <b>Eilean</b></p>
<p><b>FINANCIAL REPORT:</b></p> <p><b>MOVED:</b> Ian moved and Eilean seconded that the payments for March 2019 totalling \$13,323.50 (\$8,197.93 plus \$5,125.57 Rent) be approved for payment. <span style="float:right"><b>Carried</b></span></p> <p><b>MOVED:</b> Ian moved and Gail seconded that the February 2019 electronic payments and DDs totalling \$2,556.78 be approved. <span style="float:right"><b>Carried</b></span></p> <p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• There is a steady downward trend in our assets, despite some income from ‘The Phantom of the Opera’. Once the bills for The Phantom of the Opera’ become due we will need the income (via Ticketek) to stay solvent.</li> <li>• Penny will research appropriate grant and funding avenues.</li> </ul>	<p><b>Ian</b></p> <p><b>Penny</b></p>
<p><b>CORRESPONDENCE:</b></p> <p><b>Inward and Outward :</b></p> <ul style="list-style-type: none"> <li>• Survey for Creative Northland was completed on line by Penny and Marj. Our overriding impression is that they do not publicise all that they are capable of providing for the Arts in Northland. We could enlist them in many aspects of need in our Society.</li> </ul>	<p><b>Penny / Marj</b></p>
<p><b>SHOWS</b></p> <p><b>Current Show – Two one-act plays- Margie Matthews – Production Manager</b></p> <ul style="list-style-type: none"> <li>• As everyone is aware there was a major issue because of the tragedy in Christchurch where one of our leads in both plays was on standby to go to Christchurch to assist in the managing of the situation. This meant that we needed to cancel the proposed Thursday Gala Night and the Opening Night. We did request that the show be extended out another week to compensate, I understand that this was considered to not be an option. As a result we have advised the cast that the rest of the season will remain as it is currently advertised.</li> <li>• Tane and I have reviewed the costs which indicate we have been very frugal and will come in significantly below budget.</li> <li>• The total amount that the plays have spent to date is approximately <b>\$3,716.35</b> and we estimate that there is approximately <b>\$900.00</b> to be claimed by the end of the season. This will bring our final costs to approximately <b>\$4,616.35</b>. As you can see the projected</li> </ul>	<p><b>Via Tane</b></p>

final cost is well under the total budget of **\$8,985** which was allowed to produce the two plays, in fact it will only total approximately **\$123.85** over the half way mark.

- There have been concerns raised re ‘ticket sales’. I can assure the committee every effort has been made by all of us to try and generate more interest in the show. This has included producing video trailers to advertise the two shows and inviting the Drama HOD’s from the following schools: **Whangarei Boys’ & Girls’ High, Kamo, Pompallier** and **Tauraroa Area School** to our final dress rehearsal held on Saturday night.
- Our final rehearsal was also presented to invited family members went very well, apart from one of the cast vomiting just before he was due on stage which did mean some things went a bit awry in the second play.
- The feedback on Facebook from those who have attended the dress rehearsal on Saturday has been very powerful and encouraging. With many people suggesting that ‘The Terrible Fate of Humpty Dumpty’ needs to tour the local high schools because of the powerful message that it portrays. Tane has even been receiving private messages from parents/ teachers and principals suggesting this idea. In light of this, the production team and I would like to make the following proposal:
- **We privately offer the following to local high schools:**
  - For any booking of **10 students or more**, we will give them a **28% discount on each ticket purchased** for that school - i.e. reduce the ticket price for school groups of 10 or more to **\$18 per head**. If each of the five schools are able to round up a group of 10 students then that will give us an income of approx. \$900.00.
  - The Principal from Whangarei Boys High School and a teacher from Tauraroa Area School have indicated that if we can offer their students this discount then they will help us push tickets sales as much as possible. This can even be evidenced by the fact that today on Facebook Whangarei Boys’ High School shared WTC’S latest post featuring the trailer for The ‘Terrible Fate of Humpty Dumpty’.

**MOTION:** Tane moved and Cam seconded that we drop the student price for any performance of the Two One Act plays from \$25 to \$18 for groups of 10 drama students from the local High Schools. **Carried**

**MOTION:** Eilean moved and Marj seconded that that both Saturday matinees be cancelled. **Lost**

**MOTION:** Gail moved and Tane seconded that we cancel 30<sup>th</sup> March matinee. **Carried**

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

- Sponsorship is underway.
- Tech help is organised.
- Reminder the show dates are 6-22 June 2019

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

- Ringi is finalising sponsorship information to complete the budget.
- This will be presented at the next meeting.

**FORWARD PLANNING - Eilean**

- **DIRECTOR FOR ‘A Christmas Carol...’**

There were two very different applications for the role.

Cushla Allan emphasised her empathy and how she believed cast should enjoy shows and learn from the experiences in a positive light. She has had considerable experience directing Junior productions with her mother, Lynn, and wished to bring that to adult theatre.

Marjorie envisaged a dinner show set in the Hatea Room utilising the revolves to change the scenes in the production. She also pointed out that as we had ordered only a piano score, it would suit this venue better.

Margie via Marj

Eilean

<p>Vigorous discussion ensued. Marjorie was chosen by a slim margin. Cushla had mentioned she was also interested in ‘Peter Pan, the Croc Rock Musical’. It was felt this might be a better fit for her initially. We would certainly like to see her as a future director. Gayle Wellington indicated that she was happy to be Marjorie’s Production Manager.</p>	
<p>• <b>SHOWS 2020</b> It was felt that the two One Act plays format was probably not suitable for us, so we looked to what else we could put in that first up slot. ‘Peter Pan ...’ was thought to be a good choice here as it catered to junior members at a time that would be better from a schooling perspective. Although Cushla would have to apply along with anyone else who might be interested, the fact we did have someone who would like to do it was also a factor. Although we had decided to do ‘Oliver!’ at the end of 2020. Eilean had spoken to a number of people who felt that it had been done reasonably recently and couldn’t we look at something else. She suggested ‘Love Off the Shelf’ written by Roger Hall, which we last did in 1991 for the opening of the main theatre, but which she had directed later for the High Schools. It is a light hearted look at the Mills and Boon genre and is very amusing. Also very different from anything else on offer for that year. Both these shows we had copies of so the Forward Planning Committee is going to read them and make a decision at the next meeting in April.</p>	
<ul style="list-style-type: none"> <li>• We still do not have the contract for ‘The Murder of My Aunt.’ We do have time but if it is not here by about August, we may look at another play.</li> </ul>	Marj
<ul style="list-style-type: none"> <li>• Marjorie has been asked to get a perusal copy of ‘Ladies in Black’ from Spicer.</li> </ul>	Marj
<ul style="list-style-type: none"> <li>• It has been suggested that we ask if we can join the New Zealand Choral Federation which would allow us to put together cabarets more easily and cheaply. Eilean to ask the Executive to approve our asking.</li> </ul>	
<ul style="list-style-type: none"> <li>• Next meeting 6p.m. April 22<sup>nd</sup> (Easter Monday) Eilean gives her apologies as she’ll still be in New Plymouth. Barbie to chair the meeting.</li> </ul>	
<p><b>MOTION:</b> Eilean moved and Tane seconded that we ask to become members of the New Zealand Choral Federation. <span style="float: right;"><b>Carried</b></span></p>	Eilean
<p><b>GENERAL BUSINESS</b></p>	
<p><b>Peoples Awards and Celebration Dinner</b></p>	
<ul style="list-style-type: none"> <li>• Survey Monkey is now up and running ready for the first season.</li> <li>• Tane to make cards for the ushers to distribute with contact details.</li> <li>• Cam to do a voice recording to prompt audiences during the interval.</li> <li>• Over the next month ascertain if there are other members wishing to sponsor a trophy, otherwise Marj will start arranging with local firms to request their support.</li> </ul>	Tane / Eilean / Marj  Cam
<p><b>Hires</b></p>	Barbie
<ul style="list-style-type: none"> <li>• Stamp Club – 10<sup>th</sup> April – 1.30 – 3.30</li> <li>• Big Band – Concert Evening – April 13<sup>th</sup> - 6.30 – 11.30pm</li> <li>• Ray Palmer: Phantom Rehearsals: 30<sup>th</sup> March, April 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup>, May 4<sup>th</sup> 10am – 1pm Hatea Room</li> <li>• Lorne Campbell – St Andrew’s Alpha Dinner - April 26<sup>th</sup> TBC</li> <li>• Rent Auditions: 11<sup>th</sup> and 12<sup>th</sup> May</li> </ul>	
<p><b>On going hires:</b></p>	
<ul style="list-style-type: none"> <li>• Life4U – Sunday 8am – midday and Wednesday 5pm – 8pm</li> <li>• MASDAVA - Tuesday and Thursday 4.00 to 5.00pm</li> </ul>	
<p><b>Special AGM</b></p>	Marj / All
<ul style="list-style-type: none"> <li>• Needs to be held before June 2019 to meet the Charities reporting requirements.</li> </ul>	

