

Minutes of the Whangarei Theatre Company Executive Committee Meeting

Held at Riverbank Tuesday 28th May 2019

The meeting commenced at 7.17pm.

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

APOLOGIES: Eilean Rawson, Sharon Simpson.

| 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 – is awaiting notification for eligibility. • An Open Day during ‘RENT’ rehearsals has been declined due to the content of the production and the unknown patrons visiting. ‘A Christmas Carol – A Savoy Opera’ was deemed to be more appropriate for an Open Day. This was acceptable. • People’s Awards subcommittee still to meet. • Instagram connection still to be arranged • MTNZ surveys for One Act plays to be arranged with . Production Manager. • Survey Monkey and cards to be done. Marj to resend NAPTA nominations to Tane. • Archives for MTNZ to be decided. • Broadband fibre has been installed and workmanship addressed. • Telephone in the kitchen has been repaired. • SGM advertising in public notices, print offs and meeting held. • CEO of MTNZ still to be contacted regarding a use friendly survey template. • Auditor’s report 2018 completed and printed for Special General Meeting. • Research cost difference between an annual bar license and event specific to be done. • Ticketek monies for ‘The Phantom of the Opera’ will be released after the production is finished and costs removed by Ticketek. • Upgrade of website ongoing. • Grant application completed and submitted for roof repairs. • Social Events calendar to be set for licensing requirements. | <p>Eilean</p> <p>Marj</p> <p>Marj / Eilean / Tane</p> <p>Tane</p> <p>Tane</p> <p>Tane / Marj</p> <p>Eilean / Penny</p> <p>Marj</p> <p>Marj</p> <p>Marj</p> <p>Marj</p> <p>Ian</p> <p>Ian</p> <p>Ian</p> <p>Ian</p> <p>Shane</p> <p>Tane / Sharon</p> |
| <p>FINANCIAL REPORT:</p> <p>MOTION: Ian moved and Gail seconded that the payments for May 2019 totalling \$6,087.76 be approved for payment. Carried</p> <p>MOVED: Ian moved and Penny seconded that the April 2019 electronic payments and DDs totalling \$2,866.46 be approved. Carried</p> <p>Matters Arising</p> <p>Ian reiterated that income was limited to hires until Ticketek pay-out.</p> | <p>Ian</p> |
| <p>CORRESPONDENCE:</p> <p>Inward and Outward :</p> <p>MOTION: Barbie moved and Shane seconded that the meeting go into committee. Carried</p> <p>Matters were discussed and outcome agreed.</p> <p>MOTION: Barbie moved and Marj seconded that the meeting come out of in-committee. Carried</p> <p>NZCF – New Zealand Choral Federation</p> <p>An expression of interest and request regarding eligibility has been made and circulated.</p> | <p>Marj</p> <p>Eilean</p> |

SHOWS

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

Final report will be presented at the next meeting

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

- Most things are on track, on time and on budget.
- .Front of House requirements were arranged.

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

Show has been cast, with the list as follows –

LEADS

- Roger Davis** - Rishi Iyer
- Mark Cohen** - Cam Dow
- Tom Collins** - Tane Davis
- Benjamin Coffin III** - Cameron Shelley
- Joanne Jefferson** - Cat Green
- Angel Dumott Schunard** - Llewelyn Yearbury-Murphy
- Mimi Marquez** - Sarah Whittles
- Maureen Johnson** - Caroline Bartholomew

ENSEMBLE

- | | |
|------------------------|--------------------------|
| Jessica Olsen | Angharad Yearbury-Murphy |
| Louisa Dearlove | Kat Janes |
| Danielle Ngakuru-Smith | Shane Green |
| Tom Lewry | Ringi Smith |
| Becks White | Mikey Gillard |
| Jonah Werhan | Jared Frost |
| Cody Frost | Bronwyn Collett |
| Kama Dickson | Tyler Steel |
| Kayla Ganley | Larissa Simpkin |
| Willa McCartney | Kirsty Louise Bromley |
| L’Deane Horsford | Jessica Hamer |

- The Production Team has had some changes as well, with James Franklin coming on board as Set, Lighting and Sound designer. Megan Robertson has confirmed her place as head of Props, and Kat Janes will also work with Ajay on costuming. Rachel Diamond will provide choreography support to Ajay and Sarah, with Sarah being also cast as a lead.
- James has some specific ideas in regards to the set and technical requirements, and has requested that we ask the committee to apply for funding to the value of \$3,000 to put towards the requirements of design. Could this please be discussed and confirmed at this meeting.
- The cast is working well after a couple of weeks of rehearsal, with Sean happy with the progress they are making learning some key songs. It has been challenging to have everyone present due to some cast being involved in Phantom – but we support our talented members and appreciate that the Phantom team have also been accommodating.
- We had some concerns about the cast of Buggy Malone being in the building at the same time Rent rehearsal was on, as we were under the impression that they were in the theatre on Sundays and so there wouldn’t be a clash with our scheduled Saturday rehearsals. After communication with Barbie and Camilla, we have established a way for both casts to use the space to support the Buggy Malone team in their need of extra rehearsal time. The team has also discussed with Debi about timings when Buggy is actually in production so we don’t lose too much rehearsal time.

MOTION: Shane moved and Gail seconded that we apply for a grant up to \$5,000 for set, lighting and sound equipment for ‘RENT’.

Carried

Future Show – ‘A Christmas Carol – A Savoy Opera’

- Audition dates were set July 26th 5.30 – 9.30pm 27th 10-4pm and 28th 1-4pm by

Barbie /Pani /Camilla

**Report presented by
Shane for Ringi
Smith**

Shane / Penny

Marj

appointment. Camilla as Assistant Production Manager will arrange.

FORWARD PLANNING – Eilean

PRESENT; Barbara Trimmer, Marjorie Bowdler, Pamela Black, Camilla Harmston, Susan Alves, Tane Davis, Pani Taukiri, Eilean Rawson.

APOLOGIES; Cameron Shelley.

Ian Shaw had been invited to speak to us about marketing .

- Marketing should involve all aspects of the Organisation, not just show advertising. Its purposes are:
 - To create a favourable awareness of the Society.
 - To develop credibility.
 - To develop positive attitudes so that people wish to be part of the activity of the theatre, either in a production or being a patron.
- WTC needs to make people aware of the Organisation and its products (the shows.)
- Where do we fit into the picture of households and their discretionary spending? We need to create the desire to see our productions by:
 - Achieving an enjoyable occasion
 - Creating a ‘Buzz’ factor
 - Best Product showing early enthusiasm for it, generating interest and making sure all information about the shows is early.
- A major effort is needed to market the entire Society – not just the shows.

Some thoughts.

- The website needs to be looked at more carefully. Some things need to be either removed or be password protected for members only e.g. Minutes and Financial Reports.
- Overall, it is important to project a favourable impression of the Society. Make more of the Napta Awards, what are they?
- Need eye catching information about up coming shows, especially using pictures which could be generic rather than specific.
- Ian has indicated that he is prepared to become part of the Society in some way.

Other business

- There was some concern over the Contract and on-going discussion of ‘The Murder of my Aunt’. There was a motion moved to withdraw from the production but after discussion it was felt that we should still go ahead with it.
- Marjorie was concerned that Gayle Dowsett – her Production Manager- was unwell and perhaps needed help. Camilla has offered to help Gayle as long as Gayle did not feel that she was interfering. Eilean to speak to Gayle.
- Marjorie also felt that we needed a back-up show if she were unable to cast ‘A Christmas Carol’. This production needs good singers with excellent diction and she wondered if they would be keen after ‘Phantom’
- We need to consider another show at our next meeting and, in fact, we should probably have back-up shows for all productions. Please think about what show we could do in its place.

The meeting closed at 7.03p.m.

GENERAL BUSINESS

‘Wicked’ projected 2021 in Forum North

- As per the correspondence circulated approval for a license is dependent on us using one of the Consortium sets. More information is needed regarding availability and costs of other items whether required.
- Deferred to next meeting

Kitchen cast / crew refrigerator contents

Gail was given the go ahead to clean out after each show remnants of food left by cast / crew.

Email voting

Doodle poll is the app and it may well be applicable for us to use.

Eilean

Eilean / Barbie

Marj

Gail

Gail

| | |
|--|--|
| <p>Sweet Louise Supports people terminally ill, Jenny Cade to be invited to speak at our next meeting.</p> <p>Grants Investigate a working capital grant.</p> <p>Hires WDC have approached us to hire the Hatea Room for their Matariki celebrations 22nd June.</p> <p>Co-opt a member to the committee MOTION: Ian moved and Tane seconded that Shiree Lee be co-opted onto the Executive Committee. Carried</p> <p>Bugsie Malone – Shining Starz Technical requirements for this show are limited as some of the equipment needed is being used in Forum North. Camilla was advised that by pre-programming on a laptop then downloaded to the lighting desk which will be available from 23rd June.</p> <p>Quiz Night Gail thanked the committee for an outstanding success of this fund-raising evening for her daughter to pursue her career.</p> | <p>Gail</p> <p>Penny / Shane</p> <p>Barbie / Marj</p> <p>Marj</p> <p>Camilla</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 9.41pm Next Meeting 24th June at 7pm</p> | |

Signed
Barbara Trimmer President, WTC

Dated 24th June 2019