

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank Monday 25th November 2019**

The meeting commenced at 7.17pm.

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

APOLOGIES: Greg Parker, Shiree Lee

MINUTES OF THE PREVIOUS MEETING:	ACTION
<p>MOTION: Marj moved and Gail seconded that they be accepted as a true and correct record of the meeting. Carried</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • Website quotes – Mel Snaize wants to help with web design. • End of production gifts done by production manager for production team, to be stated categorically in Production Manager Roles and Responsibilities. • Honours Bboard to be rehung before 14th December. • Air conditioning unit – need to get clear indication of what to do next. • NAPTA nominations for leading male / female and supporting male / female need to be decided before auditions by the Director and Production Manager. Cameo role definitions were discussed. • Stage curtains to be hemmed, time and date to be arranged. 	<p>Camilla Marj</p> <p>Men / Amazons please Ian</p> <p>Marj</p> <p>Gail / Eilean</p>
<p>FINANCIAL REPORT:</p> <p>MOTION: Ian moved and Camilla seconded that the payments for November 2019 totalling \$1,835.95 be approved for payment. Carried</p> <p>MOVED: Ian moved and Shane seconded that the October 2019 electronic payments and DDs totalling \$3,704.81 be approved. Carried</p>	<p>Ian</p>
<p>CORRESPONDENCE:</p> <p>Inward and Outward :</p> <p>Dr. Stacey Powells: requested a fund raising reading of the play “Stirrups”. The committee decided not to take up this offer. Creative Northland invitation to 116 Bank Street as a follow up to the Arts and Culture meeting held earlier this month.</p> <p>Forward Planning report</p> <p>PRESENT: Susan Alves, Marjorie Bowdler, Eilean Rawson, Ian Shaw, Cameron Shelley, Barbara Trimmer. APOLOGIES: Pamela Black, Tane Davis Pani Taukiri has now withdrawn from this sub committee.</p> <p>‘LADIES IN BLACK’ Is now cast and in rehearsal. (Prices set by Exec as no budget provided.. \$35 adults and \$25 for Seniors and Students.)</p> <p>‘SHREK’ Having problems getting a perusal copy. Tane may have one. Most of the Production team is filled now. Still looking for a Musical Director. Ray Palmer to be approached. Hope to have Sarah Edgcombe for the children.</p> <p>‘MURDER OF MY AUNT’ Margie Matthews now going to South Africa in September. Susan Alves to give a copy to</p>	<p>Ian</p> <p>Pani / Barbie</p> <p>Eilean</p>

<p>Cameron Shelley to consider. Ian to be asked to advertise again.</p> <p>‘OLIVER’ We have rights but will not get the paperwork until everything is returned from ‘Rent’. Ringi believes she has sent it all. Marjorie sent a late book. We need Ringi’s receipt for sending as Ian has not yet received it. Ian to be asked to advertise for a director.</p> <p>2021 We have the dates in Forum North 4th- 29th June. ‘We Will Rock You’. Two other shows required. A play and Musical? Advertise for ideas. Someone to look at ‘Heathers’</p> <p>NO December Meeting. Next meeting January.</p>	<p>Ian</p> <p>Marj</p> <p>All Tane</p>
<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • MOTION: moved Penny seconded Shane that we make an application to Oxford Sports Trust for \$3,300 for 30 replacement chairs. Carried • The Lions Foundation is worth researching as they can make large grants. • MOTION Barbie moved and Marj seconded that we arrange with Jae Cleaning Services to clean the dining chairs. Carried • MOTION Marj moved and Ian seconded that additional stage door and wardrobe keys be purchased. Carried • MOTION: Pani moved and Marj seconded that a \$20 deposit is charged when allocating security keys. Carried • ‘Ladies in Black <ul style="list-style-type: none"> ○ MOTION: Ian moved and Tane seconded that the Ticket prices for “Ladies in Black” \$35 adults \$25 Seniors and School age students. Carried ○ MOTION: Gail moved and Tane seconded that Gail locate some possible caterers for our dinner shows. Carried <p>Awards Night</p> <ul style="list-style-type: none"> • We have had some audience responses for the two One-Act Plays, “Phantom” and “RENT” from which nominees for the awards have been posted on Facebook. This list needs to go out to the membership list. • Arrangements for the evening are well underway with Certificate design being decided, a team to decorate the foyer and the two poles in the Hate Room, and setting up of tables. Catering has been contracted. • Marj requested guidance regarding refunds, this was agreed to. • There will be no complimentary tickets provided. • Questions were raised regarding the development of Survey Monkey – how was the scoring done for the awards? Answer – The survey calculates a “mean” of responses. Question – When did the survey close? Answer – Two weeks after the production closed. • Following a meeting of Eilean, Tane and Marj there remained some differences regarding the entertainment section of the evening which the subcommittee require the executive to agree on. <ul style="list-style-type: none"> ○ Eilean and Marj suggested that relevant songs from this year’s shows should be the entertainment. ○ Pani suggested the original singers if possible. 	<p>Penny</p> <p>Penny . Shane</p> <p>Marj</p> <p>Marj</p> <p>Marj</p> <p>Ian</p> <p>Gail</p> <p>Ian</p> <p>Marj / Tane/ Eilean</p> <p>Tane</p>

