

**Minutes of the Whangarei Theatre Company Executive Committee Meeting
Held at Riverbank 23th September 2019**

The meeting commenced at 7.15pm.

PRESENT: Barbara Trimmer, Tane Davis, Eilean Rawson, Ian Page, Cameron Shelley. Camilla Harmston, Penny Mashlan, Shiree Lee

APOLOGIES: Shane Green. Marjorie Bowdler, Gail Yearbury, Pani Taukiri, Greg Parker, Sharon Simpson

| MINUTES OF THE PREVIOUS MEETING: | ACTION |
|--|---|
| <p>MOTION: Barbie moved and Tane seconded that they be accepted as a true and correct record of the meeting. Carried</p> <p>Matters Arising</p> <p>Ongoing tasks</p> <ul style="list-style-type: none"> • Belltech – Camilla has not heard back yet • Rent Final report – pending while awaiting Ringi’s report. • Dance classes – Sarah is considering if we have sufficient space • People’s Awards – the awards dinner planning is underway, concerning catering, bar licence, results of survey pending. Another meeting is needed. | <p>Camilla Ringi</p> <p>Tane / Sharon / Shiree / Eilean / Susan Alves</p> |
| <p>FINANCIAL REPORT:</p> <p>MOVED: Ian moved and Eilean seconded that the payments for September 2019 totalling \$6110.36 be approved for payment. Carried</p> <p>MOVED: Ian moved, Shiree seconded that the August 2019 electronic payments and DDs totalling \$5536.61 be approved. Carried</p> <p>Lotteries Funding report: Penny to complete and send</p> | <p>Penny</p> |
| <p>CORRESPONDENCE:</p> <ul style="list-style-type: none"> • None | |
| <p>SHOWS:</p> <p>Next Show – Ladies in Black.</p> <ul style="list-style-type: none"> • See forward planning notes. • Auditions Nov. 2nd and 3rd. Barbie and Penny offered to help <p>Forward Planning Committee:</p> <p>PRESENT: Eilean Rawson, Barbara Trimmer, Susan Alves, Pamela Black, Tane Davis, Gayle Wellington, Ian Shaw and Cam Shelley (after work).</p> <p>APOLOGIES: Marjorie Bowdler and Pani Taukiri</p> <p>NB: Camilla Harmston has now withdrawn from the Forward Planning sub-committee.</p> <p>LADIES IN BLACK</p> <ul style="list-style-type: none"> • Pamela will direct this. She has approached Alison Thomson to be Production Manager. Other personnel at present are: <ul style="list-style-type: none"> ○ Stage Manager Margie Matthews ○ Choreographer Grant Smith with Laura Thomson ○ We have a number of other names to approach for other production roles. I • an Shaw and Pamela met after the meeting to discuss marketing. • The auditions will be Nov 2nd and 3rd. <p>SHREK</p> <ul style="list-style-type: none"> • We had two applications for this; Gayle Wellington with Greg Parker assisting her and Cam Shelley. We have run with Gayle because it is a big show, she has had a lot of experience and she is going to train Greg who is keen to direct. We feel that Cam needs to have some experience before he directs and Pamela offered to have him as | <p>Barbie, Penny</p> <p>Eilean</p> |

her assistant in “Ladies in Black” and mentor him for his first production. We would also like him to attend one of the MTNZ Boot Camps if he can next year. (Am sure the Society could pay for this) Obviously we need more directors and would like to encourage him.

DIRECTOR APPLICATION FORM

- Barbie commented on the fact that neither Pamela nor Gayle could find the generic Director’s form on the website.
- We must have this reinstated and the completed application send to enquiries@whangareitheatrecompany.org.nz where it will be sent to the Chair of Forward Planning. It will then be sent to the members of the FP committee, so they have time to consider them before the meeting.

PROMOTION TEAM

- Ian Shaw had presented us with a timeline for the 2020 shows for marketing etc. He is keen that we start making people aware as soon as possible what shows we are going to present and when. We should know about ‘Oliver’ in November as we could not apply for it earlier.

MURDER OF MY AUNT

- At this stage we have had no one offer to direct this. It was suggested this may be a good one for Cam to look at, in which case Pamela would be his mentor. He will consider this. However, we also need to push for a Director again as he may not feel this is the show for him.

Next meeting: 6p.m. Monday 28th October

GENERAL BUSINESS

- **Roof Update:** Forwarded to next meeting.
- **Chairs** – Barbie noted that the dining chairs need refurbishment, and some need replacing altogether. This to be referred to our next meeting.
- **‘Rent’ Tidy Away-** There is a great deal of remaining stuff and gear in the workshop that need stowing or disposing of from the production of Rent. Production team to carry out job.
- **Web Site** needs updating, eg forms and phone friendly format. Defer to next meeting. **We need to respond to Barbi’s email about what is required.**
- **Air Conditioner:** Shiree mentioned that she has contacts who are in the business and who are interested in air con design. She will report at a future meeting.

HIRES REPORT

September:

Thursday 26th September – Northable in Hatea Room – 10am to 3pm
 Saturday 28th September – Jane Gunson – Alumni luncheon for past students of St Mary’s School in Auckland 10am – 3pm (I can open but need someone to close please)

October:

Friday 11th – Harry Lyon – need Front of House/Door Sales/Ushers

November:

Saturday 2nd November: awaiting confirmation for use of the carpark

December:

Tuesday 3rd: Tiaho Trust – Children with Disabilities Day – 8.30am – 3pm (Will need someone to open and close for this)
 Saturday 7th December – midday to 5pm – Sharon Simpson (Hatea Room)
 Saturday 14th December – WTC Awards Night
 Saturday 28th December – wedding – Mihiata and Chris – set up on Friday
 Tuesday 31st December – wedding set up for Kevin and Sue – wedding is on New Years Day – during the day – times to be confirmed.

Next meeting
Next meeting

Committee members who were in Rent to organise
Next meeting

Future meeting

Barbie

Pani / Msrj

Marj

| | |
|---|------------|
| 2020 – 17 th and 18 th or 24 th and 25 th of January – Titus Andronicus TBC | |
| All members and observers are reminded that the substance of the deliberations leading to decisions must remain confidential at all times. | All |
| The Meeting closed at 8:25pm Next Meeting 28 October 2019 7pm | |

Signed

Dated 28th October 2019

Barbara Trimmer President, WTC