

Minutes of the Whangarei Theatre Company Executive Committee

Held at Riverbank Centre Monday 2nd September 2019

The meeting commenced at 7 pm.

Present: Barbara Trimmer, Tane Davis, Eilean Rawson, Ian Page, Cameron Shelley, Gail Yearbury, Greg Parker, Pani Taukiri, Penny Mashlan, Sharon Simpson, Shiree Lee, ,

Apologies: Marjorie Bowdler, Shane Green, Camilla Harmston

Minutes of the previous meeting:	Action
<p>Motion: Greg moved and Gail seconded that they are a true and correct record. Carried</p> <p>Matters arising</p> <ul style="list-style-type: none"> • Belltech proposal, Camilla to follow up. 	<p>Greg</p> <p>Camilla</p>
<p>Correspondence:</p> <ul style="list-style-type: none"> • Dance Enquiry Letter read By Barbie that had been received from Sarah. General discussion around room availability, bar license, BYO, lock up process. In principle it was agreed. Barbie to discuss further with Sarah in regards the hire. Ian to investigate BYO. 	<p>Barbie</p> <p>Ian</p>
<p>Previous Show: One act plays, it was noted that Tane has completed and emailed the final report.</p> <p>Current Show: 'RENT' No update received.</p> <p>Cancelled Show: 'A Christmas Carol' Barbie read report received form Camilla. Show cancelled due to inability to cast.</p> <p>Next Show: 'Ladies in Black' Eilean to discuss with Pamela Black re position of Director.</p>	<p>Margie Matthews /Tane</p> <p>Ringi</p> <p>Camilla</p> <p>Alison Thompson</p>
<p>General Business:</p> <ul style="list-style-type: none"> • Roof update- Shane absent from meeting so no update. • Peoples awards- Discussion around best way to get voting and codes promoted to the audience. Best time may be for the host to hand out at half time. General discussion around who decides is included to be voted for. It is the decision of the director and production manager, the same as for NAPTA. • Building Warrant of Fitness – This is due in December, Our Air Con is currently not working. Question around completing repair when roof is being done. Ian to follow-up. Shiree has a contact that may be able to assist. She will investigate. • Radio Coms. Stage crew headsets need replacing. Require 8 sets and associated equipment. Cam to obtain quote. Application needs to be made for funding. • Disruptive behavior. General discussion . Ian outlined options. We need to clarify process and what can be done when this occurs. We need to decide what needs to be added to our procedures and protocols. This could be added to the Stage Managers Job Description. Gail suggested using the MTANZ guidelines. This could be explicit as an inclusion on the audition form. • Membership fees. General discussions around this and non-payment of same. How do we ensure everyone is paid up? Possible solutions. If Director shoulder taps someone they must ensure fees are paid or cover themselves. Job description of Director needs to be updated to include fees must be paid by the end of the first month or arrangement made with the Production Manager. • Ricoh photocopier- machine to be updated. Marj is meeting with Ricoh personnel. 	<p>Shane</p> <p>Eilean / Tane</p> <p>Ian / Shiree</p> <p>Cam</p> <p>Decision? Who? What?</p> <p>Marj</p>

<ul style="list-style-type: none"> • Titus Andronicus. Gail requested Ian Shaw’s involvement for marketing. Gail to attend next forward planning meeting. • Apology from Sharon for the next meeting. • Penny discussed the requirement for funders to be acknowledged. This is a requirement when obtaining grants. General discussion around inclusion in programmes, website. One suggestion was to have a sponsors’ board in foyer. 	<p>Gail</p> <p>Penny</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 8.37pm</p>	

Signed

Dated 23rd September 2019

Barbara Trimmer - President

Next meeting Monday 23rd September 7pm