

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

**Held at Riverbank 24<sup>th</sup> February 2020**

The meeting commenced at 7.04

**PRESENT:** Barbara Trimmer, Eilean Rawson, Marjorie Bowdler, Ian Page, Cameron Shelley, Camilla Harmston, Greg Parker, Penny Mashlan, Shane Green, Shiree Lee.

**APOLOGIES:** Pani Taukiri, Gail Yearbury, Tane Davis, Sharon Simpson

<b>MINUTES OF THE PREVIOUS MEETING:</b>	<b>ACTION</b>
<p><b>MOTION:</b> Marj moved and Penny 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</b></p> <ul style="list-style-type: none"> <li>• <b>Air con ( Hatea Room)-</b> two quotes received, waiting on third so grant can be sourced.</li> <li>• <b>Stage curtains -</b> all done, many thanks Barbie.</li> <li>• <b>Chairs –</b> have arrived as ordered by Penny.</li> <li>• <b>LED lights –</b> have been completed in auditorium.</li> <li>• <b>Catering for Shows –</b> Pani has sorted.</li> <li>• <b>Grass barriers –</b> Costs presented by Ian of installing same, discussion around this. Outcome is that Ian will talk to Council to see if they will install.</li> </ul>	
<p><b>FINANCIAL REPORT:</b></p> <p><b>MOTION:</b> Ian moved and Eilean seconded that the payments for February 2020 totalling \$4245.88 be approved for payment. <span style="float: right;"><b>Carried</b></span></p> <p><b>MOTION:</b> Ian moved and Shiree seconded that the January 2020 electronic payments and DDs totalling \$2,301.32 be approved. <span style="float: right;"><b>Carried</b></span></p>	<b>Ian</b>
<p><b>CORRESPONDENCE:</b></p> <ul style="list-style-type: none"> <li>• <b>Inward - Captain Festus</b> Ian discussed proposal. General consensus to host event during the week. Ian to obtain more information.</li> <li>• <b>Inward- St Francis Xavier Gala</b> Ticket request for Gala. All agreed. We will provide a family pass for four for both Shrek and Oliver. These need to be booked through Storytime.</li> <li>• <b>Outward- HWM awards event invitation</b> Marj has emailed the Mayor with the invitation to attend this event. We have had a positive response and this has been diarised by her PA.</li> </ul>	<b>Ian</b>  <b>Ian</b>
<p><b>In Committee</b></p> <p><b>MOTION:</b> Barbie moved and Eilean seconded that we should go into committee at 7.30</p> <p><b>MOTION:</b> Barbie moved and Penny seconded that we should come out of committee at 7.40</p> <p><b>FORWARD PLANNING COMMITTEE:</b></p> <p><b>PRESENT:</b> Susan Alves, Marjorie Bowdler, Eilean Rawson, Cameron Shelley and Barbara Trimmer.</p> <p><b>APOLOGIES:</b> Pamela Black, Tane Davis, Ian Shaw</p> <p><b>'LADIES IN BLACK'</b></p> <p>Seems to be coming along nicely. The band is now rehearsing with the cast and the</p>	

backstage crew will be there from next week. Grant also returns next week although Laura has been doing great work on the choreography. They had a successful photo call at Farmers, Ian Page was around taking some photos during rehearsals and there will be another photo call in costume soon.

The bookings have opened and we have sold about 300 tickets with 100 meals so far. There will be a change in Musical Director as Ray Palmer has withdrawn. Sarah Edgcombe will probably take over and Gayle Dowsett will continue as vocal coach.

### **'SHREK'**

Auditions are 6/7 March – some interest already.

Ian Shaw has organised three sets of audition notices.

We will have to find another Musical Director.

### **'MURDER OF MY AUNT' and 'OLIVER!'**

Nothing further at this point.

### **2021**

We still need a play or a small musical for the beginning of 2021. At present we have 'Priscilla...' locked in for the middle slot and a play 'Hot Stuff' for the end of year position. We need to advertise for Production teams for both of these shows, especially 'Priscilla...' as we have pre-production materials arriving in October this year. We should probably audition at the end of the year, also.

Looking at an early production a NZ play '**Heaven Help Us**' and a musical with youngsters called '**Bad Jelly the Witch**' were suggested.

### **2022**

Lachie McLean is booked to do 'Les Miserables' in June/July 2022. We need to find a production that is quite different and will use the sorts of cast that will either not get in or be uninterested in 'Les Mis'. Both '**Legally Blonde**' and '**Heathers**' were suggested as being aimed at a young cast and audience. After some discussion it was decided that '**Legally Blonde**' was a known show and there had been very positive reports from groups who had done it.

The Forward Planning group felt that we should do only three productions in 2022 and in fact, going forward, due to the shortage of production personnel, we should look to do only three productions a year from now on. This can be revised, of course.

Marjorie is going to get information on:

**'Heaven Help Us', Bad Jelly the Witch' and 'Legally Blonde'**

Meeting closed at 6.59

Next meeting will be March 23<sup>rd</sup> at 6p.m

### **GENERAL BUSINESS**

- **Awards event** - Awards Event subcommittee meeting report circulated by Marj. Susan Alves is the Chair of this committee. Shiree questioned the absence of a Cameo section. This needs to be clarified and decision made.
- **Survey Monkey**  
**MOTION:** Marj moved and Eilean seconded that we pay the annual subscription to Survey Monkey **Carried**
- **Logo-** Update by Ian. Agreed to leave for now.

**Marj**

**Marj / Susan**

**Ian**

**Barb**

**Ian**

<ul style="list-style-type: none"> <li>• <b>Crash Bars</b> – information – Ian asked Lloyd (a qualified builder, who did the work on the porch) to quote for installing fire crash bars for the auditorium so that we can make it secure during hires but without having actual locks on the doors. Overall we might have to pay up to \$2000 (inc GST) should the doors needs replacing. For grant purposes we will require another quote. Ian to source same.</li> </ul>	<p><b>Penny</b></p>
<ul style="list-style-type: none"> <li>• <b>Roof update</b> – Shane provided an update. Foundation North are meeting in March to make a decision. The Tikipunga Children’s Home Trust is a no for now but will review funding availability later in the year.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Amici productions-</b> Have offered two tickets to the opening night of Mary Poppins- Eilean has accepted these.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Production managers-</b> – notice to cast and crew regarding Awards Night Event 2020, circulated by Marj.</li> </ul>	<p><b>Marj / Alison</b></p>
<ul style="list-style-type: none"> <li>• <b>Library-</b> The sort out has begun. Thanks Eilean for your efforts.</li> </ul>	<p><b>Eilean</b></p>
<ul style="list-style-type: none"> <li>• <b>Creative Northland</b> – Ian and Barbie attended a recent event. Ian has begun discussions with the Executive Officer of Creative Northland in regards to crowd funding for our roof replacement and associated costs.</li> </ul>	<p><b>Ian</b></p>
<ul style="list-style-type: none"> <li>• <b>Stair edging</b>  <b>MOTION:</b> Penny moved and Shiree seconded that the committee approves the purchase of 28m of stair edging to improve the safety in the main auditorium, at a price of @257.01 (inc GST). Ian will install. <b>Carried</b></li> </ul>	<p><b>Ian</b></p>
<ul style="list-style-type: none"> <li>• <b>IPad update</b> – Cameron Shelley discussed the quote for the purchase of an iPad for sound purposes \$938.98.  <b>MOTION:</b> Cameron moved and Eilean seconded that the committee approves the purchase of an iPad / case and apple credit up to the value of \$1000.00. <b>Carried</b></li> </ul>	<p><b>Cameron / Ian</b></p>
<ul style="list-style-type: none"> <li>• <b>Shrek budget-</b> Marj presented a budget spreadsheet for Shrek- \$18,020.  <b>MOTION:</b> Marj moved and Shiree seconded that the budget for Shrek be accepted. <b>Carried</b></li> </ul>	<p><b>Marj</b></p>
<ul style="list-style-type: none"> <li>• <b>Lyn Allan</b> – Marj requested that we consider sending flowers and a card to Cushla in memory of her mother Lynn.  <b>MOTION:</b> Marj moved and Shiree seconded that we send flowers and a card to the value of \$100.00 to Cushla in memory of her mother. <b>Carried</b></li> </ul>	<p><b>Marj</b></p>
<ul style="list-style-type: none"> <li>• <b>Strictly Ballroom</b> – Two tickets to this show are available. Barbie has taken</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Jersey Boys</b> - G &amp; T Productions Ltd (formally Amici Productions Ltd) advise that they have finalised a professional rights agreement with Origin Theatrical for a season of Jersey Boys in Auckland and Wellington in early 2021. They are planning a meeting with any Societies interested in producing Jersey Boys. Those seasons would be staged sometime after the conclusion of the professional Auckland and Wellington dates. The purpose of the meeting is to provide information on intended scope of the build and garner interest for future hires. We have invited Nick from Origin Theatrical to attend the meeting as well. The meeting will be held during the 2020 MTNZ conference in Napier. Ian and Barbie to attend to gather more information.</li> </ul>	<p><b>Ian &amp; Barbie</b></p>
<ul style="list-style-type: none"> <li>• <b>Props required for Ladies in Black</b> – Penny discussed need for some props. Ian to</li> </ul>	<p><b>Penny / Ian</b></p>

<p>send out a list of props required.</p> <ul style="list-style-type: none"> <li>• <b>Code of Conduct-</b> Ian asked the committee for their views on what is appropriate, and not appropriate, behaviour for a committee member of WTC. We would like to create some examples going forward. Loyalty to the company is an example from the Code. It was agreed that the following would clearly not be appropriate - discouraging people from auditioning for certain shows, gossiping and slagging off other committee members.</li> </ul> <p>It was also agreed that other interests should be declared at the AGM where members are seeking election, or at a specific committee meeting where a clear conflict could be identified.</p> <p>There appears to be no formal process for committee members to sign their commitment to the code of rights. This will need further discussion and attention to formalise the process post the AGM.</p>	<b>All</b>
<b>All members and observers are reminded that the substance of the deliberations leading to decisions must remain confidential at all times.</b>	<b>ALL</b>
<p style="text-align: center;"> <b>The Meeting closed at 8.50pm</b>  <b>Next Meeting 23<sup>rd</sup> March 2020 7pm</b> </p>	<b>ALL</b>
<p style="text-align: center;"> <b>AGM 14<sup>TH</sup> March 2020</b>  <b>Riverbank Centre</b>  <b>10.30am</b> </p>	<b>ALL</b>

Signed .....

Dated 24<sup>th</sup> March 2020

Barbara Trimmer      President, WTC