

# Minutes of the Whangarei Theatre Company Executive Committee Meeting Held at Riverbank 27<sup>th</sup> January 2020

The meeting commenced at 7.05pm.

**PRESENT:** Barbara Trimmer, Tane Davis (delayed), Eilean Rawson, Marjorie Bowdler, Ian Page, Cameron Shelley, Camilla Harmston, Gail Yearbury, Greg Parker, Pani Taukiri, Penny Mashlan, Sharon Simpson,

**APOLOGIES:** Shane Green, Shiree Lee

<b>MINUTES OF THE PREVIOUS MEETING:</b>	<b>ACTION</b>
<p><b>MOTION:</b> Marj moved and Sharon 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>Roles and responsibilities</b> – all Job Descriptions are now on office computer and saved to desktop.</li> <li>• <b>Air-conditioning</b>- Ian has asked for 3 quotes, one received thus far, approximate cost will be 25K. Will wait for two further quotes.</li> <li>• <b>Stage curtains</b> –These still require hemming. Need members to assist with this. Suggestion to pin up initially and possibly hand sew.</li> <li>• <b>Chairs</b> – Penny presented swatch of colour for new chairs, will go ahead with order.</li> </ul>	<p><b>Ian</b></p> <p><b>Ian</b></p> <p><b>Eilean / Penny</b></p> <p><b>Penny</b></p>
<p><b>FINANCIAL REPORT:</b></p> <p><b>MOTION:</b> Ian moved and Eilean seconded that the payments for January 2020 totalling \$3,101.61 be approved for payment. <span style="float: right;"><b>Carried</b></span></p> <p><b>MOTION:</b> Ian moved, Penny seconded that electronic payments and DDs payments for December 2019 totalling \$2,198.69 be approved. <span style="float: right;"><b>Carried</b></span></p>	<p><b>Ian</b></p>
<p><b>CORRESPONDENCE:</b></p> <ul style="list-style-type: none"> <li>• Inward – None</li> <li>• Outward – Barb confidential</li> </ul>	
<p><b>Forward Planning Committee:</b></p> <p>PRESENT: Susan Alves, Pamela Black, Marjorie Bowdler, Ian Shaw, Eilean Rawson, Barbara Trimmer, Cameron Shelley ( after work)</p> <p>APOLOGIES: Gayle Wellington</p> <p><b>2020</b></p> <ul style="list-style-type: none"> <li>• <b>‘Ladies on Black’</b> in rehearsal. Pamela happy with progress to date. Photo call will be on Friday 31<sup>st</sup> 5.30p.m. in the Farmers Trading Company store. Publicity has already started with a big ad in the Advocate.</li> <li>• <b>‘The Murder of My Aunt’</b> We received an application to direct this from Pani Taukiri. Pamela is happy to mentor him. We felt this would be a good production for him to direct and hopefully it will lead to his directing others in future. The audition dates will be 6/7 June.</li> </ul> <p><b>‘Shrek’</b> auditions will be held 6 and 7 March.</p> <ul style="list-style-type: none"> <li>• Having had no other proposals to direct ‘Oliver!’, Eilean Rawson’s proposal was accepted. Auditions to be 8/9 August with call backs 10<sup>th</sup>. <ul style="list-style-type: none"> <li>○ Production Personnel to date:</li> <li>○ Director Eilean Rawson, Production Manager Ian Page, Musical Director Ray Palmer, Children’s repetiteur Sarah Edgecombe, Vocal Coach Monica Nance, Choreographers Eilean/Barbara Trimmer, Wardrobe Pamela Black,</li> </ul> </li> </ul>	<p><b>Eilean</b></p>

Stage Manager Barbara Trimmer.

- Still need Set, Lighting, Sound, Hair & Make-up

## 2021

- Marjorie has been making many enquiries for a show in Forum North as 'We Will Rock You' is not available then. FP had favoured 'Sister Act' and the Consortium has a set available but we have been informed the rights are not available in NZ. Marjorie is going to double check. Meanwhile we are waiting to hear if 'Priscilla...' is available if not. Should that not be either, other suggestions are 'Buddy', 'Legally Blonde', and 'Saturday Night Fever'. All will be checked.
- The play 'Hot Stuff' has been suggested as the final production in 2021 but we still have not had any suggestions for a first production.
- We had hoped to have 'We Will Rock You' in 2023 but believe the June slot is already taken. If so we are looking at 'Kinky Boots' with 'Rock You' for 2025 – or vice versa if the June slot is free.

Next meeting: Monday February 25<sup>th</sup> at 6p.m.

**MOTION:** Penny moved and Marj seconded that Pani will direct "Murder of My Aunt" with Pamela Black as mentor and Eilean will direct "Oliver!". be accepted.

**Carried**

## GENERAL BUSINESS

- **Awards debrief** – Marj tabled recommendations from a debrief meeting and a cost breakdown showing a surplus of \$328.76. Discussion ensued around the running of another event. Do we take on the recommendations put forward and run again?

**MOTION:** Ian moved and Marj seconded that we run the event for at least a second time.

**Carried**

- Marj to invite interested exec / membership to be on the Audience Awards events sub-committee
- **AGM date** -Will be held on Saturday the 14<sup>th</sup> March at 10.30. Code of conduct, this will be included on the nomination form which can be found on the website. Marj will not be re standing as secretary and Camilla will not be standing for the committee. Marj to make the arrangements for the AGM.
- **Cleaners contract** - Ian discussed the current contract and revised contract tabled.

**MOTION:** Ian moved and Gail seconded that the new contract be accepted. Marj to place on file.

**Carried**

- **Logo**- Options for new logo presented by Ian, suggestion put forward around a greeny / blue building with lettering in black. Ian to take back this suggestion.
- **LED lighting** – Ian presented proposal for LED lighting for auditorium, Finlayson St, stair lights and bulkhead lights outside the building.

**MOTION:** Ian moved and Cam seconded that up to \$1000 plus GST is spent on this lighting.

**Carried**

- **Fans for wardrobe**- Fans already at the theatre to be used in the meantime but Finlayson St really does need some form of air conditioning. Needs further investigation.
- **Raffle tickets**- Two tickets for each show to be provided for the NAPTA awards in February.

**MOTION:** Barb moved and Penny seconded that two tickets, dates unspecified, be offered to NAPTA for their raffle to take place at their awards.

**Carried**

- **Cars on grass area** – Cam discussed and solution to be investigated further
- **IPad for sound effects**- Cam discussed with Sean Scanlen moving on that we now require our own IPad for use with sound. Cam to investigate further and bring back to committee. This could fit under grants for upgrade.

**Marj / Events team**

**Marj / All**

**Ian / Marj**

**Ian /Funding team**

**Ian**

**Ian**

**Barb  
Cam / Ian  
Cam**

