

**Minutes of the Whangarei Theatre Company held at 12, Barclay Place, Kamo, on Monday 17th
December 2007**

The meeting commenced at 7.40pm.

PRESENT: Duncan Brown, Richard Bryham, Peter Clark, Sue Fordyce, Caron Harrison, Nigel Harrison, Thelma MacMillan, Ian Page, Eilean Rawson, Jason Riggir, Wade Rowsell, Alison Thomson, David Thomson, Barbara Trimmer, Debi Walters.

APOLOGIES: Melanie Thomas

FINANCIAL REPORT: Wade advised that the large sum paid to Sutherland Security was because the smoke alarms needed looking at and there were found to be spiders in the system. An overspend on some of the budgets for Buddy brought the comment that people should not treat budgets as a guideline but should try to stick to them.

MOTION: Wade moved and Peter seconded that the November cheques 207878, 207905 to 207920 and 206901 to 206934 plus four direct debits, along with an additional sum of \$17,249.50 to J G Products for headsets, microphones and sundries, totalling \$48,588.01 be passed for payment. Carried.

There was a total balance on accounts as at 30.11.07 of \$101,442.80.

MINUTES OF THE PREVIOUS MEETING

Wade moved and Thelma seconded that they be accepted as a true and correct record. Carried.

MATTERS ARISING:

1. Videos of rehearsals – Peter had been asked by Gayle to report her distress at receiving Ian’s letter of 24th November (copy in correspondence) and that she had not been approached personally about the matter. Peter read out Gayle’s reply to Ian’s letter, and confirmed he had not given Gayle permission to make the recording, but had only told her there was a process (through Thelma, the licence signatory) of emailing Origin to obtain a licence to video. The Executive agreed that Gayle had not followed due process, and that Ian’s letter was informative and non-threatening. It demonstrated that WTC was dealing with the serious matter of breach of licence agreement.
2. Achievement Award – Thelma moved and Eilean seconded that George Finlayson be nominated for the MTNZ Achievement Award. Wade, however, wished to nominate Faye McMillan. Both were deemed worthy candidates, and the possibility of Life Membership should be brought up at the AGM. Whoever was not nominated this year should be nominated the next. Motion: Eilean proposed the amended motion, seconded by Barbara, that the Executive should vote to decide whether George or Faye be nominated for the Achievement Award. Faye received seven votes, George five and there were two abstentions. Faye to be nominated.
3. Double bass contribution - \$300 dollars has been paid to Hauraki Plains College, although Alison had received an email this morning from the school saying we had not paid cartage. Erica Wellington is communicating with the College about it.
4. Eilean asked whether the copy of Table Manners has been found. It has not, although the emerald green dress has.
5. Debi mentioned that the blouses bought for waitress staff by Peter could have the WTC logo embroidered by Stitches at a cost of \$60 set-up, then \$5-6 per item. Alison said Stitches already has our logo on file. Eilean requested purchase of a size 20 and possibly more of sizes 12/14. Wade suggested we hold unnecessary expenditure until after ‘Cats’.

CORRESPONDENCE

Hireage - Clare Penny, an events organiser in Kerikeri, had viewed the Hatea Room, and had written requesting hiring the premises for three prestigious events next year. This could become an ongoing booking and bring

new people to the theatre. Caron mentioned the need for road signs to the theatre, since permission has been granted in the past to erect one. Peter said that he was now charging \$5 a glass or tumbler for breakages during hirings.

Ian moved and David seconded that the inwards and outwards correspondence be received and the outwards approved. Carried.

REPORTS

Forward Planning – The end of year show needs to be changed to avoid two plays running back to back.

Lighting and Sound – nil.

Building – Sutherland Security has replaced the old smoke alarms.

Front of House – Peter has reduced the number of cleaning products to five to reduce the number of chemicals in use. Jason suggested the need for information sheets for dealing with chemical hazards. The hireage to Webb Ross Lawyers last Friday had gone very well.

Publicity – Roadside hoardings for ‘Cats’ will be up before Christmas. Debi had spoken to Phil Halse, who had said that community services hoardings could have a limited period on display without the need to apply for LTSA.

Props – nil.

Wardrobe – nil

Make-up – nil

Junior Theatre – There were 16 at the final session, all of whom wish to return. Debi was the only tutor this term. She is looking at scripts for the Junior Theatre show scheduled between September 26th and October 5th.

PRODUCTION REPORTS

‘Buddy’ – Alison declared it a huge success with rave reviews and a long list of people wanting ticket cancellations.

‘Cats’ – Thelma said that the freight costs from Napier to Whangarei would be \$4458.50 plus GST and \$9500 plus GST from Whangarei to Dunedin, although we would only be required to pay \$1275 of the latter sum, Christchurch consortium paying the balance. The freight company would not accept a booking over a month before delivery. Jason asked about additional freight costs for the extra items, such as the star cloth, coming from Christchurch. Thelma to find out and also about props not listed on the CD.

Wade reported that 150 people auditioned. Most of the 35 onstage parts have now been cast, although a few roles were as yet undecided. 18-20 people registered for offstage help.

Ian recommended tickets go on sale through Ticketek as soon as possible. Wade said he needed probably till early March to plan which seats are available for sponsors, while Thelma said that the Origin contract stipulates that 6 seats per performance be kept for their use, if required, although they could be sold on the night if not taken. Seat prices were discussed and settled at \$50 Premier and \$45 Reserve, evenings, and \$40 Premier and \$35 Reserve for matinees. Eilean pointed out the problems for some people of Ticketek’s inclusive booking fee.

Motion: Wade moved and Debi seconded that due warning should be given, to show seat price ‘plus Ticketek booking fee’. Carried.

Motion: Thelma moved and Nigel seconded that block bookings of 12 seats should receive \$2 discount. Carried.

GENERAL BUSINESS

1. **Correction to NAPTA nominations for Best Set Design** – Motion: Ian proposed and Debi seconded that we should contact NAPTA to change the nomination to Jason, Grant Smith and

Neil Lambes. Carried. Eilean requested her name be spelt correctly on her nomination. Ian to see to it.

2. **NAPTA Awards:** Peter has 36 names so far for attendees. We have five tables, with nominees given priority choice.
3. **MTNZ Conference, Timaru, 14-16th March:** A group booking of 1 delegate (Ian) and at least 3 observers allows a \$10 reduction in registration fee. Peter advised that motels and flights are quickly becoming booked up. The year's raffle money helps with the observers' registration expenses.
4. **Bar chiller space:** George has reported a shortage of chiller space for water and RTDs. Peter is already getting quotes for possible solutions to the problem.

The meeting closed at 9.35pm. The next meeting is on Monday 21st January 2008