

Minutes of the Whangarei Theatre Company held at the Riverbank Centre, Reyburn House Lane on Monday 21st April 2008

The meeting commenced at 7.00m.

PRESENT: Diane Bryers, Richard Bryham, Tane Davis, Sue Fordyce, Ajay Fryer, Caron Harrison, Thelma MacMillan, Ian Page, Eilean Rawson, Jason Riggir, Wade Rowsell, Alison Sargent, Joel Stanners, Alison Thomson, David Thomson, Barbara Trimmer.

APOLOGIES: nil

FINANCIAL REPORT: Cheque 207473 should read royalties for 'Buddy' not 'Cats'. At an emergency meeting of the new committee after the AGM on 30.03.08 Barbie moved and David seconded that we should commit to buying the new photocopier the following day to take advantage of the sizeable price reduction offered. Carried. Alison T. has the invoice dated December 2007 for it but no news of the NZ Community Trust grant applied for. Sue checked with Debi Walters and was told the application had been declined. We now need to find alternative means of funding the photocopier. Eilean suggested that consumables for it should be charged to individual shows.

MOTION: Alison T. moved and Wade seconded that the four cheque signatories for the year be changed to Alison T., Ian, Richard and Sue. Carried.

MOTION: Alison T. moved and Richard seconded that the April cheques 207458 to 207484 plus three direct debits totalling \$12872.76 be passed for payment. Carried.

There was a total balance on accounts as at 21.04.08 of \$91410.52.

MINUTES OF THE PREVIOUS MEETING

MOTION: Eilean moved and David seconded that they be accepted as a true and correct record. Carried.

MATTERS ARISING:

1. Storage. Richard is waiting to hear from the Money Factory man about an alternative offer of storage space.
2. Charities Commission. Wade has been successful in obtaining registration so we are now GST exempt.
3. Public Liability Insurance. Caron had spoken to Jim Deuart of AON New Zealand Ltd who assured us we were covered for other commercial users of our premises, but that we should ensure they had their own insurance in the event of accidental damage caused by them.

CORRESPONDENCE

Stan Semenoff, the Mayor of Whangarei, has accepted our invitation to become Patron. The committee decided to decline Tikipunga Kindergarten's request for support for their August charity auction. Wade had received a request for a hireage in mid-July.

MOTION: Caron moved and Barbie seconded that the inwards and outwards correspondence be received and the outwards approved. Carried.

REPORTS

Forward Planning – Thelma has sent for more perusal material. So far only 'Robin the Hood' has found favour as a pantomime. The forthcoming play 'I'll Be Back Before Midnight' will require some ingenious special effects.

Lighting and Sound – James Franklin and Jason will be attending a pyrotechnics course in Christchurch to gain a certificate of competence.

MOTION: Jason moved and Thelma seconded that WTC will pay the \$1518.75 to cover both James and Jason's course fees. Carried.

Building – No progress on the air-conditioning until after ‘Cats’. Richard hopes to be able to get the photocopier into the office by moving the desk. Richard pointed out that we have to take our recycling red boxes to the dump ourselves, as they are not collected in business areas.

Front of House – nil.

Publicity – Barbie reported all going well and on track and that a big spread will appear in ‘Scene’ magazine. The boards will go up around town three weeks before opening night. Wade asked that More FM should be asked to promote our other sponsors.

Props – nil.

Wardrobe – Alison S. was horrified how little money appeared as receipts by the wardrobe department last year for hire charges. Alison T said she was issuing new invoice/receipt books for each section. MOTION: Alison S. moved and Thelma seconded that if Faye is giving up her duties she should have a letter of thanks for all her work over the years with the wardrobe. Carried.

Make-up – nil.

Junior Theatre – Tane reported that after a slow start and a need to instil some discipline, the class is gaining in confidence. Enthusiasm was ignited by discussions about putting on an audience participation show, for family and friends, using the whole theatre. Alison T. suggested a good date for this would be the last day of term in July to avoid clashes with two other potential hirings in mid July. Debi will cover tuition during the ‘Cats’ show period.

PRODUCTION REPORTS

‘Cats’ – Thelma has obtained permission in writing for Lachie to cut a number from the show. The globe for Ahmed needs collecting from Dargaville. Wade suggested Ray Palmer might do this. The make-up workshop went well with good photos for ‘Scene’ magazine. Two metal swords had been made by James Franklin, at a cost of \$50 each, for assessment as to their practicality.

Wade reported ticket sales of 2000 already (2300 with sponsors’ allocations) but we need to sell 4500 to cover costs. It is planned to hold an extra show on the last Tuesday night, and the cast are to be asked about an additional Tuesday, either the 27th May or 3rd June.

Diane said that Martin Rylev has offered to provide flowers from Bloom, Rust Avenue for the show in exchange for two tickets.

Val Russell will do the backstage refreshments. Thelma and Val will need to visit Forum North.

MOTION: Wade moved and Thelma seconded that Lachie be given \$500 of petrol vouchers. Carried.

GENERAL BUSINESS

1. Committees

Forward Planning – Thelma, Richard, Eilean, Nigel, Debi and Norma.

Lighting and Sound – Jason, Joel, Diane, David and Alison T.

Building – Richard, Diane and Jason

Front of House – Eilean and Joel

Hirings – Barbie and David

Newsletter – Eilean

Publicity – Ian, Barbie and Tane

Props – Diane

Wardrobe – Alison and Ajay

Make-up – Ajay and Norma

Junior Theatre – Tane

Finance – Alison T., Wade and Richard.

Organisation – Richard, Caron and Wade.

2. **Theatre key protocol**: Caron reminded everybody of the importance of keeping keys and pass codes secure.
3. **Audience feedback**: Ideas for obtaining audience feedback were discussed for the Front of House committee to decide upon.
4. **Life members card design**: The design was approved, with the inclusion of wording on the back for complimentary show and dinner.
5. **Room hire prior to a show**: Thelma voiced her concerns about hiring out the Hatea Room within six weeks of a show. Richard agreed but other committee members felt that, given sufficient notice, we should be able to accommodate hirers' needs, and that most of the time the booking system worked. When it didn't, we can find ways to work round problems. It was suggested that the wall planner be on more prominent display in the kitchen area with show times and room hire marked in different colours for easy reading. The creation of the hirings committee should help ease communication problems.

ANY OTHER BUSINESS

Ian offered to be a second name, along with Richard, for Sutherland Security to call in case of problems.

Alison pointed out that there are many theatre procedures, such as how to deal with the smoke alarms going off, that people don't know how to deal with. Instruction is needed.

Richard said that Konika Minolta have offered an instruction course for the new photocopier. He will arrange one soon during the school holidays.

The meeting closed at 9.00pm. The next meeting is on Monday 26th May 2008.