

Minutes of the Whangarei Theatre Company held at the Riverbank Centre, Reyburn House Lane on Tuesday 19th February 2008

The meeting commenced at 7.04pm.

PRESENT: Peter Clark, Caron Harrison, Nigel Harrison, Thelma MacMillan, Ian Page, Eilean Rawson, Jason Riggir, Alison Thomson, David Thomson, Barbara Trimmer, Debi Walters.

APOLOGIES: Richard Bryham, Wade Rowsell, Melanie Thomas

FINANCIAL REPORT:

MOTION: Thelma moved and Peter seconded that the February cheques 207410 to 207426 plus two direct debits totalling \$4339.31 be passed for payment. Carried.

There was a total balance on accounts as at 31.01.08 of \$89293.72.

MINUTES OF THE PREVIOUS MEETING

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

MATTERS ARISING:

1. Time of AGM: It was agreed that the time of 1pm should stand.
2. Follow up procedures: Peter confirmed that Gayle was clear on the issues covered by the letter sent in December and that the reasons for it were to protect the Company.
3. Clare Penny's hire of the Hatea Room: Clare had phoned Caron that morning to request confirmation of dates. Jason stated that the first suggested date of 23rd May was not possible, given that all lighting crew would be involved at Forum North and that the lighting mast and electrical system were not certified for use by non-members, so Clare could not hire other lighting contractors. Certification might cost thousands of dollars and is an issue that may need addressing in future. The August and October dates were still subject to negotiation of requirements. Caron to phone Clare tomorrow with our decision re May 23rd.

CORRESPONDENCE

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

REPORTS

Forward Planning – Thelma is awaiting a perusal copy of Roger Hall's adult pantomime 'Robin Hood'. Grant Smith is interested in directing this or 'Thoroughly Modern Millie'. The Executive felt that a smaller show such as the pantomime would be safer after the effort put into 'Cats'. Lynn Allen wants to direct 'Seussical the Musical' in April/May 2009, 'The Wyrde Sisters' could have the middle slot and Grant might do 'Millie' as well later. Graham Whitehead wants to direct a show in 2010. Peter said he and Lynn would like the auditions for 'Seussical' prior to Christmas to get the scripts out, possibly on 20th December.

Lighting and Sound – Jason is well into the design phase for 'Cats'.

Building – The air conditioning belt has broken so the alignment of the pulleys may need checking. The air conditioning must be turned off at the end of the day. Also all Fire Doors must be closed when leaving the building. The wedges for them should be kept in the cleaning cupboard. All the doors could do with proper non-slamming closers. Some ongoing maintenance is needed in the roof to stick down the butol.

Front of House – Peter had been advised by Sutherland Security that the Hatea Room end doors had not been locked. Jason suggested the crash-bars need replacing as the doors are very difficult to open and shut. Peter was in discussion with Jason and Richard about bar and kitchen alterations, making a wish-list for a possible ASB grant.

Publicity – Articles are regularly appearing in the newspapers and radio items will be next.

Props – nil.

Wardrobe – nil.

Make-up – nil.

Junior Theatre – Tane Davis started as the new tutor last Wednesday taking an 11-16 age group. We still need a tutor for the 8-12s. Plans for the Junior Theatre show have been amended to possibly a one-day pack-in/pack-out event at the end of September. Tane will be doing one-act plays, and groups will write and perform their own vignettes.

MOTION: Debi proposed and Eilean seconded that Whangarei Theatre Company apply for financial assistance from the Caversham Foundation for Junior Theatre activity books to be held in the library for tutors. Carried.

PRODUCTION REPORTS

‘Cats’ – Alison reported all going well. She had spoken to the ‘Cats’ Consortium mechanist at length today. Alison knew for certain that some of the set was already damaged when it left Napier and she suggested that items are photographed as they are removed from the containers to record their condition. Four lots of subs were needed from the cast still, and she said that the Booth Singers need to be advised when their rehearsals will begin.

Thelma said that the wardrobe team had done a marvellous job at the costume fitting last weekend, with thanks to Jason, James and Alison Thomson for getting the costumes out of the container. The make-up box seems to be missing and we need to check if Napier still have it as it will be needed by March 15th for the make-up workshop. Thelma is very concerned at the workload falling on a few people, and it was agreed we need to recruit more helpers, especially for the production immediately after ‘Cats’.

Eilean is to check with Wade for the newsletter that tickets will go on sale on March 1st.

GENERAL BUSINESS

1. **Membership list for newsletter:** Eilean needs more members’ email addresses. These should be requested on the membership form and then be made available to her. Alison said she would collect all ‘Cats’ cast members’ email addresses. Peter mentioned that in the past we had applied to NZ Post for \$400 worth of pre-paid stamps. Eilean to ask Jeanette Osborne for details.
2. **Information on website:**
 - (a) Hire charges: **MOTION:** Ian proposed and Debi seconded that the current hire charges for the Hatea Room be put on the website. Carried.
 - (b) Minutes of AGM: this is a requirement if we achieve charitable status. **MOTION:** Ian proposed and Barbara seconded that the minutes of the AGM be put on the website. Carried.
 - (c) Minutes of Executive meetings: **MOTION:** Ian proposed and Eilean seconded that minutes of Executive meetings be included on the public site. Carried. Peter wished to confirm that issues discussed ‘in committee’ be withheld from minutes.
 - (d) Constitution: **MOTION:** Ian proposed and Peter seconded that the Constitution be available on the website. Carried.
3. **Process for paperwork of hirings:** Ian said the paperwork trail for hirings seemed vague and should be demonstrable. Thelma said Stan Gurnell, the auditor, had issues about tracking the origin of money banked. She suggested we wait until the auditor and Treasurer had made their reports before making any changes to the system.

ANY OTHER BUSINESS

Eilean wanted to know if afternoon tea was available at the AGM to encourage Life Members to attend as their presence is essential to ensure a balanced attendance. Peter confirmed afternoon tea was available.

Nigel enquired about the process for contested elections and was advised that it was a secret ballot. Debi asked if local senior students of drama could attend the dress rehearsal of 'Cats'. Alison pointed out that Kamo students were expected to pay to come to the production. Thelma said the request should be presented in writing to a Production Meeting. Peter suggested flowers be sent to Richard for his convalescence. Caron to organise. Debi has information about a lighting workshop organised by Drama New Zealand.

The meeting closed at 9.10pm. The next meeting is on Monday 17th March 2008