

**Minutes of the Whangarei Theatre Company Executive Committee meeting
held at the Riverbank Centre, Reyburn House Lane on Monday 21st July 2008**
The meeting commenced at 7.00m.

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

APOLOGIES: Eilean Rawson, Sue Fordyce.

<u>ITEM</u>	<u>ACTION</u>
<p>FINANCIAL REPORT: Alison T. thanked the committee members for filling in invoices and chits correctly. Wade said that the bank total gave a false impression as various large payments had yet to go out. The true figure was more like \$160K. MOTION: Alison T proposed and Wade seconded that \$60,000 be transferred from the cheque account to the fixed deposit account. Carried. MOTION: Alison T moved and Thelma seconded that the July cheques 207573 to 207595, Bank Transfer to Origin Theatrical, one automated payment and two direct debits totalling \$36134.98 be passed for payment. Carried.</p> <p>There was a total balance on accounts as at 30.06.08 of \$261745.22.</p> <p>MINUTES OF THE PREVIOUS MEETING: MOTION: Caron moved and Wade seconded that they be accepted as a true and correct record. Carried.</p> <p>MATTERS ARISING: <u>Storage</u> – The suggested storage is not council owned – Richard is still looking. <u>Building</u> – All tasks on hold till set for IBIBM finished. <u>Gift vouchers</u> –Paul of Whangarei Suit Hire has agreed to the suggestion. <u>Wardrobe</u> – Richard will look at the safe when he has time. <u>Membership</u> - Caron still to contact Barbara Thomson for Junior Theatre books. Alison T. has had three lots of parents phone to say they have not been billed for Term 2. <u>Hireage</u> - Bond repaid. The problem had been that the name on the cheque was different from the hirer. Paper trails need to link up. <u>Photocopier</u> - This now links with the computer. <u>Junior Theatre</u> - Show date deferred. Alison S. requested that the costumes now in the dressing rooms be tidied away before IBIBM starts.</p> <p>CORRESPONDENCE: The ASB Community Trust issued an invitation to their annual meeting In Whangarei on August 16th. Ian, Diane, Alison S and Richard said they would attend. Notification was received of Musical Theatre Audition Workshops in Wellington, August 9th. MOTION: Caron moved and Joel seconded that the inwards correspondence be received and the outwards approved. Carried.</p>	<p>RB's ongoing investigation</p> <p>CH to obtain books. AT to check with TD</p> <p>TD to action</p> <p>CH to RSVP</p>
<p>REPORTS: Forward Planning – Robin the Hood's season is from 14th November to 6th December. Some re-writing of the script might be necessary. Provisional dates for 2009 are 29th May to 20th June (Grant's), 14th August to 5th September (Wyrde Sisters) and 13th November to 5th December. It was proving very difficult to select</p>	

<p>shows, although Grant is considering Thoroughly Modern Millie. Lighting and Sound – nil. Building – nil. Front of House – nil. Publicity – The website is half re-built. Props – nil. Wardrobe – Alison S. would like a strip light fitted in the middle of the cubby-hole when Richard has time, and she requested some plastic storage bins. There is a correction to the members’ wardrobe hire charge which should be \$5 not \$2. MOTION: Alison S. proposed and Wade seconded that the Kerikeri Players be allowed free use of costumes and props from WTC for their October pantomime. Carried. Make-up – nil. Junior Theatre – nil. Theatre hire – St Francis Xavier school wish to use the theatre for the week from Friday 12th for about 140 children to perform. Rising Stars Drama School would like to hire from 12th to 14th December for stage experience.</p>	<p>RB to action IP to amend website</p> <p>BT and DT to obtain more details</p>
<p>PRODUCTION REPORTS: ‘I’LL BE BACK BEFORE MIDNIGHT’ (IBBBM) – David presented the budget and ticket prices for the show. There was some discussion about cutting set, publicity and programme budgets (use of photocopier) and raising wardrobe/make-up/hair to cover dry-cleaning costs. In view of the current rise in food costs, the show and dinner price was raised to \$45 (show only \$20). Faye’s suggestion of serving soup to cut costs was considered a retrograde step. Matinee tea should be just drink and biscuits. MOTION: David proposed and Diane seconded that the revised budget total of \$12,000 and dinner price of \$25 be approved. Carried. Richard and Eilean to discuss new ticket design.</p> <p>‘ROBIN THE HOOD’ – Eilean is Production Manager, Alison T is Stage Manager, Marjorie Bowdler is Director. Diane volunteered for a role and was given Props. Auditions will be held on August 30th, 10am to 4pm.</p> <p>GENERAL BUSINESS</p> <ol style="list-style-type: none"> MOTION: Eilean proposed and Wade seconded that in order to keep costs down, the free drink with the meal be discontinued. Discussion noted that the agreed rise in dinner ticket price covers the free drink cost. Soft drinks could come from cheaper large bottles of lemonade/cola rather than cans. Vote: 3 in favour, 11 against. Motion lost. Alison T. will discuss bar prices with George Finlayson to try to increase profits. Revised hire charges –David and Barbie presented these for discussion. All theatre bookings and new wedding bookings are to come under the new package. Alison S. wanted a laundry charge included for tea-towels and table cloths. Richard suggested inclusion of the phrase “a bond may be required” in the conditions of hire – to be at Committee’s discretion - and that “the chairs be placed as directed...”. It was suggested that the time of final clearance be left negotiable for each hire, rather than specify midday. Jason would like a minimum of 2 weeks’ notice for technical requirements. Hire of equipment is extra and should incorporate likely 	<p>RB and ER to action</p> <p>AT to discuss with GF</p> <p>BT and DT to revise</p>

electricity costs.	
<p>ANY OTHER BUSINESS</p> <p>1. Alison T. would like to see the Konika Minolta photocopier contract to check what we are paying for in our service charge as she has an invoice she is unsure about.</p> <p>2. MOTION: Jason proposed and Wade seconded that we hire a container as an interim measure to provide emergency storage for WTC property currently in James Franklin's shop. Carried.</p>	<p>AT to action</p> <p>JR to action</p>

The meeting closed at 9.23pm.

The next meeting is at 7pm on Monday 18th August 2008.