

**Minutes of the Whangarei Theatre Company Executive Committee
held at the Riverbank Centre, Reyburn House Lane on Monday 26th May 2008**
The meeting commenced at 7.02m.

PRESENT: Richard Bryham, Tane Davis, Sue Fordyce, Caron Harrison, Thelma MacMillan, Ian Page, Eilean Rawson, Alison Sargent, Joel Stanners, David Thomson, Barbara Trimmer.

APOLOGIES: Diane Bryers, Jason Riggir, Wade Rowsell, Alison Thomson

<u>ITEM</u>	<u>ACTION</u>
<p>FINANCIAL REPORT: Sue reported that they had needed to access the ASB term deposit account due to the photocopier needing paying for along with all the CATS expenses. To date \$28,311.98 had been spent on CATS and \$11763.32 taken in, making a loss at present of \$16,548.66 until Ticketek revenue is received. At present this stands at about \$180,000. MOTION: Richard moved and David seconded that the May cheques 207485 to 207522 plus two direct debits totalling \$25,022.27 be passed for payment. Carried. There was a total balance on accounts as at 30.04.08 of \$7619.81.</p>	
<p>MINUTES OF THE PREVIOUS MEETING: MOTION: Caron moved and Thelma seconded that they be accepted as a true and correct record. Carried. MATTERS ARISING:</p> <ul style="list-style-type: none"> • Storage - Richard is still waiting to hear from the Money Factory man about an alternative offer of storage space. 	RB to pursue
<p>CORRESPONDENCE: MOTION: Alison S. moved and Tane seconded that the inwards correspondence be received and the outwards approved. Carried.</p>	
<p>REPORTS: Forward Planning – The adult pantomime ‘Robin the Hood’ has been chosen as the end of year production. Marjorie Bowdler will direct, with assistance from Thelma. It will be performed in the Hatea Room. James Mulligan-Hill has been co-opted onto the committee. Two of next year’s three shows have been decided, but Thelma is still awaiting a perusal copy of ‘Chorus Line’. Ian suggested that to avoid such delays we should take advantage of the Internet and DVDs of shows. Barbie has a DVD of ‘Chorus Line’ she can loan for viewing. Lighting and Sound – Jason and Joel have been very busy with CATS. Building – nil. Carried forward: air-conditioning repair and moving the photocopier into the office. Front of House – Eilean says her team is doing a good job. Publicity – CATS is being mentioned everywhere at the moment. Ian is planning to update the website and would welcome ideas, especially for the home page. Props – nil. Wardrobe – Alison S. has been discussing hire charges with Ajay. Extra will be charged for items returned late. Members will also be charged but at half the public hire rate. Ajay is in charge of hiring out to members/schools and Alison to the public. They will require at least three days’ notice for a hiring, and items</p>	<p style="text-align: center;">Forward Planning to adopt idea</p> <p style="text-align: center;">RB to update at next meeting</p> <p style="text-align: center;">ALL to offer ideas</p> <p style="text-align: center;">AS and AF to finalise charges</p>

<p><i>must</i> be brought back clean/dry-cleaned. Eilean suggested that a reasonably high returnable bond should be paid at the time of hiring.</p> <p>Once hire charges and conditions have been finalised, Alison will inform Eilean for the newsletter and IP for the web-page.</p> <p>Alison would like the combination of the safe above the kitchen re-set, and some petty cash available in it.</p> <p>Make-up – nil.</p> <p>Junior Theatre – Tane reported good progress but he has had trouble with three boys constantly talking and hitting people. A strong verbal warning seems to have calmed them down. Junior Theatre will be performing a show on 5th July, for which assistance with make-up will be required.</p>	<p>AS to inform ER & IP</p> <p>RB to arrange</p> <p>TD to give details to IP for publicity and AF for make-up</p>
<p>PRODUCTION REPORTS:</p> <p>CATS - Thelma congratulated the publicity team, although she felt a photo of the production crew was needed for the programme. Ian said this was not always a standard feature of our programmes and depended on space and the willingness of certain members to be photographed.</p> <p>MOTION: Caron moved on behalf of Wade and Alison S. seconded that the gross income from the sale of programmes at the dress rehearsal be donated to the SPCA (roughly \$450). Carried.</p> <p>Alison S. wished to clarify procedure for cleaning the Forum North dressing rooms after the show as it is Front of House responsibility but she has always overseen it.</p> <p>Eilean wanted clarification as to who was in control of air-conditioning in the Forum North auditorium as there had been several complaints from the audience. It was decided that as Forum North has two sets of controls, Front of House deals with conditions in the auditorium and the Stage Manager has responsibility for the stage.</p> <p>88 scores need to be returned (clean) to Thelma.</p> <p>The possibility of complimentary tickets for Vine Street appliances for loan of chillers was discussed.</p> <p>‘I’LL BE BACK BEFORE MIDNIGHT’ (IBx3M) – Barbie said that auditions will be held on Saturday 7th June from 11am - 4pm. The scripts will arrive on Friday 30th May. Faye will do the catering. Ian suggested a shorter season.</p> <p>MOTION: Barbie moved and Joel seconded that the season be shortened from four to three weeks in anticipation of making houses fuller. Carried.</p> <p>The show will now open on Friday 22nd August and close on 6th September.</p>	<p>Production team to organise cats for cleaning, and to ensure access to stage area is not possible</p> <p>ER to inform stage manager and FN staff</p> <p>PD to collect from cast, IP from orchestra, ER from Booth Singers</p> <p>RB to d/w WR</p> <p>BT to inform Director IP and ER to publicise</p>

<p>GENERAL BUSINESS</p> <p>1. Strategic direction. Ian wishes to encourage membership of WTC in general, rather than for a specific show. He suggested investigating automatic payment of subscriptions and having gift vouchers for 'any future show'.</p> <p>David suggested a package of three vouchers be on offer at the end of year show, one voucher for each of the following year's shows. He also suggested selling programme vouchers with tickets, as people don't always have change at the door.</p> <p>Joel suggested having an EFTPOS terminal here.</p> <p>Ian also wanted to ensure Forward Planning has a focus on the timing strategy of shows to take advantage of corporate interests at Christmas, for example.</p> <p>Ian asked that all areas should bring details of how they are involving current, and potentially attracting new, members in their sphere to the next meeting.</p> <p>The membership list should have both e-mail and cell-phone details to modernise dissemination of information to members.</p> <p>2. Hireage of theatre. Barbie reported that Clare Penny had not got sponsorship backing for this year and would not be using the dates in August and October, but hopes to be in touch again about next year.</p> <p>The TV show 'Wheel of Fortune' wants the main theatre for auditions on Friday 25th July 2008. It won't conflict with preparations for IBx3M and they provide their own equipment and crew. This was agreed to by the committee, subject to checking with Jason over use of electrical systems by non-members. A wedding booking for Saturday 31st January 2009 awaits Thelma's confirmation.</p> <p>Richard requested that the Finance Committee repay the bond for a 60th birthday hireage recently, which was included in the total payment cheque.</p>	<p>Finance to look into SOs or DDs for membership payments</p> <p>Publicity to organise gift and programme vouchers</p> <p>ER (FoH) to assess EFTPOS provision</p> <p>Forward planning to consider</p> <p>ALL</p> <p>CH to organise</p> <p>BT to action</p> <p>TM to confirm asp</p> <p>AT to action</p>
<p>ANY OTHER BUSINESS</p> <p>1. David asked when the photocopier would be connected to the computer. Richard said he'd get someone from Kinoka Minolta to do it.</p> <p>2. Eilean said the May/June newsletter would be out next week.</p>	<p>RB to action</p>

The meeting closed at 8.52pm.

The next meeting is at 7pm on Monday 23rd June 2008.