

**ARTWORKS COMMUNITY THEATRE
TE WHARE TĀPERE O WAIHEKE
AGM 2019**



AGM minutes 2019	27 th May 2019
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Present	Denny Reid, Julian Luz, Ingrid Leary, Wendy Kendall, Sam Downes, Kashmir Postel, Jeanine Clarkin, Andrew Ford (Treasurer), Hinemoa Elder (Chair), Harriet Crampton (Secretary), Emily Birt, Jemma Peterson, Gillian Wess, Cathy Downes, Charlie Grimshaw
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Apologies	Louis Kinsler, Gabrielle Smith, Richard Bull.
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AGENDA ITEMS

	STATUS	ACTION
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1. Administration

1.1. Welcome			
1.2. Minutes of last AGM	Moved accepted Gillian, seconded Cathy		
1.3. Matters Arising	None		

2. Board

2.1. Chairperson's report	<p>Focussed on streamlining internal systems, worked on cementing relationships with Ngāti Pāoa through Pāpā George and Jeanine. Have audited accounts for 2017 and 2018. Two funding applications in play – FN and mural. Contracted out funding to James Beaumont. H&S training for operational team and Board. This month's fundraiser raised over \$5,500. We have a new ticketing system, website nearing completion. We started a café in conjunction with SOTG. We've consolidated operational roles. There have been a magnificent programme of offerings, some grassroots and some professional. Have rediscovered the joy of the theatre, for the board, operational team and audiences. Have joined the Kahui Creative team on the island to inform the LB about what creative people on the island want, and also to get to know each other and fulfil the dreams and creative aspirations of the island. Have formed closer relationships with the Art Gallery, Te Whare Taonga o Waiheke. We farewelled Lisa Garrity who made a considerable contribution to the theatre and has decided to move into the corporate world. Key outstanding issues are to upgrade our facilities, complete our outstanding insurance claim and work on fostering our friends and regular audience members.</p>			
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3. Finances			
3.1. Treasurer's report	YE 2018 surplus was \$55,000, largely thanks to the Foundation North grant. Audited accounts are available on the theatre's website. Cash in bank \$48,000, reliant on audience, members and grants and fundraising.		
3.2. P&L	Current deficit of \$25,000, due to trial run with café which ran at a loss of ~\$8000.		
3.3. Grants and funding applications	See Chair's report		
3.4. Membership			
4. Elections			
4.1. Election of other Board members	Wendy Kendall nominated herself for a co-opted role on the Board: particularly interested in the liaison with Otherworld Productions. Wendy unanimously co-opted by the Board.		
4.2.	All existing Board members to continue, moved Emily, seconded Sam, carried unanimously.		
5. Subscriptions			
5.1. Fixing the rate of subscriptions	Currently \$40 p.a, for 12 months from date of joining.		
6. Other Business			
6.1	The Board will be making public a priority list which will include items from the insurance claim from last year, and then a list of items that are brought up by incoming groups.		
6.2	Charlie thanks the operational team – hope they stay on!		
6.3	Julan commented that the theatre is really exciting, great that the Board is staying on, congratulations.		
6.4	Emily has had great feedback from Kōrero kids, rangatahi, would be good to reach out to the Youth Music Trust.		
7. Closing			
6:45pm	Date of next meeting	Date	May 2020
		Time	tbc
		Location	AWT

ARTWORKS COMMUNITY THEATRE
TE WHARE TĀPERE O WAIHEKE
Monday 22nd July 2019 – Board Meeting



BOARD MEETING		Monday 22 nd July 2019	
Invited	Hinemoa Elder (Chair), Wendy Kendall, Jeanine Clarkin, Andrew Ford (Treasurer), Emily Birt, Jemma Peterson, Cathy Downes, Sam Downes, Josie Rainor		
Apologies	Kashmir Postel, Harriet Crampton (Secretary), James (Funding)		
MINUTES			
		STATUS	ACTION
1. Administration			
1.1. Welcome & Thanks to Josie	Karakia to open meeting Welcome to Wendy Kendall, Sam Downes and Emily Birt. Acknowledgement of Josie's service to the board – flowers and card gifted		
1.2. Minutes of last Board Meeting	Chairperson moves to accept minutes of previous board meeting – seconded by Cathy Downes, unanimously approved		
2. Board			
2.1. Chairperson's report	Review of AGM, agreed that further discussion needed regarding changes to spending limits allowed without notification/ approval by all members		
2.2.	Hinemoa moves to accept AGM minutes, seconded by Jeanine , unanimously carried		
	Discussion about cost of stage curtains, Management to investigate this and report back to board. Enquiry regarding status of website ? Management has been working with the designer to sort out some minor glitches. If all goes to plan should be live online by the end of this week.		Jemma And Kashmir Jemma
3. Financial Report			
3.1. Treasurer's report	Next round of funding (operations budget) due in August from Foundation North Artworks Theatre funds in the black" as of June/July – total of \$29000 Cashflow deficit from café – will not be opening as a cafe again in the foreseeable future. The bar manager has been asked to prepare a proposal for regarding the upcoming Summer season (equipment required, changes to menu and opening hours etc)		Emily

	<p>Inventory on Xero to be updated by Accountant, based on new stocktake master copy provided by the bar manager on a monthly basis.</p> <p>The management team have requested limited access to Xero software to improve efficiency and info sharing. Approved by all present. Treasurer to send invitation via email</p> <p>Update on Waiheke Theatre Company production “ART” . The audience numbers were good overall and there was positive feedback from attendees. Unfortunately this production was not as much of a success for the theatre in terms of the bar revenue, as the show had no interval – this approximately halved the profits for the theatre compared to previous productions.</p> <p>Discussion about potentially having a policy requiring an interval or minimum predicted bar revenue. To be discussed further once the aforementioned proposal for bar has been received.</p>		<p>Griselda</p> <p>Andrew</p>
<p>3.2. Grants and funding applications</p>	<p>Mural Fund has been approved</p> <p>Mastertech Application going in this week</p> <p>Opex Funding Insufficient Need higher occupancy to be able to apply for funding – not just from shows, includes rehearsals community groups such as korero kids etc</p> <p>Suggestion from management that Mental Health, Alternative Health, Yoga, Seminars and Talks from non-performance sector needs to be factored into the programme this will provide a wider net for funding and support.</p> <p>Fundraising Discussion:</p>		

	<p>Treasurer: Who are we approaching for grant applications, do we need to give more direction? More clarification/ timeline needed.</p> <p>Chairperson: Suggests asking fundraising advisor to give a summary at the next board meeting regarding grant application strategy, timeline etc Advises everyone to look at document of google drive called 'funding priorities' This details order of how funds will be spent. Documenting what is allocated to which project, have people donated towards a specific project?</p> <p>Excel sheet to be created about funds already raised, wish-list for future fundraisers which may be added to Artworks website.</p>		<p>James</p> <p>Jemma</p>
3.3. Membership	Membership increasing – Talk to designer about adding a link to pay for membership via website		Jemma
4. Management Report			
4.1. Actions / Issue	<p>Management report received in writing (as in Agenda)</p> <p>In spite of liaising with a wide network of performers and producers, management has been somewhat unsuccessful in securing as many bookings as desired.</p>		
4.2. Reasons	<p>The main reasons why clients are not completing the booking process when approached have been identified as:</p> <ul style="list-style-type: none"> ● The cost of travel from the mainland. ● Accessibility and price of accommodation options for performers to stay on the island. ● Some potential clients, in particular bands and electronic music producers are opting to use other venues (such as Ostend hall and Morra Hall) as they are cheaper and there are more benefits for example the producer keeping a percentage of ticketing as well as the whole bar profit. ● The response time from programming committee regarding joint ventures 		

4.3 Solutions	<p>Suggestion to trial free venue hire for month of August as there are no confirmed bookings in the calendar currently, which will result in a non-profitable month if action is not taken.</p> <p>The management team has requested permission from the Board to negotiate directly with performers and producers over this time, to secure bookings in a timely manner. They request that individual discretion is allowed to be used during this period when offering free or discounted venue hire option and assessing potential risks, such as staff costs for the bar. (A minimum spend of \$350+ per event is anticipated.) Wendy Kendall will be assisting management with potential bookings over this time period.</p> <p>Some foreseeable benefits of this action are:</p> <ul style="list-style-type: none"> ● Making Artworks a more desirable option for potential clients that have been booking other venues ● Providing an opportunity to support up and coming local artists from the Community eg: Students from the Waiheke Youth Music Trust ● Strengthening connections with the local performing arts community. ● Allowing for flow of co-creative process between Management and clients when producing events. ● Accessibility for groups who are unable to cover all up-front production costs, but are likely to be successful in regards to audience participation and value to the wider community <p>Suggestion that the trial period for free/ discounted venue hire be extended from one month to include the rest of the 'quiet season'. Starting on the 1st of August and ending on the 14th of October (2 weeks prior to Labour Day, which is the start of the busy tourist season)</p> <p>Chairperson: Motion to approve this solution and managements aforementioned requests– Seconded by Jeanine Clarkin Unanimously approved by all present.</p> <p>Funding has been applied for to pay for more joint ventures to help people bring shows in.</p>		

	<ul style="list-style-type: none"> • Currently set up as an Incorporated Society which can stay as own entity if volunteers and board members found • Funding applications are behind schedule • The costumes are used often by Waiheke Theatre company who are also regular uses of the Theatre • Question regarding storage of the costumes, confirmed that they will stay in the same place (beside Blackpool school hall) • Acknowledgement of whakapapa and value of assets (costumes originally bought for \$10k from a well respected member of the local creative community and long-time theatre user who is now deceased.) <ul style="list-style-type: none"> • Potential income stream for theatre. Projected income from hiring out the costumes is \$2-\$5k, depending on variables such as management, advertising etc <p>Chairperson suggests one option is Artworks pay off debt and Otherworlds Incorporated Society be dissolved, are current management in agreement about that option?</p> <p>Yes, that option is preferred by Otherworlds management</p> <p>Chairperson: Can we hold off on the final decision on whether to invest until after expected funding has come through?</p> <p>Unanimous agreement from all in attendance</p>		
7. Development			
7.1 Contract for Resident Technician Sam Downes	<p>Management circulated copy of potential technician contract, The main points of discussion are:</p> <ul style="list-style-type: none"> • Theatre to pay for 3 hours every Monday, on top of 'as required' 		

	<p>technical support for clients of the theatre</p> <ul style="list-style-type: none"> • Clarification needed regarding how the technicians time is to be invoiced to clients. • Chairperson raises potential conflict of interest, Cathy Downes suggests not comment or vote regarding this matter as she is related to Sam Downes. • Theatre Co-ordinator suggests small mark-up on technicians services, All payments to be streamline and come through the theatre, let clients such as Waiheke Theatre Company know • Management to adjust contract accordingly before presenting final copy to Sam Downes when he returns from holiday. Sam will be given 48 hours to consider and return the signed copy. <p>Chairperson: Pending confirmation of details, motion put forward to approve employing Sam Downes as an in-house technician for the theatre with a guaranteed 3 hours per week of work</p> <p>This motion was approved by all persons present.</p>		<p>Jemma & Sam</p> <p>Hinemoa</p>
7.1	<p>Chairperson: Calls end of meeting, thanks to all for donating time. Next board member in September.</p> <p>Secretary is not able to make weekday meetings so may be changed to the weekend.</p> <p>Closing Karakia.</p>		Hinemoa
7. Closing			
	Date of next meeting	Date	September 2019
		Time	5pm-6pm
		Location	AWT

ARTWORKS COMMUNITY THEATRE TE WHARE TAPERE



Board minutes (meeting # 7 /2019)	23/9/19, AWT, 5pm
Present	Jeanine Clarkin, Andrew Ford, Hinemoa Elder (Chair), Emily Birt, Harriet Crampton, Cathy Downes, Griselda Della Maggiora, Wendy Kendall
Apologies	Jemma Peterson,

AGENDA ITEMS

		STATUS	ACTION
1. Administration			
1.1. Board only	NA		
1.1. Welcome	karakia		
1.1.1.			
1.2. Minutes of last meeting	Hinemoa moved they be accepted as a true and accurate record, seconded Jeanine.		
1.3. Matters Arising	none		
2. Finances			
2.1. Treasurer's report	Healthy position, got a \$12000 gst payment coming up due to the extra funding. \$40,000 earmarked for the MOTU project. Membership income a problem. Bar inventory very high?	Emily will check/adjust.	
2.2. P&L	Net profit as at end, August 2019 is \$93,897		
2.3. Grants and funding applications			
2.4 Fundraising	Can we have a document that collates the money from the accounts that's been allocated to specific expenditure and allocates funds so we can agree on priorities.	Jemma/ Kashmir/Emily	Next board meeting
2.4.1 date/theme for next fundraising	Studio 54 has been proposed, full proposal needed	Jemma/ Kashmir/Emily	Email by 7 th October
3. Operational			
3.1. Staff			
3.2. Volunteers			
3.3. Facilities/Bar	Can we have the café open for the Sunday markets. Yes.	Jemma/Emily	
3.3.1.			
3.4. Building	Curtains quote is \$1900. Insurance claim can now go forward! Can the ops team please get quotes to get rid of the proscenium arch.	Jemma/ Kashmir/Emily	Next board meeting
3.5. Health & Safety	Nothing to report		
3.6. Ticketing			

4. Artistic			
4.1. Programming			
4.2. Requests			
4.3. Solicitation			
5. Audience Development			
5.1. Audience #s			
5.2. Diversity			
5.3. Membership	Want to ensure that people who hire the space are becoming members. Renewal is also an issue. The Board would like the operational team to come up with a solution to make this work. Think of it like a whānau – bulk discount for school groups etc. Could the ops team also investigate how renewals work and get back to us on that too.	Jemma/ Kashmir/Emily	October '19 Board meeting
6. Brand and Comms			
6.1. Newsletter			
6.2. Website	Minutes need to be loaded onto the website – Jemma has had a training session with Raul and knows how to load.	Jemma/ Harriet	
6.3. Advertising	Theatre signage: Pukeko signage have offered us a discount – quote \$700 for scaffolding. \$3,900 for the sign, quote from Tickled Pink pending. Shall we have a fundraiser between now and the end of the year to pay for it? Julan who came to the AGM is interested in doing another fundraiser. Hinemoa will ask Fiona Gregory whether Akld Council would consider contributing to the costs. Agreed to go ahead and find the money.		
6.4. Social			
7. Strategy			
7.1 Strategic planning day	Jemma to send out a Doodle poll with some date options for a two-hour meeting with the board and operations teams.	Jemma	
7.2			
8. Other Business			
8.1 MOTU funding	The operational team to work on a document that is circulated to the board by Thursday – edit by 5pm Friday and then send to list of preferred providers. Added Basement Theatre and Silo Theatre to the list of preferred providers. Include a representation of MOTU in the RFP for the Christmas parade.	Jemma/ Kashmir/Emily	Friday 27 th September
8.2 Otherworlds Productions	Wendy spoke to a proposal that AWT purchases the Otherworlds costume collection, and the AWT Board becomes the umbrella organisation for OWP. The collection is offered to AWT for \$2000.	Wendy	

	Wendy has offered to fundraise for the costume manager role and the opex of Otherworlds in the next few weeks. Motion: that the AWT Board agrees to purchase the asset of the Otherworlds costume collection to serve as the theatre's costume department. Proposed Harriet, seconded Hinemoa. Need a legal opinion on how to pay off the OWP debt.		
8.3			

9. Closing

Meeting closed at 6:55pm.	Date of next meeting	Date	Sunday October 13th 2019
		Time	5pm
		Location	AWT

ARTWORKS COMMUNITY THEATRE TE WHARE TAPERE



Board minutes (meeting # 7 /2019)		14/12/19, AWT, 3pm	
Present	Jeanine Clarkin, Andrew Ford, Hinemoa Elder (Chair), Harriet Crampton, Cathy Downes, Kashmir Postel, Adele Harrison		
Apologies	Jemma Peterson, Wendy Kendall		
AGENDA ITEMS			
		STATUS	ACTION
2. Administration			
2.1. Board only			
9.1. Welcome	karakia		
9.1.1.			
9.2. Minutes of last meeting	Cathy moved they be accepted as a true and accurate record, seconded Hinemoa.		
9.3. Matters Arising			
10. Finances			
10.1. Treasurer's report	Cash position \$82,629. Finally got to grips with bar inventory – about \$4000 in stock at any time. Last thing to tidy up is the costume hire. One receivable left from WTC - \$4500 – hireage.		
10.2. P&L	Ytd surplus of \$24,367		
10.3. Grants and funding applications	Meeting from 2-4 at Piritahi Marae on 15/12/19. Smart Talks declined but will continue to explore for sponsorship purposes. Duncan's tech workshops sponsored 3 p.a. Māori response fund – Jeanine will explore Linda Chalmers keen to align theatre and art gallery products for funding opportunities. MOTU an ideal platform for this.		
2.4 Fundraising	Studio 54 Jan 11		
2.4.1 date/theme for next fundraising	Harriet will liaise with Gillian Wess: sponsorship strategy document pending		Harriet
2.4.2 Mural	All underway to start on Monday. WLB gave us \$800 which will go towards paint. Placemakers subsidising other costs and Studio 54 will cover the rest. The Board is very happy to support the design		
11. Operational			
11.1. Staff			
11.2. Volunteers			
11.3. Facilities/Bar	Emily stepping down as Bar Manager. Maya Meyer from Prana has shown interest in being involved. The Board needs cv and references and police check and will meet her in the new year.		

11.3.1.			
11.4. Building			
11.5. Health & Safety	WTC storing material in front of the fire exits is not ok and they need to stop. Kid fell down stairs and Matthias fell off a ladder when putting up a projector screen. Has been put in the incident report. Making a health and safety video next week!	Urgent	
11.6. Ticketing	AWT's understanding is that the theatre has two comps per night kept for the use of our sponsors.		
11.7. Tech	Tech workshop underway – six sessions booked for 1 st Q 2020. Duncan Milner has reviewed the theatre's technical specs and suggests we get a mac to operate Q-lab to do our sound, lighting and projection from one programme. Rather than buying any more old lighting and sound desks. Kashmir to circulate a costing for this, and we will seek funding for it. Move towards LED lights. More scaffolding parts. Railings for safety. Additional power points. New snake. Kashmir to prioritise the suggestions, Health and Safety issues first, get a quote, and circulate to the Board. Kashmir recommends Sam has a 3-4 more hours to remove old snake and install new one. Board approves this.	Urgent	Kashmir
12. Artistic			
12.1. Programming	Kashmir requests that we waive hireage for Kōrero Kids until March so they can continue to provide their service. The Board supports this request and will review in March. Add our sponsorship support to their page on the website.		
4.1.2	WTC – agreement with Teresa that they'd only pay \$600 for their entire rehearsal period. This was a one-off offer and we need to re-evaluate this agreement. We need to have post-mortem with WTC. The Board agrees to have a debrief with WTC – Hinemoa will manage it.		
12.2. Requests			
12.3. Solicitation			
13. Audience Development			
13.1. Audience #s			
13.2. Diversity			
13.3. Membership			
14. Brand and Comms			
14.1. Newsletter			
14.2. Website			
14.3. Advertising			
14.4. Social			
15. Strategy			

7.1 Strategic planning day			
7.2			
16. Other Business			
8.1 MOTU funding	Needs to have alignment with the Cinema, Art Gallery, Library, Whittakers and the whole complex.		
8.2 Otherworlds Productions	<ul style="list-style-type: none"> - Adele from Otherworld attended. Needing better systems for finances, bonds, processing etc. Motion: that Adele Harrison is appointed as Co-ordinator-Manager of Otherworld for 4 hours a week at \$25ph.each Thursday. Proposed Hinemoa, seconded Harriet. - Otherworlds Costume Hire needs a contract. Adele will send a weekly invoice to Griselda/ Andrew. - Suggestion that WTC carves off a percentage of their Christmas show box office to pay Otherworlds. 	Active	<p>Harriet to adapt contract</p> <p>Andrew to liaise with Adele re banking.</p>
8.3 Flight Digital Requests	<p>Kashmir to advise as to how to post minutes on the website.</p> <p>Content required from everyone involved with the mural that we can put on our website, internet, social. Kashmir and Jemma will ensure it's recorded.</p> <p>Kashmir to invite Flight Digital to come and see the mural being painted, and ensure local media are involved.</p> <p>Calendar and g drive have gone into a g-suite. There will be one log-in for the Board. The fukll transition is complete. Kashmir will let us know new protocols. They've been across the paid marketing on Facebook which has been really successful.</p>		
17. Closing			
Meeting closed at 6:55pm.	Date of next meeting	Date	Tuesday 21 January 2020
		Time	5pm
		Location	AWT

ARTWORKS COMMUNITY THEATRE



Board minutes (meeting # 1 /2019)	5:30 pm, 14 th Jan, Artworks Theatre
Present	Hinemoa, Kashmir, Lisa, Jemma, Andrew, Cathy, Harriet, Josie
Apologies	Jeanine arrived 6:30pm

AGENDA ITEMS

		STATUS	ACTION
3. Administration			
3.1. Board only	Jemma's contract renewal;	Hinemoa and Harriet meeting with Jemma 21/01.	In progress
3.1.1.	discuss comms going out when things go wrong, use Hinemoa's letter, discuss our terms of trade with regular providers and clients, unless otherwise organised; electronic system for bill paying: 10 th of the month to reconcile for payment on 20 th ?	To be added into theatre contracts and discussed with creditors.	Hinemoa, Kashmir and Jemma. Kashmir to send letter and amend booking form.
3.1.2.	Andrew and Harriet recommend we hire Griselda Della Maggiora as our Bookkeeper, contingent on 2 nd referee. Andrew proposed, seconded Harriet, carried.	Harriet to send contract to Andrew, he will provide JD and offer role to Griselda.	Harriet and Andrew
3.2. Welcome			
3.3. Minutes of last meeting	Moved as a true and accurate record: Andrew, seconded Josie.		
3.4. Matters Arising	Mural	Lisa to liaise with Jeanine	Lisa
	H&S training at a Board meeting? Lisa to check if 18 th Feb is available – meeting at 5, training at 7.	February meeting?	Lisa
	Kashmir will follow up PANNZ and Basement and Silo shows to see.	Feb meeting	Kashmir
	Kash feeling confident with iticket. Lisa concerned no ticket commissions. Café will help with this as ticket commissions will be received if we have an outlet.		
4. Finances			
4.1. Treasurer's report	\$66k in the bank (incls. \$40k from FN). How much have we spent on wages since the FN grant came through and therefore how much can we release into the general pool? Credit cards need to be sorted by next Board meeting.		Andrew
4.1.1.	Expenditure budget. Lisa to draw up a proposed budget in conjunction with the new bookkeeper, circulate and present to Board.	Before Feb 18 th .	Lisa

4.1.2.	Lisa to liaise with Andrew and new bookkeeper around meeting KPIs		
4.2. P&L	P&L for December \$3,544.75. Year-end not finalised yet.		
4.2.1.	Credit card and eftpos number so that Kashmir can get petty cash		
4.3. Grants and funding applications	Need an auditor for the FN grant to be over 40k, Andrew to recommend.		
4.3.1.	Charitable status: accounts audited and uploaded to charities website.		Andrew
4.3.2.	Conflicts of interests register to be implemented for Board and staff members. Lisa to circulate template and Board will fill in.		Lisa
4.3.3.	Financial policy needed for Lotteries grant. Lisa to circulate from Financial statements/constitution.		Lisa
4.3.4.	Governance roles. What are they and what do they look like?		Lisa
4.3.5.	Need to streamline process for reconciling grant income and expenditure. Lodged against a code and job tracked in Xero.		Andrew/ Bookkeeper
4.4. Membership			
5. Operational			
5.1. Staff			
5.1.1.	How do people invoice for beanbag collection?		
5.2. Volunteers			
5.3. Facilities/Bar			
5.4. Building			
5.5. Health & Safety	Training on 18/2/19.		
6. Artistic			
6.1. Programming	What are WTC planning to programme? Kashmir will update next Wednesday (23/1)		
6.1.1.	Jemma to take on 5 hours from Kashmir and interested in programming bands and fundraising gigs. Kash to hang onto the theatrical side.		
6.1.2.	Programming committee to review the strategic programming around SOTG.		Prog c'tee
6.2. Requests			
6.3. Solicitation			
7. Audience Development			
7.1. Audience #s			

7.2. Diversity			
8. Brand and Comms			
8.1. Newsletter			
8.2. Website	\$3500 from Local Board for website. Lisa to let us know Raul's quote and how much website will cost, and when delivered.		Lisa
8.3. Advertising			
8.4. Social			
8.4.1.	Lisa needs a credit card for facebook adverts.		Andrew
9. Other Business			
7.1 Café	We need a budget and a timeline. What's it going to cost to set up? Jemma and Kashmir will help Lisa along with Little Tart Bakery. Needs to be up and running before SOTG. #1 priority for Lisa – we need it by Wednesday 23 rd .	Urgent	Lisa
7.2 SOTG	Pōwhiri and hui whakamutunga on 1 st March in AWT courtyard. Closes 24/3. Ideally we'd have an artistic person curating activities in courtyard. All present to think of people who can perform in courtyard over SOTG. If it's ticketed – eg \$1 koha for the day – we can open the bar. 3 major sculptures in space. Shared database with Art Gallery is proposed. Very keen. Hinemoa to cc Sue Wood about combining dB.		Hinemoa
10. Closing			
Meeting closed at 7:15pm	Date of next meeting	Date	18th February
		Time	5pm
		Location	AWT

ARTWORKS COMMUNITY THEATRE TE WHARE TAPERE



Board minutes (meeting # 2/2020)		17/02/20, AWT, 4pm	
Present	Andrew Ford, Hinemoa Elder (Chair), Harriet Crampton, Kashmir Postel, Wendy Kendall, Jemma Peterson, Jeanine Clarkin, Griselda Della Maggiora		
Apologies	Cathy Downes,		
AGENDA ITEMS			
		STATUS	ACTION
11. Administration			
11.1. Board only			
17.1. Welcome	Karakia & blessing		
17.1.1.	The Board would like Jemma and Kashmir to update the theatre's calendar in order to ensure that all funding, fiscal and operating requirements are up to date.		
17.2. Minutes of last meeting	Accepted as a true and accurate record – proposed Hinemoa, carried unanimously		
17.3. Matters Arising	Hinemoa has emailed Linda and Cindy to set up a meeting with WTC – Hinemoa, Harriet, Jemma and Kashmir. Rebecca is keen to take on the Moulin Rouge fundraiser – 2 nd May. H&S video has been filmed. Sarah-Lee Edmonds has been appointed as the Bar Manager.		
18. Finances			
18.1. Treasurer's report	Accounts are crucial and we all need to upskill our financial literacy. Good healthy cash balance at this point. Balance sheet showing \$80k in the bank. Gri keeping everything well up to date. Confirming 75% of Jemma's time allocated to Admin, ¼ to the Bar. Annual overheads around \$99,000 p.a. A lot of expenses have gone up and we haven't increased our prices. The café is losing us money. We will stop opening for the Sunday markets. Jemma recommends we lose the coffee machine – we don't have time to be baristas during shows as well as run the bar. Website has been a big cost but it's operational now. We get money through the bar and 5% of their ticket sales.		
18.1.1.	Gri suggests there's a percentage scale on box office – if the shows go badly we help, if well we get a higher percentage. Base cost of	Gri and Jemma	By 9 th March '20

	venue hire and then shared risk re bums on seats. Simplify package for hirers. Gri and Jemma will do a modelling exercise for what different percentages or hireage options would look like if applied to 2019. Board notes that the hireage form needs to make clear what Kashmir and Jemma's responsibilities are.		
18.1.2.	Apply to get all account statements online	Andrew	
18.1.3.	Crunch expenditure into overall codes. Revisit capex/tech list.	Andrew/Gri	
18.2. P&L	Jan 2020 gross profit \$11,801.37.		
18.3. Grants and funding applications			
2.4 Fundraising	Ribbon, scissors, bubbles and glasses and music, flowers for the ribbon cutting on Sunday.	Cathy/ Kashmir	
2.4.1 date/theme for next fundraising	Moulin Rouge – May 2 nd 2020		
2.4.2 Funding priorities			
19. Operational			
19.1. Staff			
19.2. Volunteers			
19.3. Facilities/Bar	Sarah-Lee Edmonds appointed as new Bar Manager		
19.3.1.			
19.4. Building	Insurance came back with half the request. Will need to find extra cash for the curtains . Jemma will ask the Basement where they get their curtains.	Jemma	
19.4.1.	Lease form needs to be completed and returned to council.		
19.5. Health & Safety	H&S video being edited.		
19.6. Ticketing			
19.7. Tech	Kashmir has sent us a budget – the theatre has contributed \$1,000. Hinemoa has donated a laptop to the theatre. Need a connection from laptop to lighting system.	Kashmir	
20. Artistic			
20.1. Programming	Waiheke Comedy show being charged \$80 for a clean and \$60 for the space – which is their old monthly community rate. They have booked every Tuesday for the year. Jo Walsh from Jordan Luck – they're coming back for May.		
20.2. Requests			
20.3. Solicitation			
21. Audience Development			
21.1. Audience #s			
21.2. Diversity			

21.3.Membership	90		
22. Brand and Comms			
22.1.Newsletter			
22.2.Website	Suggest we pay Flight Digital a retainer of 3.5hrs per month - \$120 per hour. We'll ask them if they'll consider 2 hours per month.	Jemma	
22.3.Advertising	Push An Iliad – advertise this week in GN and write article – ½ page ad and ½ page editorial	Kashmir	
22.4.Social			
23. Strategy			
7.1 Strategic plan			
24. Other Business			
8.1 MOTU funding	Hui was held two weeks ago – next meeting in March. Bringing Little Black Bitch at the same time. ACC advertising goes out on 28 th Feb – let Jason know to advertise in it.	Jemma	
8.2 Otherworlds	Developing procedures and policies for hireage by next board meeting	Adele/Wendy	23/3/20
25. Closing			
Meeting closed at 5:25pm.	Date of next meeting	Date	Monday 23rd March 2020
		Time	5pm
		Location	AWT/TWT

ARTWORKS COMMUNITY THEATRE TE WHARE TAPERE



Board minutes (meeting # 4/2020)	20/04/20, AWT, 4pm
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Present	Andrew Ford, Hinemoa Elder (Chair), Harriet Crampton, Kashmir Postel, Jemma Peterson, Griselda Della Maggiora, Cathy Downes, Jeanine Clarkin, Wendy Kendall.
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Apologies	
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AGENDA ITEMS

	STATUS	ACTION
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12. Administration

12.1. Board only			
25.1. Welcome	Karakia & blessing		
25.1.1.			
25.2. Minutes of last meeting	Accepted as a true and accurate record, proposed Hinemoa, seconded Cath.		
25.3. Matters Arising			

26. Finances

26.1. Treasurer's report	\$46k in the bank, enough to keep going for about 5 months.		
26.1.1.	Expenses – gst paid, cleaners not working, Sam's hours cut back, Gri working on delivering information to the audit.		
26.1.2.	Would like Gri to put extra time if possible into the audit and spend this time on our systems and processes.		
26.1.3.	Audit deadline – Andrew will get back to us with approximate number of hours to complete. Tentative completion of information to the auditors by the end of this week.		
26.1.4.	Andrew will advise Flight Digital of the proposed schedule of payments.		
26.2. P&L			
26.3. Grants and funding applications	Noted that FN requires audited accounts for our next funding application by the end of June. Kashmir doing impact report for FN.		
2.4 Fundraising			
2.4.1 date/theme for next fundraising	Moulin Rouge postponed to June? Maybe a Chicago theme – let out of jail.		
2.4.2 Funding priorities	Audiences at levels 4 & 3 impossible. Kashmir creating audio books series with WTC and WR. Bringing back shows to the community via Youtube. James has offered support from CNZ and WLB. Ask Basement if they will collaborate with us in a project – they have obligations re community.		

27. Operational

27.1. Staff	Kashmir updating files and creating artist handbook. FAQs. Jemma on leave, but doing minimal hours till the end of level 3.		
27.2. Volunteers			
27.3. Facilities/Bar			
27.3.1.			
27.4. Building			
27.4.1.			
27.5. Health & Safety			
27.6. Ticketing	i-ticket dropped the \$4 charge following a letter from Hinemoa – good outcome and KP made a great insta post. Eventfinda can sell memberships and solicit donations – is it worth changing? Eventfinda have sent a proposal. Look at this in July.		
27.7. Tech			
28. Artistic			
28.1. Programming	Covid-19 has been devastating for the arts community – maybe a series of podcasts around how arts people talk about mental health – will follow up with Hera Dunleavy.		
28.2.	Smart Talks idea – could we adapt it for this time – Wai-talks?		
28.3.	48-hr film fest – could fund small films at home – what are they doing? Kashmir to look at NZOA recent RFP.		
28.4.	The Iliad: have given them some possible dates. 21 st /22 nd August, 28 th / 29 th August, 14 th /15 th October. Waiting to hear their preference.		
28.5.	Otherworlds costume parade – film it to promote costumes.		
29. Audience Development			
29.1. Audience #s			
29.2. Diversity			
29.3. Membership			
30. Brand and Comms			
30.1. Newsletter			
30.2. Website			
30.3. Advertising			
30.4. Social			
31. Strategy			
7.1 Strategic plan			
32. Other Business			
8.1 MOTU funding	Jason has asked whether continuing as planned on Motu is feasible. Did FN respond to our letter – not yet. By mid-May there should be increasing activity and we would like something to happen at Matariki even if it has a strong online component – still plenty of time. Come back to us with a plan to put something on and let us know what		Jemma

	it is – a Plan A and a Plan B – by May 4th please. Can you let us know what you can achieve in stages please – what you achieve by the end of May, mid-June, end June, etc.		
8.2 Otherworlds	Would like to do an inventory of the value of the Otherworlds stock. Wendy will ask Adele to get a quote for the assessment. Funding application going in for a WTC full-costuming show.		
Karakia whakamutunga	Stay safe!		
33. Closing			
Meeting closed at 6:05pm.	Date of next meeting	Date	Monday 18 May 2020
		Time	5pm
		Location	AWT/TWT

ARTWORKS COMMUNITY THEATRE TE WHARE TAPERE



Board minutes (meeting # 5/2020)	18/05/20, AWT, 4pm
Present	Andrew Ford, Hinemoa Elder (Chair), Harriet Crampton, Kashmir Postel, Griselda Della Maggiora, Cathy Downes, Jeanine Clarkin, Wendy Kendall.
Apologies	

AGENDA ITEMS

		STATUS	ACTION
13. Administration			
13.1. Board only			
33.1. Welcome	Karakia & blessing		
33.1.1.			
33.2. Minutes of last meeting	Accepted as a true and accurate record, proposed Hinemoa, seconded Cath.		
33.3. Matters Arising	Chasing Jack and Leon from Flight Digital for details re current costs; Audit deadline – still waiting on Kashmir’s renewal from beginning of 2019. Board acknowledges Kashmir’s sterling work under levels 4&3, really impressed, thank you!		
34. Finances			
34.1. Treasurer’s report	Chq 3,200, svg 9,000, prodn ac 20,000, O’world 1,600.		
34.1.1.	Prepaid income on the balance sheet recognises income that hasn’t been spent. Council and FN grants come under classification of gifts – not repayable and no gst.		
34.1.2.	Expenses = audit (1200), website (2kpm). Andrew to supply expenses from April/May in more detail.		Andrew
34.1.3.			
34.1.4.			
34.2. P&L			
34.3. Grants and funding applications			
2.4 Fundraising			
2.4.1 date/theme for next fundraising	Leave fundraising until level 1 or lower.		
2.4.2 Funding priorities	Kashmir will approach Gillian Wess re the patrons group.		Kashmir
35. Operational			
35.1. Staff			
35.2. Volunteers			
35.3. Facilities/Bar	Write to Koro Sciascia and acknowledge his resignation.		Kashmir/ Hinemoa

35.3.1.			
35.4. Building	Kashmir has been painting with Jemma and a few in-bubble volunteers.		
35.4.1.	The tech room is still leaking – council are due to fix it.		
35.4.2.	Tickled Pink are meant to be doing the sign out the front. We've accessed a cherry picker from Jeff Moore – Landscapes and Lawns		
35.5. Health & Safety			
35.6. Ticketing			
35.7. Tech			
36. Artistic			
36.1. Programming	Return to BAU – what does that look like? We have a scan code so people can scan themselves in. Capacity of 50 people. Only pre-sales, no bookings on the day. Plan for the bar to operate remotely.		Kashmir
36.2.	WTC and WCC looking to do a 10-week improv course – can we lower prices? No, but we will put them in touch with grants and opportunities for funding.		Kashmir
36.3.	Remote Youth film festival. Invitation from AWT & the cinema to create a short film about experience during lock-down – involves film makers on the island mentoring, and prizes for the best. Application has gone in to WLB. We'll hear in July.		
36.4.	Sybilla Meckel has started a page called Waiheke Art and would like to hold an evening where artists can display what they've done during lock-down.		
36.5.	Otherworlds keen to do a fashion show to promote the costumes at the theatre – as a fundraiser for Otherworlds. Maybe offer Philippa Karn a fee for photographing and putting them up on the website.		
37. Audience Development			
37.1. Audience #s			
37.2. Diversity			
37.3. Membership	Can we do a membership drive?		
38. Brand and Comms			
38.1. Newsletter			
38.2. Website			
38.3. Advertising			
38.4. Social			
39. Strategy			
7.1 Strategic plan			
40. Other Business			
8.1 MOTU funding	Jason Te Mete has been back in touch – he has a plan for Matariki. Matariki exhib. at the Art Gallery starts on July 5 th .		Jemma

8.2 Otherworlds	\$31,000 of cossies paid for over the last 5 years. Lot of authentic Victorian pieces, one-offs, value of stock estimated at ~\$25,000. Needs to come under AWT's insurance now.			
Karakia whakamutunga				
41. Closing				
Meeting closed at 6:05pm.	Date of next meeting	Date	Monday 29 June 2020	
		Time	5pm	
		Location	AWT/TWT	

ARTWORKS COMMUNITY THEATRE TE WHARE TAPERE



Board minutes (meeting # 6/2020)		06/07/20, AWT, 4pm	
Present	Hinemoa Elder (Chair), Harriet Crampton, Kashmir Postel, Griselda Della Maggiora, Cathy Downes, Wendy Kendall.		
Apologies	Andrew Ford, Jeanine Clarkin,		
AGENDA ITEMS			
		STATUS	ACTION
14. Administration			
14.1. Board only			
41.1. Welcome	Karakia & blessing		
41.1.1.			
41.2. Minutes of last meeting	Accepted as a true and accurate record, proposed Hinemoa, seconded Cath.		
41.3. Matters Arising	Flight Digital sorted. Audit deadline but it's been very difficult and long-winded this year. Look at alternatives for next year.		
42. Finances			
42.1. Treasurer's report	\$15,527 in the bank. We are watching every penny having lost income from the last 4 months. How much do we still have to pay Tuatara Collective?		
42.1.1.	The audit is done. Just need to get the accountant to amend some wording. Still did not receive the Audit Certificate from the ASB. Highly frustrating after several phone calls and e-mails. There is still one more instalment for Flight Innovations. Would be good if we are clear on ongoing costs for them. There was also a payment last month of \$5,000 for Tuatara collective. With Gri's assistance we have been keeping an eye on cash forecasts. Starting to get a bit tight. We are very dependent on upcoming show income and the Auckland city annual grant. Looks ok at this point looking forward.		
42.1.2.			
42.1.3.			
42.1.4.			
42.2. P&L	Net profit/(loss) for June (\$14,268.54).		
42.3. Grants and funding applications			
2.4 Fundraising			
2.4.1	\$5,500 raised from Moulin Rouge cabaret night.		

2.4.2	Next sponsorship event date 28 th August. In the theatre foyer. Needs vision boards of what we want to spend it on. Have pledging levels – bronze, silver, gold, or specific items. Plaques on chairs, names on walls, Board out the front with sponsors’ names on. Kashmir will give a list to Alisha of all the things we need now.		Kashmir/ Alisha
43. Operational			
43.1. Staff	Some issues of accountability from other team members not doing basic job descriptions, and shouldn’t be up to Kashmir and Jemma to chase people.		
43.2. Volunteers			
43.3. Facilities/Bar	Food certificate has expired. Needs to be applied for now. Sarah needs to get onto it.		Sarah
43.3.1.			
43.4. Building			
43.4.1.	A leak in the theatre. Council have been advised.		
43.4.2.	Darren Shevlin looking at painting the sign as Tickled Pink have not come back to us.		
43.5. Health & Safety			
43.6. Ticketing			
43.7. Tech			
44. Artistic			
44.1. Programming			Kashmir
44.2.	WTC and WCC looking to do a 10-week improv course – can we lower prices? No, but we will put them in touch with grants and opportunities for funding.		Kashmir
44.3.	The Youth Festival funding application was successful.		
44.4.			
44.5.	Otherworlds will do a Fashion Show call Wai Wear Art? Sustainable theme. March 25-27 2021.		
45. Audience Development			
45.1. Audience #s			
45.2. Diversity			
45.3. Membership	Can we do a membership drive?		
46. Brand and Comms			
46.1. Newsletter			
46.2. Website	The funds we have raised and what it’s been spent on should be advertised on the website.		
46.3. Advertising			
46.4. Social			
47. Strategy			
7.1 Strategic plan			
48. Other Business			

8.1 MOTU funding	<p>Jason Te Mete came to the meeting. Rehearsals have been going well. Great cast of locals with a few of Jason's students slotting into rehearsals, who are working with Totara Collective and being assessed on this production as part of their graduation. Created stories individually during Covid, ghost stories – with research into the Motu area, but also bringing their own identity and stories. Similar process with Waiheke crew. The show, titled With These Hands, has a central character of a young girl (a tohunga) who meets all these ghosts and learns something from each of them., Lots of fabulous local knowledge. Wānanga process: a rata tree seeds on an established tree until it finds its own feet. Set is built, set in a lockdown. Seeded from the grave at Matiatia – Ropata Te Roa. 4 guests doing a celebration of Matariki after the show. Matiu te Ruki. Counsellor and psychologist available each night. 15-18 July. Are we able to outreach to the other islands? Modelling this process in order to be able to recreate it on other islands. Or look at taking the whole show.</p>				
8.2 Otherworlds					
Karakia whakamutunga					
49. Closing					
Meeting closed at 6:10pm.	Date of next meeting	Date	AGM Monday 20 July 2020		
		Time	5:30pm		
		Location	AWT/TWT		

ARTWORKS COMMUNITY THEATRE TE WHARE TAPERE



Board minutes (meeting # 6/2020)		06/07/20, AWT, 4pm	
Present	Hinemoa Elder (Chair), Harriet Crampton, Kashmir Postel, Griselda Della Maggiora, Cathy Downes, Wendy Kendall.		
Apologies	Andrew Ford, Jeanine Clarkin,		
AGENDA ITEMS			
		STATUS	ACTION
15. Administration			
15.1. Board only			
49.1. Welcome	Karakia & blessing		
49.1.1.			
49.2. Minutes of last meeting	Accepted as a true and accurate record, proposed Hinemoa, seconded Cath.		
49.3. Matters Arising	Flight Digital sorted. Audit deadline but it's been very difficult and long-winded this year. Look at alternatives for next year.		
50. Finances			
50.1. Treasurer's report	\$15,527 in the bank. We are watching every penny having lost income from the last 4 months. How much do we still have to pay Tuatara Collective?		
50.1.1.	The audit is done. Just need to get the accountant to amend some wording. Still did not receive the Audit Certificate from the ASB. Highly frustrating after several phone calls and e-mails. There is still one more instalment for Flight Innovations. Would be good if we are clear on ongoing costs for them. There was also a payment last month of \$5,000 for Tuatara collective. With Gri's assistance we have been keeping an eye on cash forecasts. Starting to get a bit tight. We are very dependent on upcoming show income and the Auckland city annual grant. Looks ok at this point looking forward.		
50.1.2.			
50.1.3.			
50.1.4.			
50.2. P&L	Net profit/(loss) for June (\$14,268.54).		
50.3. Grants and funding applications			
2.4 Fundraising			
2.4.1	\$5,500 raised from Moulin Rouge cabaret night.		

2.4.2	Next sponsorship event date 28 th August. In the theatre foyer. Needs vision boards of what we want to spend it on. Have pledging levels – bronze, silver, gold, or specific items. Plaques on chairs, names on walls, Board out the front with sponsors’ names on. Kashmir will give a list to Alisha of all the things we need now.		Kashmir/ Alisha
51. Operational			
51.1. Staff	Some issues of accountability from other team members not doing basic job descriptions, and shouldn’t be up to Kashmir and Jemma to chase people.		
51.2. Volunteers			
51.3. Facilities/Bar	Food certificate has expired. Needs to be applied for now. Sarah needs to get onto it.		Sarah
51.3.1.			
51.4. Building			
51.4.1.	A leak in the theatre. Council have been advised.		
51.4.2.	Darren Shevlin looking at painting the sign as Tickled Pink have not come back to us.		
51.5. Health & Safety			
51.6. Ticketing			
51.7. Tech			
52. Artistic			
52.1. Programming			Kashmir
52.2.	WTC and WCC looking to do a 10-week improv course – can we lower prices? No, but we will put them in touch with grants and opportunities for funding.		Kashmir
52.3.	The Youth Festival funding application was successful.		
52.4.			
52.5.	Otherworlds will do a Fashion Show call Wai Wear Art? Sustainable theme. March 25-27 2021.		
53. Audience Development			
53.1. Audience #s			
53.2. Diversity			
53.3. Membership	Can we do a membership drive?		
54. Brand and Comms			
54.1. Newsletter			
54.2. Website	The funds we have raised and what it’s been spent on should be advertised on the website.		
54.3. Advertising			
54.4. Social			
55. Strategy			
7.1 Strategic plan			
56. Other Business			

8.1 MOTU funding	<p>Jason Te Mete came to the meeting. Rehearsals have been going well. Great cast of locals with a few of Jason's students slotting into rehearsals, who are working with Totara Collective and being assessed on this production as part of their graduation. Created stories individually during Covid, ghost stories – with research into the Motu area, but also bringing their own identity and stories. Similar process with Waiheke crew. The show, titled With These Hands, has a central character of a young girl (a tohunga) who meets all these ghosts and learns something from each of them., Lots of fabulous local knowledge. Wānanga process: a rata tree seeds on an established tree until it finds its own feet. Set is built, set in a lockdown. Seeded from the grave at Matiatia – Ropata Te Roa. 4 guests doing a celebration of Matariki after the show. Matiu te Ruki. Counsellor and psychologist available each night. 15-18 July. Are we able to outreach to the other islands? Modelling this process in order to be able to recreate it on other islands. Or look at taking the whole show.</p>				
8.2 Otherworlds					
Karakia whakamutunga					
57. Closing					
Meeting closed at 6:10pm.	Date of next meeting	Date	AGM Monday 20 July 2020		
		Time	5:30pm		
		Location	AWT/TWT		