

**BALLINA PLAYERS INC.**  
**MINUTES MANAGEMENT COMMITTEE MEETING**

**Tuesday 8 February 2022**

Meeting opened: 6.10 pm

**PRESENT:** Lynn Gough, Diana Mason, Melanie Doriean, Karen Goodsell, Liz van Eck (via Zoom), Alex Geikie, Mike Sheehan, Peter Harding, Candace Baldwin

**APOLOGIES:** Nil

1. Confirmation of Minutes of last meeting.

Minor amendments noted and made and Moved Mike, Seconded Melanie,  
Approved

Business arising:

- DRS Expression of interest and confirmation of process for members.
- Mel advised that 4 EOIs were received for DRS Membership. Alex confirmed that the Code of Conduct state that the DRS has 3 members. The Committee discussed the process for “choosing” the 3 members. Ultimately it was resolved that the decision should not be made by the existing Committee. Therefore, it was moved that this committee seeks to retain the current members of the Dispute Resolution Committee until the first meeting of the new committee, who will go on to choose and ratify the membership of the DRS for 2022 and determine the process for maintaining and selection of members annually.  
Moved Alex, Seconded Mike, Agreed
- Anjon (Fire Exit signage) update annexe wardrobe area emergency lights–  
Mike  
All work now completed
- Keys and Badges – Lynn  
Current committee members are asked to return their badges to be passed on to the new committee members at the AGM.  
The Key register will also need to be updated at that time. It was agreed that Lynn would keep a Master Key as she volunteered to continue to be a main contact to allow third party access the building when needed due to living nearby. Thanks Lynn.  
It was agreed that Duty Managers will have access to the Bar stock cupboard when on duty to secure the floats. If a key is unavailable floats can be stored in the bar drawer which is always manned. This will be added to the Duty Statements when developed.
- Emails of congratulations have been sent to Sharon Cadwallader, newly appointed Mayor of Ballina Shire Council and Ben Franklin MLC, newly appointed Minister for Arts (NSW). Both have been long term supporters of Ballina Players.
- Awards Night preparation –Music and Menu  
Brad Baldwin’s Menu and costing estimate was accepted as our caterer for the night.  
Liz has approached a number of possible musicians and the decision was made to accept Max Foggon’s quote to provide Music for the night, with the extra

addition of Liam Gatt to join in some of the songs. Max will provide a variety of genres of music.

Ticketing will be done through Try Booking and Mike will send out an email with information and members who can't access Trybooking can contact Karen for assistance. The tickets will be \$15 which will include one free drink.

Ticketing will close on 28 February to allow us to finalise numbers for catering purposes. It will not be a sit-down meal but a variety of finger food. A discussion was held on the theme or dress code and it was finally decided that the attire is to be "Dress to impress" which everyone can interpret their own way.

- Play submissions for August – September 2022  
We received 2 proposals. One from Liz for "Play On" a comedy and one from Jacquie McCalman for "I love you. You're perfect. Now change" a musical. Liz let the committee know that she was willing to move her proposal to the March-April 2023 timeslot and this factored into the committee's discussion. It was ultimately decided to accept Jacquie's proposal as it had a very minimal set and a small cast (4) so would be suitable to fit into this timeslot and to meet renewed Covid-19 restrictions should they occur. We are being more flexible in these Covid times and feel it is important to offer what we hope will work well in a particular time slot whether play or musical. It was also noted that this decision would fill the remaining 2022/2023 scheduling slot which presents the upcoming General Meeting and Annual General Meeting and subsequent Committee with a full schedule.  
It was decided that "I love you. You're perfect. Now change" would fill the September slots between 26 August and 11 September and that Jacquie would now be asked to finalise the Production Crew.
- 2. Treasurer's Report:  
Karen presented her reports which will be available in the Member's section of the website. The current balance is \$127,257.27. Karen also presented the Profit and loss for Carols by StageLight and noted that despite reduced ticket prices it made a good profit and suggested it could be considered again for this year. Moved Karen, Seconded Lynn. Approved
- 3. New Members: Brad Baldwin membership nomination was approved.
- 4. Publicity Report – Liz has gathered three quotes for radio advertising which will be very useful for consideration for future productions. Facebook responses have been steady and a good response to post about Sue Belsham being jointly awarded the Arts and Cultural Award at the Ballina Australia Day awards. Liz also wrote a very good piece for the latest Ballina Wave magazine promoting Ballina Players.  
Liz also negotiating on a quote for a promo video with a general theme of promoting Ballina Players theatre.
- 5. Policy and Procedures Subcommittee – Alex  
Alex is working on an interview format and process to gather feedback from experienced members to inform the development of the statements of the roles and responsibilities of all key roles in Ballina Players. He is also renewing contact with the School outreach and work experience program now schools have reopened.  
Alex proposed a motion to communicate Ballina Players' Core Values of Respect, Responsibility and Co-operation at the next General meeting.  
Seconded Mel. Agreed

6. Grants – Mel. Nothing to report

**General Business**

- Mike has submitted the completion report for the SmartyGrants grant for lights.
- Peter noted there has been a mould issue in the Annexe and this has been fixed but it is recommended we get the air-conditioner serviced to reduce damp in the future.
- Lynn requested that the new Committee explore options for shelving badly needed in the Annexe for costume storage.
- Thanks to Karen and Peter for running the bar and others who helped at the casual Get Together on 15 January where about 20 people attended and enjoyed the evening.
- Mike reported the signs of wear and tear on the double doors (no longer used) behind the piano in the Green Room. It was agreed that Peter would seek quotes, and these could be used by the new committee to look at options to replace these with suitable long lasting material
- Diana expressed a vote of thanks from the committee to Lynn for all her hard work as President over the last 2 years.
- Next Meeting- General Meeting Wednesday 16 February 7.00 pm
  - Annual General Meeting Wednesday 16 February following General Meeting.

Meeting closed at: 8.30 pm    PRESIDENT'S SIGNATURE: