



AGENDA
MANAGEMENT COMMITTEE MEETING

Thursday 10th March 2022
NOTE: Postponed from 08/03/22

Minutes: Meeting Commenced: 6:00pm

<u>Present</u>	Warwick Binney – President (WB) - Chair	In Person
	Diana Mason – Vice-President (DM)	In Person
	Alex Geikie – Secretary (AG)	In Person
	Karen Goodsell – Treasurer (CG)	In Person
	Liz van Eck – Committee (LvE)	In Person
	Helen Felsch – Committee (HF)	In Person
	John Zaat – Committee (JZ)	In Person
	Leanne Broadley – Committee (LB)	In Person
	Mike Sheehan – Committee (MS)	In Person

<u>Visitors</u>	Lynn Gough – President 2021/2022
	Peter Harding – Committee Member 2021/2022
	Candace Baldwin – Committee Member 2021/2022

Item:	Agenda Item	Action/Matters arising	Discussion Held	Action Arising	Actioner & Timeline
1	Welcome by President		<ul style="list-style-type: none"> • WB welcomed and thanked 2021/2022 Committee Members and the new 2022/2023 Members. • WB set out how he saw meetings will run and matters be raised. • WB requested that any matter to be raised by Committee Members be submitted to the Secretary at least 1 week prior to a Committee Meeting. This would include (where possible) the Financial Statements). • AG Noted that he has created a Google Calendar (under the Ballina Players Google system) to provide reminders and 		



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			<p>schedules for Ballina Players events (inc. pre-meeting notifications).</p> <ul style="list-style-type: none"> • WB Requested that any matters to be raised by a Committee Member or presented to the Management Committee be accompanied by a suitably worded motion to allow simple & concise decision making. This would also be supported by information as to the decision and how it has arisen. 		
2	Confirmation of Minutes from last meeting	<ul style="list-style-type: none"> • Discussion & Review • Motion of acceptance 	<ul style="list-style-type: none"> • NOTE Only: Mel Doriean had circulated Minutes for Feb GM & AGM. Feedback Received and updated versions circulated by AG prior to meeting. 	<ul style="list-style-type: none"> • Minutes Acceptance for General Meeting and Annual General Meeting to be HELD OVER until next Committee Meeting (i.e. April 22) 	<ul style="list-style-type: none"> • Secretary (AG) to ensure on next meeting Agenda.
3	New Members	<p><u>Standard</u></p> <ul style="list-style-type: none"> • Item 22/000 - Welcome to New Committee Members • Item 22/001 - Name / Role Badges (BA-8/2/22) • Item 22/002 – New Members (financial) 	<ul style="list-style-type: none"> • Item 22/000 - WB welcomed and thanked 2021/2022 Committee Members and the new 2022/2023 Members. • Item 22/001 – AG issued Committee Role Badges to all Committee members. • Item 22/002 – Not discussed 	<ul style="list-style-type: none"> • Item 22/000 - Closed • Item 22/001 – Closed • Item 22/002 – Not discussed 	<ul style="list-style-type: none"> • Item 22/000 - Nil • Item 22/001 – Nil • Item 22/002 – Nil
4	<p>Treasurers Report for prior period</p> <ul style="list-style-type: none"> • Discussion & Review • Motion of acceptance 	<p><u>Standard</u></p> <ul style="list-style-type: none"> • The treasurer moves that the financial statements from February 2022 (the prior period) be accepted: 	<ul style="list-style-type: none"> • NOTE Only: KG had circulated Financial Statements 10/03/22. The Committee had not had an opportunity to review and so any acceptance will be HELD OVER for the next meeting. 	<ul style="list-style-type: none"> • Financials (Feb 22) to be HELD OVER until next Committee Meeting (i.e. April 22) 	<ul style="list-style-type: none"> • Secretary (AG) to ensure on next meeting Agenda.
5	Facility Review	<p><u>Standard</u></p> <ul style="list-style-type: none"> • Item 22/003 – General Update and matters arising in prior period. 	<ul style="list-style-type: none"> • Item 22/004 – Airconditioning / Annexe Mould (BA-8/2/22) • WB Notes that he had been approached by KG & Merry 	<ul style="list-style-type: none"> • Item 22/004 <p>Action 1:</p>	



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		<ul style="list-style-type: none"> • Item 22/004 – Airconditioning / Annexe Mould (BA-8/2/22) • Item 22/005 - Key Register- Update (BA-8/2/22) • Item 22/006 - Back Doors in Green Room (Peter H-Quotes) (BA-8/2/22) • Item 22/007 - Shelving in Annexe for Costume Storage (BA-8/2/22) • Item 22/008 – PO Box – Renewal due EOM March 22 -email received 9th Feb • Item 22/009 – Rear ‘courtyard’ fence 	<p>Minions to complete additional cleaning due to Mould issues and concerns post the wet weather and recent floods. 4hrs cleaning was approved and has been completed.</p> <ul style="list-style-type: none"> • GENERAL DISCUSSION: • LG noted that she had noticed the besser block wall in the Annexe “weeping”. • WB noted that the annexe is single brick and would not ‘handle’ damp well. • WB recalled the Annexe (when built) was professionally sealed. • HF _ noted she would be able to source sealant/paint at a discount. • WB suggested revisiting an old process whereby the air-con etc was placed on timers and would come on at regular intervals. • PH – Recommended that Air-Conditioners and Air De-Humidifiers be left on to assist in Mould management. • KG & LG Noted that the costume area ‘smelt musty’ and damp and would need to be checked. • KG reported that mould on chairs and carpet had been removed, but recommended that the chairs and the carpets be steam cleaned to remove any residual organic matter. • KG noted that the chairs also needed to be scotch guarded as they too were becoming mouldy. 	<p>Scotch guarding – LB to investigate quotes for chair mould management,</p> <p>Action 2:</p> <p>Professional Carpet Cleaning – LB to investigate quotes for carpet mould management.</p> <p>Action 3:</p> <p>PH & KG to check ‘Timer options’ for AirCon.</p> <p>Action 4:</p> <p>LG to contact Lyn Gale and Robin Quinlivan to review Costumes for mould impact</p> <p>Action 5:</p> <p>JZ to investigate quotes for sealing of the annexe to prevent / manage future water ingress and mould.</p> <p>Held over for Next Meeting</p> <ul style="list-style-type: none"> • Items 22/005 22/006 • 22/007 • 22/008 • 22/009 	<p>Secretary (AG) to ensure on next meeting Agenda.</p> <p>Action 1:</p> <p>LB - ASAP /</p> <p>Action 2:</p> <p>LB - ASAP / for next meeting</p> <p>Action 3:</p> <p>PH & KG - ASAP</p> <p>Action 4:</p> <p>LG - ASAP</p> <p>Action 5:</p> <p>JZ-Update next meeting</p>

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			<ul style="list-style-type: none"> KG noted that the carpets would benefit from a professional steam clean as they were becoming mouldy. 		
6	Publicity Subcommittee <ul style="list-style-type: none"> Social Media (FB/Insta) Website Marketing 	<u>Standard</u> <ul style="list-style-type: none"> Item 22/010 – Social Media Stats Item 22/011 – Radio Advertising Item 22/012 – Website updates/changes Item 22/013 – General Update and matters arising in prior period. 		Held over for Next Meeting <ul style="list-style-type: none"> Item 22/010 22/011 22/012 22/013 Note: Following changes in Section 9 to Clue, LvE, MS, WB, AG and KG to work on Communications for email and social media.	LvE & MS to work on comms wording for review and approval – Deadline EOD 13.03.22
7	Policies & Procedures Sub-committee	<u>Standard</u> <ul style="list-style-type: none"> Item 22/014 – General Update and matters arising in prior period. 	<ul style="list-style-type: none"> Item 22/014 –Held over 	<ul style="list-style-type: none"> Item 22/014 –Held over 	<ul style="list-style-type: none">
8	Grants & Fundraising Sub-Committee	<u>Standard</u> <ul style="list-style-type: none"> Item 22/015 – General Update and matters arising in prior period. 	<ul style="list-style-type: none"> Item 22/015 –Held over 	<ul style="list-style-type: none"> Item 22/015 –Held over 	<ul style="list-style-type: none">
9	Third Party users of Ballina Players Facility <ul style="list-style-type: none"> Funding Family History Other 	<u>Standard</u> <ul style="list-style-type: none"> Item 22/016 – General Update and matters arising in prior period. Item 22/017 – 	Item 22/017 – AG to speak with 3 rd Party to investigate possibility of theatre hire. <ul style="list-style-type: none"> <i>Hire of Theatre</i> - Mark Corbett @ Lennox Sessions for musical performances & bar 	Item 22/017 – AG to speak with 3 rd Party to investigate possibility of theatre hire.	Item 22/017 – AG week ending 18/03/2022
10	Upcoming Show/Production	<u>Standard – CLUE ONSTAGE</u> <ul style="list-style-type: none"> Item 22/018 – General Update and matters arising in prior period. 	Item 22/018 – <ul style="list-style-type: none"> LvE Updated Committee At least 2 key cast are unable to continue with the show due to personal impacts of the recent flood. 	Item 22/018 – Motion 1: It is moved that the Ballina Players reschedule “Clue on Stage” to a timeslot Friday	

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			<ul style="list-style-type: none"> • After much discussion with the cast and crew they have NO desire to cancel the show as they want to acknowledge the time and effort already put into the show and the set. They would prefer to postpone it. Possibly to the Sept 23 slot. • Substantial General discussion held on the ‘pros’ and ‘cons’ of continuing with the show resulting in the following decisions / motions. • Discussion points included: • Desire to present a strong and professional show. • Desire to use existing set. • Concern over moving Clue and then moving all other / too many other shows. • Concern over the number of times Priscilla has also been postponed. • Possibility for a major show (Priscilla or Mamma Mia) to be moved into the 23/24 season and whether this would go through the submission process. • Concerns over ticketing and subscription impacts due to rescheduling and changing of the season. 	<p>17th June through Sunday 26th June 2022. <i>Moved:</i> MS <i>2nd:</i> DM In Favour: 8 Against: Nil Abstention: 1</p> <p>Motion 2: It is moved that the President approaches Paul & Sue Belsham to choose whether Mamma Mia or Priscilla would be their next show to be held in the Dec 2022 timeslot.</p> <p><i>Moved:</i> JZ <i>2nd:</i> MS In Favour: All Against: Nil</p> <p>Motion 3: It is moved that the President approaches Paul Belsham to request whether “Bless them All” could be performed over the 2022 ANZAC weekend (23, 24 & 25th April)</p> <p><i>Moved:</i> DM <i>2nd:</i> LB In Favour: All Against: Nil</p>	



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11	Future Shows/Productions	<p><u>Standard</u></p> <ul style="list-style-type: none"> • Item 22/019 – Priscilla • Item 22/020 – I Love you, You’re perfect. Now change • Item 22/021 – Mamma Mia • Item 22/022 – Moana • Item 22/023 – Play On. • Item 22/024 - 		<p>Item 22/019 & Item 22/021 – See above 9 - Motion 2</p> <p>Held over Item 22/020 Item 22/022 – Item 22/023 – Item 22/024 –</p> <p>Motion 1: It is moved that the Committee resolves that the shows for the 2023/2024 season be ALL sought through the submission process in October 2022.</p> <p><u>Moved:</u> MS <u>2nd:</u> JZ In Favour: All Against: Nil</p>	
12	Matters Raised for meeting / Committee consideration prior to Committee Meeting	<ul style="list-style-type: none"> • Item 22/025 - Dispute Resolution Sub-Committee 2021 Report • <u>MOTION:</u> “The Committee accept the DRS report tabled at the 2022 AGM.” • Item 22/026 - EOIs Received for DRS membership (BA-8/2/22) • Item 22/027 – Selection 	<ul style="list-style-type: none"> • Discussion held on the DRS report submitted to the 2021/2022 Committee and whether this should be published on the BP Website. • WB – Stated that it is his belief that the DRS is a sub-committee of the Management Committee and therefore any submissions / reports by it are noted by the Committee but not published. 	<p>Item 22/025 - Motion 1: It is moved that the Committee resolves that the DRS is a subcommittee of the Management Committee and The Committee accepts the DRS report as tabled.</p> <p><u>Moved:</u> MS <u>2nd:</u> JZ In Favour: All Against: Nil</p> <p>Items 22/026 & 22/027</p>	<p>Item 22/025</p> <ul style="list-style-type: none"> • Closed no further action. • Item 22/026 – AG & DM to interview prior to next meeting • Item 22/027 – AG & DM to present findings to next meeting



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		Methodology for DRS membership (BA-8/2/22)		<p>Motion 1: It is moved that AG approach each Member who has lodged an EOI to determine their interest in the role and ask questions as to relevant background such as qualifications and experience they will bring to the role and present findings to the Committee. The Committee will then vote by secret ballot for the DRS membership.</p> <p><i>Moved:</i> JZ <i>2Nd:</i> DM In Favour: All Against: Nil</p> <p>DM offered to attend the interviews with AG: this was considered desirable, and unanimously agreed to.</p>	

Meeting Closed: 6.55 pm

Accepted as a true and correct record of the meeting:

PRESIDENT'S SIGNATURE:

Date of acceptance: