

AGENDA
MANAGEMENT COMMITTEE MEETING

Thursday 30th June 2022

Agenda: Meeting Time: 6:00pm
Minutes: Meeting Commenced: 6:00pm

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

Item:	Agenda Item	Action/Matters arising	Raised by	Discussion Held	Action / Actioner & Timeline
1	Acknowledgement of Country	<i>Nil - Standard</i>			
2	Confirmation of Minutes from last meeting <ul style="list-style-type: none"> • Discussion & Review • Motion of acceptance 	<u>MOTION:</u> It is moved that the minutes from the last meeting(s) be accepted: 24/03/22 12/04/22 19/04/22 17/05/22	<ul style="list-style-type: none"> • AG-Secretary 	<ul style="list-style-type: none"> • Moved: WB • Seconded: DM • Voted: Unanimous 	<ul style="list-style-type: none"> • Nil
3	Business Arising from previous minutes (not covered)	<i>Standard</i> Item 22/XXX - TBC		Nil	<ul style="list-style-type: none"> • Nil

			Discussion Held		Action / Actioner & Timeline
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	by standard Agenda items below and noted):	Item 22/XXX - TBC		Nil	• Nil
4	New Members	<u>Standard</u> Item 22/002 – New Members (financial)	• 22/002 - KG-	Noted circular approval of <ul style="list-style-type: none"> • LJ Creighton-Kemp (junior member) • C Davis • R McGregor 	• Nil
5	Treasurers Report for prior period <ul style="list-style-type: none"> • Discussion & Review • Motion of acceptance 	<u>Standard</u> <ul style="list-style-type: none"> • The treasurer moves that the financial statements from May 2022 be accepted: Moved: KG Seconded: Voted: 	• KG-Treasurer	<ul style="list-style-type: none"> • Held over for next meeting 	• Nil
4	Facility Review [insert any facility maintenance or activities in prior period or upcoming]	<u>Standard</u> <ul style="list-style-type: none"> • Item 22/003 – General Update and matters arising in prior period. • Item 22/004 – Annexe anti-mould works : Airconditioning / (Painting east wall exterior) (BA-8/2/22 & 10/3/22) • Item 22/006 – Micing Area in Green Room design and options (BA-8/2/22) – carry over • Item 22/007 – Shelving in Annexe for Costume Storage (BA-8/2/22) – closed Lynn Gough of props in lower level of the annexe 	<ul style="list-style-type: none"> • 22/003 - WB 22/004 – JZ • 22/006 - AG 22/007 - AG 	Item 22/004 & Item 22/058 - <ul style="list-style-type: none"> • Motion: that the quotes from Darren Kahn for external painting of the annexe east and the south walls (as submitted to Committee for review) be accepted; Proposed: JZ Seconded: LvE Voted: Unanimous • and that the choice of colour is to be determined at a site meeting. A suitable contribution will be sourced from the BP neighbour towards the portion of the overall cost of the project. • Neighbour requests Dark green colour • WB suggests painting – Brown or Caramel Item 22/009 – JZ confirmed submission of plans to Council but nil response to date. JZ	22/004: JZ to arrange painting, subject to colour choice as per item 22/058

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		<ul style="list-style-type: none"> • Item 22/009 – Rear ‘courtyard’ fence design and Council feedback • Item 22/040 – Electrical Issues • Item 22/043 -DRAFT Venue Hire Application Form – <i>See Attachments – carry over</i> • Item 22/044 -Lease application submitted to Council. • Item 22/054 -Gutter cleaning – <i>See attached.</i> • Item 22/057 - Opposite Prompt Side Stage Fire escape door – door handle does not comply with escape requirements – needs to be same as green room door. • WB who has signature on keys • KG also needs a door place • Needs single action replacement door. • Item 22/058 – Letter received from neighbour Brett Schofield requesting removal of the pine tree on the Street boundary painting of annexe east wall. 	<ul style="list-style-type: none"> • 22/009 – AG • 22/040 - MS • 22/043 - JZ • 22/044 – AG & WB • 22/054 – MS • 22/057 – JZ 	<p>sought approval to visit council in person. Agreed unanimously.</p> <p>Item: 22/054 – General discussion on need to complete gutter works (inc. in capital works for replacement or repair proposed in the lease).</p> <p>Motion: that the full quotes (as submitted to Committee) for both the gutter cleaning and gutter rectification works be accepted. Proposed: WB Seconded: JZ Voted: Unanimous</p> <p>KG- Questioned expenditure of the above approved works and potential further expenditure on the facility (micing and gates etc).</p> <ul style="list-style-type: none"> • WB – Stated that the maintenance and repair works would be critical to the ongoing facility and therefore possible ‘nice to have’ capital works might have to be delayed until sufficient funds are available. (e.g. Fence and sound booth could wait). • General Discussion that BP should advise the neighbour that the tree is property of Ballina shire council and as such out of BP control. 	<p>22/009 – JZ to contact Council</p> <p>22/054– MS to arrange gutter works</p> <p>22/058 - AG to write to neighbour with confirmation that the painting has been agreed and with a request for onsite meeting and payment contribution.</p>
5	Publicity Subcommittee	<i>Standard</i>	<ul style="list-style-type: none"> • 22/010 - LvE 	22/010 -	<ul style="list-style-type: none"> • Nil

Item:	Agenda Item	Action/Matters arising	Raised by	Discussion Held	Action / Actioner & Timeline
	<ul style="list-style-type: none"> • Social Media (FB/Insta) • Website • Marketing 	<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. • Item 22/053 –Daniel Pereira to shoot and edit a promotional video for Ballina Players 	<ul style="list-style-type: none"> • 22/011 - LvE • 22/012 – MS • 22/013 – LvE / Committee • 22/053 – LvE / Committee 	<ul style="list-style-type: none"> • LvE – FB - 300 people reached, 12 new page likes 822 page visits • Instagram – 417 accounts engage 95, 385 followers <p>22/011</p> <ul style="list-style-type: none"> • Radio – went with ZZZ for Clue (Committee mentioned that they all heard it a few times) • Interviews completed with Lloyd – Brekkie show who also came to opening night and was positive and also interested in doing a community piece in the future. <p>22/013</p> <ul style="list-style-type: none"> • In contact with the WAVE for editorials • Keen for monthly awareness or an inclusion of a show. • 20% discount if 173.60 per month in both magazine. <p>22/053</p> <ul style="list-style-type: none"> • Daniel P – Keen to proceed just need to coordinate times etc. 	
6	Policies & Procedures Sub-committee	<p><u>Standard</u></p> <ul style="list-style-type: none"> • Item 22/014 – General Update and matters arising in prior period. 	<ul style="list-style-type: none"> • 22/014 - AG 	<ul style="list-style-type: none"> • Nil Update 	<ul style="list-style-type: none"> • Nil
7	Grants & Fundraising Sub-Committee	<p><u>Standard</u></p> <ul style="list-style-type: none"> • Item 22/015 – General Update and matters arising in prior period. 	<ul style="list-style-type: none"> • 22/015 – Committee 	<ul style="list-style-type: none"> • Nil Update 	<ul style="list-style-type: none"> • Nil
8	Third Party users of Ballina Players Facility <ul style="list-style-type: none"> • Fusing • Family History 	<p><u>Standard</u></p> <ul style="list-style-type: none"> • Item 22/016 – General Update and matters arising in prior period. 	<ul style="list-style-type: none"> • 22/016 – WB / AG • 22/017 – AG 	<ul style="list-style-type: none"> • Nil update other than Lennox Sessions seeking to meet for planning of possible hire. AG to arrange. 	<ul style="list-style-type: none"> • AG to arrange meeting with

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	<ul style="list-style-type: none"> Other 	<ul style="list-style-type: none"> Item 22/017 – <i>Hire of Theatre</i> – New contact @ Lennox Sessions Item 22/047 Funsing – Update Item 22/048 - Family History – Update on prior period Item 22/041 - Leanne B – 50Th Birthday @ 23rd July 22 	<ul style="list-style-type: none"> 22/047 – General 22/048 – General 22/041 – LB 		Lennox Sessions.
9	Recent & Upcoming Show/Production	<p><u>Standard – BLESS ‘EM ALL</u></p> <p>Item 22/042 – General Update and matters arising in prior period.</p> <ul style="list-style-type: none"> Sales Report Final Production Finance Report <p><u>Standard – CLUE ONSTAGE</u></p> <p>Item 22/018 – General Update and matters arising in prior period.</p> <ul style="list-style-type: none"> Sales Report Director’s Report Issues arising & learnings (Question over staggered audience arrival times- JZ) 	<ul style="list-style-type: none"> 22/042 – General 22/018 – General 	<ul style="list-style-type: none"> WB –Reported that during Sunday Matinee of Clue a presentation was made of the promised funds to the Vietnam Vets WB – Suggests LvE arranges possible photos opportunity for social media with charities. <p>General discussion on future Staggered arrival and an amendment to the Website to state “bar is open” from 7:15 please arrive in plenty of time to be seated.</p> <p>DM –Suggested we explore the opportunity to provide Hot Chocolate in the cafe</p>	22/042 – LvE Photo Opp. TBA
10	Future Shows/Productions	<p><u>Standard</u></p> <p>Item 22/020 – I Love you, You’re perfect. Now change</p> <ul style="list-style-type: none"> General Update and matters arising in prior period or upcoming. See Attachment 	<ul style="list-style-type: none"> 22/020 – General 	<p>22/020 – Update provided by Production team and taken as read,</p> <p>22/021 - WB –Asked AG to request to production team and crew details for Mamma Mia.</p>	

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		<p>Item 22/021 – Mamma Mia</p> <ul style="list-style-type: none"> • <i>General Update and matters arising in prior period or upcoming.</i> <p>Item 22/022 – Moana</p> <ul style="list-style-type: none"> • <i>General Update and matters arising in prior period or upcoming.</i> <p>Item 22/023 – Play On</p> <ul style="list-style-type: none"> • <i>General Update and matters arising in prior period or upcoming.</i> 	<ul style="list-style-type: none"> • 22/021 – General • 22/022 – General • 22/023 – General 	<p>KG – Reported that she has asked Sue Belsham to transfer the costume float allocated for PQOTD to Mama Mia; she is awaiting confirmation.</p>	
11	Matters Raised for meeting / Committee consideration prior to Committee Meeting	<p>Item 22/028 – Dispute Resolution Sub-Committee Mission Statements / Procedures</p> <ul style="list-style-type: none"> • <i>To be added to PaPS</i> <p>Item 22/029 – DRS Committee Operations / Committee Members expectations & confidentiality</p>	<ul style="list-style-type: none"> • 22/028 – DM/AG • 22/029 – WB 	<ul style="list-style-type: none"> • AG reported all nominees have been contacted to confirm their acceptance of the roles and a meeting is yet to be planned for the first convening of the Subcommittee. 	<ul style="list-style-type: none"> • 22/029 TBA Meeting
12	General Business	<p>Item 22/030 - Communications In / Out</p> <p>Item 22/031 – Community Theatre</p> <p>Item 22/034 -First Aid</p> <ul style="list-style-type: none"> • <i>First Aid Officers – Need to review currency2022</i> 	<ul style="list-style-type: none"> • 22/030 – AG • 22/031 – General • 22/034 – General 	<ul style="list-style-type: none"> • Nil update 	<ul style="list-style-type: none"> •
13	Any other business	<p>Item 22/046 -Hearing Augmentation information</p> <p>Item 22/051 - Google calendar with all the committee dates on it</p>	<ul style="list-style-type: none"> • 22/046 – HF • 2/051 – AG 	<p>Item 22/046 - Held Over as HF not present</p> <p>Item 22/051 – AG is working on Calendar</p>	<ul style="list-style-type: none"> • • • • 22/051 AG - Next Meeting

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		<p>Item 22/052 - Orientation' booklet with the 'need to know' information for new members to the committee might be really useful,</p> <p>Item 22/055 – Proposed spreading of Mike Ball ashes in Swift Street garden area</p> <p>Item 22/056 – Issues with Google : FYI to Committee</p>	<ul style="list-style-type: none"> • 22/052 – AG / General <p>22/056 – WB</p>	<p>Item 22/052 – Held over</p> <p>Item 22/055 – WB confirms Mike Balls ashes to be buried in biodegradable container in BP front gardens (01/07/22 @ 10am) and Margaret would like to plant a rosemary bush / install a plaque in Mikes memory. Small event to be held onsite with Bp providing space for a table for sandwiches etc and refreshments.</p> <p>WB – Margaret Ball has indicated a possible donation to theatre</p> <p>Item 22/056 – AG updated that Kristen @ Funsing’s mobile has bene published on Google as the BP phone number. Alex G is disputing this with google.</p>	

Minutes: Meeting Closed: 7.15pm

PRESIDENT’S SIGNATURE:

Date of acceptance: