



**MINUTES OF THE
MANAGEMENT COMMITTEE MEETING**

Tuesday 17th May 2022 (rescheduled from 10.05.22)

Minutes: Meeting Commenced: **6:03pm**

<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
	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>Apologies</u>	Liz van Eck – Committee (LvE)

Item:	Agenda Item	Action/Matters arising	Discussion Held	Action Arising	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	The secretary moves that the minutes of the last meeting be accepted: Moved: AG Seconded: ---- Voted: -----	AG-Secretary <ul style="list-style-type: none"> It was noted that prior minutes could be approved via circular resolution after the meeting to allow time to review. NOTE: amend when meeting paused...possibility to review on 24/05/22 KG noted “KG” not used throughout in ref to Karen G and also noted some typos. 		

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			<ul style="list-style-type: none"> DM noted 12/04/22 still retained the word 'agenda' instead of minutes, DM noted the referred to preferred name as well as preferred pronoun 		
3	Business Arising from previous minutes (not covered by standard Agenda items below and noted):				
4	New Members	<u>Standard</u> Item 22/002 – New Members (financial)	22/002 - KG- Nil reported		
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 April 2022 be accepted: Moved: KG Seconded: Voted: 	<p>KG-Treasurer</p> <ul style="list-style-type: none"> Cash – Total \$110,660.48 Balance Sheet report almost \$30k less than last year P/L Neg \$5,709.45 (inc insurance \$3500, Fridge repair etc) <p>Questions raised</p> <ul style="list-style-type: none"> JZ – Questioned the status of a separate report for Bless 'Em all ?? KG stated the report is in Draft currently as reconciling impacts to April / May accounts need to be captured. JZ – Questions the reference to Written off Bar Stock and reference to 'Flood' in the 		

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			<p>write off title. Questions whether the stock was Out of Date and then where has it gone/how is written off stock handled?</p> <ul style="list-style-type: none"> • KG – Reported that the written off stock is usually ‘wasted’ (e.g. poured down sink). • KG – Reported that ‘Flood’ was used as the stock went out of date due to flood delays to shows and inability to sell/consume and is similar to the “2021 COVID Stock write off”. <p>MOTION</p> <ul style="list-style-type: none"> • The treasurer moves that the financial statements from April 2022 be accepted: • Moved: KG • Seconded: DM • Voted: Unanimous 		
6	Facility Review [insert any facility maintenance or activities in prior period or upcoming]	<p><u>Standard</u></p> <ul style="list-style-type: none"> • Item 22/003 – General Update and matters arising in prior period. • Item 22/004 – Airconditioning / Annexe Mould 	<ul style="list-style-type: none"> • 22/003 – WB - Nil • 22/004 – JZ <ul style="list-style-type: none"> • JZ - Painting external wall of Annexe– Reported that 6 painters had been approached. 2 responded but cannot do it until Aug or Sept. But none have turned up to quote. 		

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		<p>(BA-8/2/22 & 10/3/22)</p> <ul style="list-style-type: none"> • 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 22/009 – Rear ‘courtyard’ fence • Item 22/040 – Electrical Issues • Item 22/039 - Voluntary Workers Insurance Renewal Declaration Needed for renewal EOM April 2022. • Item 22/045 – Public Liability Insurance Renewal. • Item 22/043 - DRAFT Venue Hire Application Form – <i>See Attachment</i> 	<ul style="list-style-type: none"> • HF questioned reason for need to paint. • JZ summarised that the annexe has a single skin. wall of Besser block, which is pervious to water unless waterproofed. • When built, the annexe was painted externally to waterproof the wall. This paint has deteriorated over time and is now letting water through, but is not peeling therefore a repainting will restore the waterproofing. A silicone coating will not work over previously painted surface. • 22/009 – JZ <ul style="list-style-type: none"> • JZ sent out report. • WB agrees with school fencing 10x10 mesh that can see through. • JZ – proposing the ‘Guard’ is not see through • KG – Questions using a horizontal bar instead of vertical or a lever handle such as the Greenroom external door. • JZ – Research cheaper to buy and no frame needed. Also can open just the one (leaving 2nd closed) • Use top and bottom as bottom only would allow the 	<ul style="list-style-type: none"> • 22/006 - JZ • JZ sent out drawings – Matter to be carried over • 22/007 - AG – To follow up for next meeting 	<p>22/007 – AG –Next meeting</p>

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		<ul style="list-style-type: none"> Item 22/044 - Lease application received from Council. 	<p>gate to distort and possibly be forced open.</p> <ul style="list-style-type: none"> Gate will be 2300 high to allow deliveries AG to get council info from Mel Dorian and forward to JZ. JZ to talk to Council person once AG has obtained name. <ul style="list-style-type: none"> 22/040 - MS – Nil update 22/039 – AG - Submitted 22/045 – AG - Submitted 22/043 – JZ <ul style="list-style-type: none"> JZ Venue hire form – JZ has include the latest version. Point raised by Peter Harding as circulated need further discussion, including: <ul style="list-style-type: none"> - Provision of alcohol. Service of Alcohol – Areas required Number of people on site Provision and operation of equipment Food preparation and service <p>It was agreed separate Terms & Conditions would apply for private functions and commercial events</p> <p>22/044 – AG & WB – Docs needed for submission</p> <ul style="list-style-type: none"> a copy of the public liability insurance certificate of 	<p>22/044 – AG – Submission to be prepared</p>	<p>22/044 – AG – Submission to be prepared</p>

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			currency for \$20million, noting Ballina Shire Council as an interested party; <ul style="list-style-type: none"> • a profit and loss statement; and • a copy of any liquor licence held. 		
7	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. • MOTION: It is moved that Ballina Players employ Daniel Pereira to shoot and edit a promotional video for Ballina Players for the quoted guide of \$450-\$500 (price dependant on amount of editing required). 	<ul style="list-style-type: none"> • 22/010 - LvE - Nil • 22/011 - LvE - Nil • 22/012 – MS – Nil update • 22/013 – LvE / Committee • MOTION: It is moved that Ballina Players employ Daniel Pereira to shoot and edit a promotional video for Ballina Players for the quoted guide of \$450-\$500 (price dependent on amount of editing required). • Proposed: Liz van Eck (in absentia) • Seconded: MS • Unanimous 	<ul style="list-style-type: none"> • 22/013 – LvE to confirm with Danial P 	<ul style="list-style-type: none"> • 22/013 – LvE to update at next meeting

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6	Policies & Procedures Sub-committee	<i>Standard</i> Item 22/014 – General Update and matters arising in prior period.	22/014 - AG		
7	Grants & Fundraising Sub-Committee	<i>Standard</i> Item 22/015 – General Update and matters arising in prior period.	22/015 – Committee – Held Over		
8	Third Party users of Ballina Players Facility <ul style="list-style-type: none"> • Funsing • Family History Other	<i>Standard</i> <ul style="list-style-type: none"> • Item 22/016 – General Update and matters arising in prior period. • Item 22/017 – • <i>Hire of Theatre -</i> Mark Corbett @ Lennox Sessions • Item 22/047 Funsing – Update on Easter period • Item 22/048 - Family History – Update on prior period • Item 22/049 - Morning Melodies 	<ul style="list-style-type: none"> • 22/016 – WB / AG • 22/017 – AG • 22/047 – General <ul style="list-style-type: none"> • WB all happy and seemed. • 22/048 – General • 22/049 –It was agreed by all who saw the event that it went well. <ul style="list-style-type: none"> • DM moved a vote of thanks for KG, who had stayed on to operate the lighting on the 25th on request. Agreed. • JZ reported that a notable number of people said it was 		

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		<ul style="list-style-type: none"> – Update on prior period • Item 22/050 - Natalie Antoine – Clinic • Item 22/041 - Leanne B – 50Th Birthday @ 23rd July 22 	<p>a fantastic venue and they prefer to come here rather than the RSL.</p> <ul style="list-style-type: none"> • HF – Reported she had also been told this. • Natalie Antoine - WB thinks could continue. • KG - Concerns over sets etc 		
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 • Director’s Report <p>MOTION: It is moved that a donation of \$600 be made to both Legacy and the Vietnams Veterans Association resulting from the Bless ‘Em All show success & takings.</p> <ul style="list-style-type: none"> • Proposed: KG • Seconded: XXX <p>TBA</p> <p><u>Standard – CLUE ONSTAGE</u></p>	<ul style="list-style-type: none"> • 22/042 – General <p>KG – Small show done quickly (if applies show fees (gen expenses deductions) then make about \$200). \$615 per performance.</p> <p>WB – Notes and explains General Expenses applied Pro-rata</p> <p>Ticket sales were approx. \$1,600</p> <p>MOTION: It is moved that a donation of \$600 be made to both Legacy and the Vietnams Veterans Association resulting from the Bless ‘Em All show success & takings.</p> <ul style="list-style-type: none"> • Proposed: KG • Seconded: MS • Unanimous 		

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		<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 • Invitations for VIPs • COVID Rules • FOH Roster/Duty Manager 	<p>WB to work with Alan Britt and Graham Gooding to take photo and press etc.</p> <p>Great show!</p> <ul style="list-style-type: none"> • 22/018 – General 		
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"> • <i>General Update and matters arising in prior period or upcoming.</i> • <u>See Attachment</u> <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> 	<ul style="list-style-type: none"> • 22/020 – General – Attachment taken as read • 22/021 – General AG to contact Paul Belsham for an update of crew details and auditions • 22/022 – General AG to contact Peter Harding for an update of crew details and auditions 22/023 – General 	<ul style="list-style-type: none"> • 22/021 –AG to seek update for next meeting • 22/022 – AG to seek update for next meeting 	<ul style="list-style-type: none"> • 22/021 –AG to seek update for next meeting • 22/022 – AG to seek update for next meeting

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		<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> 			
11	Matters Raised for meeting / Committee consideration prior to Committee Meeting	<p>Item 22/026 - EOIs Received for DRS membership (<i>BA-8/2/22 & 10/3/22</i>)</p> <p>Item 22/027 – Selection Methodology for DRS membership (<i>BA-8/2/22 & 10/3/22</i>)</p> <p>Item 22/028 – Sub-Committee Mission Statements / Procedures</p> <ul style="list-style-type: none"> • <i>To be added to PaPS</i> <p>Item 22/029 – Committee Operations / Committee Members expectations & confidentiality</p>	<ul style="list-style-type: none"> • 22/026 – Update on EOI interviews AG • AG reported on meeting/interview process and the high level of interest and obvious commitment from all EOI responders. • 22/027 – AG & DM • AG & DM commented upon difficulty in choosing 3 from the 4 remaining applicants. • 22/028 –DM/AG • Proposed recommendation that the DRS Subcommittee of 3 be made up of: <ul style="list-style-type: none"> • Dannii Neaves • Graham Cork • Helen Zaat • Recommend a 4th ‘Backup Member’ be nominated who would be called upon in the event of a ‘conflict of interest’ with the DRS. 	<ul style="list-style-type: none"> • 22/028 – Notify of decision and seek confirmation of acceptance • 22/029 – Schedule meeting with new DRS 	<ul style="list-style-type: none"> • 22/028 – AG prior to next meeting • 22/029 – WB/AG to arrange post acceptance by DRS members

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			<ul style="list-style-type: none"> • Bev Peart would be asked to accept this nomination.: AG to arrange • 22/029 – WB • Need to meet with DRS to explain they are there to mediate, not provide solutions. WB / AG to arrange 		
12	General Business	<p>Item 22/030 - Communications In / Out</p> <p>Item 22/031 – Community Theatre</p> <p>Item 22/033 - Annual Celebration – Summary / Review and Update</p> <p>Item 22/034 -First Aid</p> <ul style="list-style-type: none"> • <i>Training</i> • <i>First Aid Officers – 2022</i> <p>Item 22/035 -Promotion of Responsible Service of Alcohol training</p>	<ul style="list-style-type: none"> • 22/030 – AG • 22/031 – General • 22/033 – General 	All held over	



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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> <p>Item 22/052 - Orientation' booklet with the 'need to know' information for new members to the committee might be really useful,</p>	<ul style="list-style-type: none"> • 22/046 – HF • 22/051 – AG • 22/046 – AG / General 	All held over	
			<p>IT WAS AGREED TO SUSPEND THE MEETING DUE TO THEATRE REHEARSAL REQUIREMENTS, AND THAT THE MEETING WILL RECONVENE AT 6PM ON TUESDAY 24 MAY</p>		

Meeting Suspended : 7.14pm
 Accepted as a true and correct record of the meeting:
 PRESIDENT’S SIGNATURE:
 Date of acceptance: