



**BALLINA PLAYERS INC.**

**MINUTES GENERAL MEETING**

**18<sup>th</sup> October 2022**

Meeting opened: 6.03pm

PRESIDENT Warwick Binney welcomed members to the meeting and reminded everyone to sign the attendance sheet.

<b><u>Present</u></b>	<b>Warwick Binney – President (WB) - Chair</b>	In Person	<b>Deb Johnson</b>	Apology
	<b>Diana Mason – Vice-President (DM)</b>	In Person	<b>Cathy Puglesi (CP)</b>	In Person
	<b>Alex Geikie – Secretary (AG)</b>	In Person	<b>Leanne Broadley – Committee (LB)</b>	In Person
	<b>Liz van Eck – Committee (LvE)</b>	In Person	<b>Andrew Broadley (AB)</b>	In Person
	<b>Helen Felsch – Committee (HF)</b>	In Person	<b>Paul Belsham (PB)</b>	In Person
	<b>John Zaat – Committee (JZ)</b>	Apology	<b>Robin Quinlivan (RQ)</b>	In Person
	<b>Mike Sheehan – Committee (MS)</b>	In Person	<b>Lyn Gale (LGa)</b>	In Person
	<b>Karen Goodsell – Treasurer (CG)</b>	In Person	<b>Helen Zaat (HZ)</b>	Apology
	<b>Peter Harding (PH)</b>	In Person	<b>Jenn Zaat (JZ2)</b>	Apology
	<b>Belinda Toth (BT)</b>	In Person	<b>Mel Dorian</b>	In Person
	<b>Fran Legge (FL)</b>	Zoom	<b>Kristen Lodge</b>	Zoom
	<b>Sue Belsham (SB)</b>	In Person	<b>Shirley Scott (SS)</b>	In Person
	<b>Lynn Gough (LG)</b>	In Person	<b>Michael Kuter (MK)</b>	Apology

<b>Item:</b>	<b>Agenda Item</b>	<b>Action/Matters arising</b>	<b>Raised by or Action</b>	<b>Discussion / feedback</b>
1	Acknowledgement of Country	<i>Nil - Standard</i>		
2	<b><u>Confirmation Of Minutes of General</u></b>	<i>Proposed: AG</i>	• Closed	• Closed



Item:	Agenda Item	Action/Matters arising	Raised by or Action	Discussion / feedback
	<u>meeting held on:</u> 19 <sup>th</sup> April 2022	<u>Secinded: Diana Mason (DM)</u> <u>Unanimous</u>		
3	<u>Management Committee Minutes:</u>	<u>Published</u> 12 <sup>th</sup> July, 9 <sup>th</sup> August, 13 <sup>th</sup> September	• Closed	• Noted & Closed
4	<u>Business arising from Management Minutes or from operations during prior period:</u>  Dispute Resolution Sub-Committee	Facility works commissioned / completed at Ballina Players Theatre <ul style="list-style-type: none"> <li>○ Painting – External walls</li> <li>○ Gutter Cleaning and Repairs</li> <li>○ Key Register and Reconciliation</li> <li>○ Renewal of property lease with Ballina Council</li> <li>○ Doors and signage – Staff area / kitchen</li> <li>○ Development of Venue Hire Application form</li> </ul>	•	<ul style="list-style-type: none"> <li>• WB Provided summary update of matters. <ul style="list-style-type: none"> <li>○ Painting – External walls <ul style="list-style-type: none"> <li>▪ BP neighbour approached Committee to paint the Annexe side walls green.</li> <li>▪ BP has come to agreement that the neighbour will make a 50% contribution to the works.</li> <li>▪ BP provided 3 colour options that would be in keeping with the remainder of the building.</li> <li>▪ Neighbour has been invoiced and paid contribution already</li> <li>▪ Works will be completed prior to or after Mamma Mia.</li> <li>▪ Committee makes special thanks to JZ for works with painter and neighbour negotiations.</li> </ul> </li> <li>○ Gutter Cleaning and Repairs <ul style="list-style-type: none"> <li>▪ MS arranged for gutters to be</li> </ul> </li> </ul> </li> </ul>



Item:	Agenda Item	Action/Matters arising	Raised by or Action	Discussion / feedback
		<p>Future facility works discussed for Ballina Players Theatre</p> <ul style="list-style-type: none"> <li>○ Micing Area in Green Room</li> <li>○ Rear Courtyard fencing &amp; Security</li> </ul> <p>Update on DRS EOI process</p> <ul style="list-style-type: none"> <li>○ Nominations and Appointment</li> <li>○ Planned development of Policy &amp; Procedures</li> </ul>		<p>cleaned now complete.</p> <ul style="list-style-type: none"> <li>▪ Contractor noted some areas of the gutter guard had deteriorated and these were also fixed.</li> </ul> <ul style="list-style-type: none"> <li>○ Key Register and Reconciliation <ul style="list-style-type: none"> <li>▪ Review and reconciliation now complete.</li> <li>▪ Peter H retains the register and is authorised to arrange keys with the locksmiths.</li> </ul> </li> <li>○ Renewal of property lease with Ballina Council <ul style="list-style-type: none"> <li>▪ Committee has received a draft lease for review and execution from Council.</li> <li>▪ Lease has a few clauses that need to be understood and compared to prior leases (e.g. requirement for keys to be keyed to the Council system).</li> <li>▪ AG also noted a change from a \$1 peppercorn rent to the NSW Gazetted Minimum Statutory rent (approx. \$543)</li> </ul> </li> <li>○ Development of Venue Hire Application form <ul style="list-style-type: none"> <li>▪ Committee (drafted by JZ) have developed a simplified 'Application'</li> </ul> </li> </ul>



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				<p>form that seeks to capture what does hirer needs.</p> <ul style="list-style-type: none"> <li>▪ Committee has bene approached by a number of small / short hires and most recently by Tamara Smith’s office (single meeting of approx. 100 people in early Dec). Form to be trialled with this request.</li> <li>○ Doors and signage - Staff area/Kitchen <ul style="list-style-type: none"> <li>▪ HF has sourced a “Staff only” sign for kitchen area following issued with the public seeking to access during the last show.</li> </ul> </li> <li>○ Micing Area in Green Room – To be postponed due to other capital and maintenance works needed.</li> <li>○ Rear Courtyard fencing &amp; Security – To be quoted and assessed under the management of JZ.</li> </ul> <p>Update on DRS – Introduction meeting held 6<sup>th</sup> September with President, Secretary and DRS members</p>
5	Show updates	Update on Ballina Players productions in 2022-2023 – Warrick	•	<ul style="list-style-type: none"> <li>○ Clue On Stage <ul style="list-style-type: none"> <li>▪ Congratulations to Fran and Clue –</li> </ul> </li> </ul>



Item:	Agenda Item	Action/Matters arising	Raised by or Action	Discussion / feedback
		<ul style="list-style-type: none"> <li>○ Clue On Stage               <ul style="list-style-type: none"> <li>○ Summary overview</li> </ul> </li> <li>○ I Love You, You're Perfect, Now Change               <ul style="list-style-type: none"> <li>○ Summary update</li> </ul> </li> <li>○ Mamma Mia               <ul style="list-style-type: none"> <li>○ Summary update</li> <li>○ Charity Nights</li> </ul> </li> <li>○ Moana Jnr               <ul style="list-style-type: none"> <li>○ Summary update</li> <li>○ Charity Nights</li> </ul> </li> </ul>		<p>The show went particularly well and was and was great fun</p> <ul style="list-style-type: none"> <li>○ I Love You, You're Perfect, Now Change               <ul style="list-style-type: none"> <li>▪ Cast and crew had great time,</li> <li>▪ Tickets sales picked up during show</li> <li>▪ Accounts yet to be completed.</li> </ul> </li> <li>○ Mamma Mia               <ul style="list-style-type: none"> <li>▪ Show progressing well.</li> <li>▪ 90 tickets sold to cast and subscribers . But then when open to General Public we sold 700 in one day.</li> <li>▪ Already ½ sold out</li> <li>▪ Also noted Jordon S gave a shout out on the radio today</li> <li>▪</li> </ul> </li> <li>○ Moana Junior               <ul style="list-style-type: none"> <li>▪ P Harding reported that the Kids are excited and rehearsals are going well.</li> <li>▪ Cast coming together and supportive of each other.</li> </ul> </li> </ul>
6		<p><b>Publicity and Social Media</b></p>	•	<ul style="list-style-type: none"> <li>○ LvE – New video for Mamma Mia by Dan P is excellent.</li> <li>○ Social media presence is scheduled and mamma Mia posts are being made</li> </ul>



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				<p>regularly.</p> <ul style="list-style-type: none"> <li>○ Mamma Mia is also listed on “whats on” Google after much effort by MS and LvE.</li> </ul> <p>WB Notes that the Charity Nights are being well received with the Scope club being totally sold out whilst selling tickets at \$30, Our Kids are ½ sold out at \$64.95 (Eventbrite inc. fees and donation)</p>
7	Treasurers Reports	<p><b>The Treasurers reports were presented.</b></p> <ul style="list-style-type: none"> <li>▪ Acceptance proposed by:</li> <li>▪ Seconded:</li> </ul>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>○ Moved: KG    Seconded: RQ</li> <li>○ Accepted.</li> <li>○ WB noted that Show expenses now inc cleaning as the last season was missing /short one show this year (therefore reducing show/performance overhead recovery)</li> </ul>
8	Inwards and Outwards Correspondence	Tabled as per Agenda and read out by WB	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>○ Reviewed</li> </ul>
9	Any other Business	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>• Next Committee Meeting</li> </ul>	<ul style="list-style-type: none"> <li>○ Mel D – Noted a dust issue where insulation meets wall in Costume area.</li> </ul>

**General Business:**

- Next Meeting- AGM

Meeting closed at: 6.33pm

PRESIDENT’S SIGNATURE: