

MINUTES
MANAGEMENT COMMITTEE MEETING

Tuesday 11th April 2023



Agenda: Meeting Time: 6:00pm
Minutes: Meeting Commenced: 6:13pm

<u>Present</u>	<u>Present</u>	<u>Via</u>	<u>Apologies</u>
	Warwick Binney – President (WB) - Chair		Apology
	Peter Harding – Vice-President (PH)	In-Person	
	Alex Geikie – Secretary (AG)	In-Person	
	Karen Goodsell – Committee (KG)	In-Person	
	Diana Mason – Committee (DM)	In-Person	
	Helen Felsch – Committee (HF)	Zoom	
	Mike Sheehan – Committee (MS)	In-Person	

Item:	Agenda Item	Action/Matters arising	Raised by	Discussion
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 	Item 23/001 The secretary seeks approval of the minutes from the last meetings (14.03.23) Moved: AG Seconded: Voted:	<ul style="list-style-type: none"> • 23/001 AG-Secretary 	<ul style="list-style-type: none"> • Moved: AG • Seconded: PH • All in favour
3	Business Arising from previous minutes (not covered by standard Agenda items below and noted):	<i>Standard</i> Item 22/XXX - TBC Item 22/XXX - TBC		
4	New Members	<i>Standard</i> Item 23/002 – New Members (financial)	<ul style="list-style-type: none"> • 23/002 KG 	<ul style="list-style-type: none"> • Item 23/002 • KG reports 7 new adult members and 2 Juniors.

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5	<p>Treasurers Report for prior period</p> <ul style="list-style-type: none"> • Discussion & Review • Motion of acceptance 	<p><i>Standard</i></p> <p>Item 23/003 –</p> <ul style="list-style-type: none"> • The treasurer presents the financials for <ul style="list-style-type: none"> ○ Mamma Mia ○ Moana Jnr <p>Item 23/004 –</p> <ul style="list-style-type: none"> • The treasurer moves that the financial statements from March 2023 be accepted: Moved: KG Seconded: Voted: <p>Item 23/036 – Term Deposit.</p> <p>Item 23/037 – Asset Register Review.</p>	<ul style="list-style-type: none"> • 23/003 KG-2022 Treasurer • 23/004 KG-2022 Treasurer • 23/036 KG • 23/037 KG & PH 	<p>Item 23/003</p> <ul style="list-style-type: none"> • Financials held over for next meeting. <p>Item 23/004</p> <ul style="list-style-type: none"> • Financials held over for next meeting. KG notes that Xero has been out of synch with statements requiring additional work. • HF questions receipt of Mamma Mia Programme credit., KG confirms not received. • ACTION: HF to follow up. <p>Item 23/036</p> <ul style="list-style-type: none"> • KG notes that \$30k has been placed on Term Deposit with the other \$20k returned due to not meeting timeline for submission.
4	<p>Facility Review [insert any facility maintenance or activities in prior period or upcoming]</p>	<p><i>Standard</i></p> <ul style="list-style-type: none"> • Item 23/005 – General Update and matters arising in prior period. • Item 23/006 – Rear ‘courtyard’ fence • Item 23/007 -DRAFT Venue Hire Application Form • Item 23/028 – FOH Management & Duty Managers • Item 23/030 – Signage “Highlighting cafe, program, etc signs” 	<ul style="list-style-type: none"> • 23/005 – WB • 23/006 – AG / WB • 23/007 – General • 23/028 – General • 23/029 – General • 23/030 – General 	<p>Item 23/005</p> <ul style="list-style-type: none"> • KG & PH note that the new ‘lock up cupboard for petty cash etc is working well. <p>Item 23/006</p> <ul style="list-style-type: none"> • Works scheduled.

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				<p>Item 23/028</p> <ul style="list-style-type: none"> • General Discussion on timing of show commencement and Duty Manager responsibilities. • 7.15pm – Doors Open • Stage Manager to ‘give the go’ to the Duty Manager following Mic checks and show prep. • Duty Manager to ‘buffer’ patrons at the bar at the 3-minute call so as to allow the bar to run last orders pre-show and allow patrons to return to their seats.
5	Publicity Subcommittee <ul style="list-style-type: none"> • Social Media (FB/Insta) • Website • Marketing 	<p><u>Standard</u></p> <ul style="list-style-type: none"> • Item 23/008 – General Update and matters arising in prior period - Publicity. <ul style="list-style-type: none"> ○ Social Media ○ Radio Advertising ○ Website updates/changes • Item 23/010: Posters and Circulation 	<ul style="list-style-type: none"> • 23/008 – WB / Info • 23/009 – LvE • 23/010 – MS 	<ul style="list-style-type: none"> • Nil formal update.
6	Policies & Procedures Subcommittee	<p><u>Standard</u></p> <ul style="list-style-type: none"> • Item 23/012 – General Update and matters arising in prior period. 	<ul style="list-style-type: none"> • 23/012 - Committee 	<p>Item 23/012</p> <ul style="list-style-type: none"> • General discussion on need for a review of Duty

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				Manager roles and responsibilities.
7	Grants & Fundraising Sub-Committee	<u>Standard</u> <ul style="list-style-type: none"> • Item 23/013 – General Update and matters arising in prior period. 	<ul style="list-style-type: none"> • 23/013 – Committee 	Item 23/013 <ul style="list-style-type: none"> • PH notes that work is needed on theatre requirements to allow preparations for future grant opportunities.
8	Third Party users of Ballina Players Facility <ul style="list-style-type: none"> • Fusing • Family History • Other 	<u>Standard</u> <ul style="list-style-type: none"> • Item 23/014 – General Update and matters arising in prior period. • Item 23/015 Fusing – • Item 23/016 - Family History 	<ul style="list-style-type: none"> • 23/014 – Committee • 23/015 – General • 23/016 – General 	Nil formal update.
9	Recent & Upcoming Show/Production	<u>Standard</u> <p>Item 23/017 – 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"> • 23/017 – General 	Nil formal update.
10	Future Shows/Productions	<p>Item 23/018 – Priscilla</p> <ul style="list-style-type: none"> • <i>General Update and matters arising in prior period or upcoming.</i> • <i>Audition update</i> • <i>Production schedule and show dates.</i> <p>Item 23/019 – Avenue Q</p> <ul style="list-style-type: none"> • <i>General Update and matters arising in prior period or upcoming.</i> <p>Item 23/020 – Beautiful – The Carole King Story</p>	<ul style="list-style-type: none"> • 23/018 – General • 23/019 – General • 23/020 – General • 23/021 – General 	Nil formal update.

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		<ul style="list-style-type: none"> General Update and matters arising in prior period or upcoming. <p>Item 23/021 – Lion King- Junior</p> <ul style="list-style-type: none"> General Update and matters arising in prior period or upcoming. 		
11	Matters Raised for meeting / Committee consideration prior to Committee Meeting	Item 23/022 – Sub-Committee Mission Statements / Procedures	<ul style="list-style-type: none"> 23/022 –DM/AG 	<ul style="list-style-type: none"> Nil formal update.
12	General Business	<p>Item 23/023 - Communications In / Out</p> <p>Item 23/024 – Community Theatre</p> <p>Item 23/025-Probity Checks & Register</p> <ul style="list-style-type: none"> First Aid Officers Working with Children RSA 	<ul style="list-style-type: none"> 23/023 – General 23/024 – General 23/025 – General 	<ul style="list-style-type: none"> Nil formal update.
13	Any other business	<p>Item 23/027 – GM & AGM</p> <ul style="list-style-type: none"> Committee Membership Treasurer situation <p>Item 23/031 – Sales Management</p> <ul style="list-style-type: none"> Vouchers at the bar and cafe for Programs and Raffle Tickets <p>Item 23/032 – Ticketing</p> <ul style="list-style-type: none"> Face-to-Face ticketing <p>Item 23/033 – Committee Meeting Days (change from Tues)</p> <p>Item 23/034 – Webmail</p> <p>Item 23/035 – Ballina Council – Food Safety Inspection Results</p> <p>Item 23/038 – DRS Notifications</p> <p>Item 23/039 – Merchandise</p> <p>1. HF advised me that there are many patrons over the past productions that have asked if we have any stubby</p>	<ul style="list-style-type: none"> 23/027 – General 23/031 – General 23/032 – General 23/033 – MS 23/034 – MS 23/035 – AG 23/038 – AG 23/039 – HF 	<p>Item 23/027</p> <ul style="list-style-type: none"> Item held over. <p>Item 23/032</p> <ul style="list-style-type: none"> General Discussion that the Ballina Colour Copy solution for ‘face-to-face’ ticketing is working well. Noted that there is a need to formalise agreement. <p>Item 23/033</p> <ul style="list-style-type: none"> Item held over. <p>Item 23/034, 35, 38, 39</p> <ul style="list-style-type: none"> Items held over.

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		<p>holders with our logo that they could purchase and use in the theatre.</p> <p>2. HF has sold 6 of the Players polos in recent weeks for \$20 and there are FOH still wishing to purchase a shirt however, the sizes left are limited. I have 3 remaining. Does the committee feel we need to have FOH in polos to be more uniform and representative of the theatre with our logo? If, so, we will need to source and print.</p>		<p>Other Business:</p> <ul style="list-style-type: none"> • AG Noted that during the recent Food Safety inspection it was suggested an additional paper towel roll is installed in the café near the sink. • ACTION: PH to source.
	Matters placed on hold		<ul style="list-style-type: none"> • TBA 	<ul style="list-style-type: none"> •

Minutes: Meeting Closed:
PRESIDENT'S SIGNATURE:
Date of acceptance:

7.16pm