

**MINUTES**  
**MANAGEMENT COMMITTEE MEETING**

**Monday 22<sup>nd</sup> May 2023**



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

<b><u>Present</u></b>	<b><u>Present</u></b>	<b><u>Via</u></b>	<b><u>Apologies</u></b>
	Warwick Binney – President (WB) - Chair	In Person	
	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)	In Person	
	Mike Sheehan – Committee (MS)	In Person	

<b>Item:</b>	<b>Agenda Item</b>	<b>Action/Matters arising</b>	<b>Raised by</b>	
1	Acknowledgement of Country	<i>Nil - Standard</i>		
2	Confirmation of Minutes from last meeting <ul style="list-style-type: none"> <li>• Discussion &amp; Review</li> <li>• Motion of acceptance</li> </ul>	<b>Item 23/001</b> The secretary seeks approval of the minutes from the last meetings (April 23) Moved: AG Seconded: Voted:	<ul style="list-style-type: none"> <li>• 23/001 AG-Secretary</li> </ul>	<ul style="list-style-type: none"> <li>• Held over for next meeting</li> </ul>
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> <b>Item 23/002 – New Members (financial)</b>	<ul style="list-style-type: none"> <li>• 23/002 KG</li> </ul>	<ul style="list-style-type: none"> <li>• Kim Beardmore - Adult</li> <li>• Camille Clare - Adult</li> <li>• Trish McCarthy - Adult</li> <li>• Paul Flanagan - Adult</li> </ul>

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			<ul style="list-style-type: none"> <li>• Luke Hogan - Adult</li> <li>• Saya Minami - Adult</li> <li>• Luka Kovac - Adult</li> <li>• Khatia Kovac - Adult</li> <li>• Oriel Hiser - Adult</li> <li>• Kristen Keogh - Adult</li> <li>• Emma Simmons - Adult</li> </ul>	
5	Treasurers Report for prior period <ul style="list-style-type: none"> <li>• Discussion &amp; Review</li> <li>• Motion of acceptance</li> </ul>	<p><u>Standard</u></p> <p><b>Item 23/003 –</b></p> <ul style="list-style-type: none"> <li>• The treasurer presents the financials for               <ul style="list-style-type: none"> <li>○ Mamma Mia</li> <li>○ Moana Jnr</li> </ul> </li> </ul> <p><b>Item 23/004 –</b></p> <ul style="list-style-type: none"> <li>• The treasurer moves that the financial statements from March / April 2023 be accepted: Moved: KG Seconded: Voted:</li> </ul> <p><b>Item 23/036 – Term Deposit.</b></p> <p><b>Item 23/037 – Asset Register Review.</b></p>	<ul style="list-style-type: none"> <li>• 23/003 KG-2022 Treasurer</li> <li>• 23/004 KG-2022 Treasurer</li> <li>• 23/036 KG</li> <li>• 23/037 KG &amp; PH</li> </ul>	<ul style="list-style-type: none"> <li>• March – Balance \$163,571.84</li> <li>• P&amp;L -\$9,941.42</li> <li>• April \$17,261.47</li> <li>• P&amp;L -\$282.55</li> <li>• P&amp;L YTD \$2,914.63</li> <li>• KG - Treasurer – Notes the process of returning scripts which has incurred a late/penalty fee for Mamma Mia of \$881.10</li> <li>• HF – Questioned whether the credit for Mamma Mia programmes (misprint) has been received.</li> <li>• KG confirmed not received – HF to chase.</li> <li>• Accounts proposed - KG.</li> <li>• Seconded – MS</li> <li>• All in favour</li> </ul>
4	Facility Review [insert any facility maintenance or activities in prior period or upcoming]	<u>Standard</u>	<ul style="list-style-type: none"> <li>• 23/005 – WB</li> </ul> <p><b>Item 23/006</b></p> <ul style="list-style-type: none"> <li>• AG confirmed gates are in and complete.</li> <li>• PH confirmed padlock completed.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• <b>Item 23/005</b> – General Update and matters arising in prior period.</li> <li>• <b>Item 23/006</b> – Rear ‘courtyard’ fence</li> <li>• <b>Item 23/028</b> – FOH Management &amp; Duty Managers</li> <li>• <b>Item 23/030</b> – Signage “Highlighting cafe, program, etc signs”</li> </ul>	<ul style="list-style-type: none"> <li>• 23/006 – AG / WB</li> <li>• 23/028 – General</li> <li>• 23/029 – General</li> <li>• 23/030 – General</li> </ul> <ul style="list-style-type: none"> <li>• WB questions the possible acquisition of a “high school lock” which would be easier to use.</li> <li>• PH agreed to source.</li> <li>• <b>MOTION:</b> PH to acquire a ‘high school lock’ Proposed: WB</li> <li>• Seconded: AG</li> <li>• All in favour</li> </ul> <p><b>Item 23/028</b></p> <ul style="list-style-type: none"> <li>• General discussion on FOH duties of Duty Manager. Generally agreed that Duty Manager needs to be assertive in enforcing ‘3 minutes’ call and closure of the bar for drinks prior to a show’s start.</li> <li>• <b>ACTION:</b> MS to review Duty Manager existing list of duties, update (to include FOH / Bar Management, Beginners comms with Stage Manager and opening/management of rear gates. MS to circulate.</li> </ul> <p><b>Item 23/030</b></p> <ul style="list-style-type: none"> <li>• <b>ACTION:</b> WB to follow up with electrician</li> </ul>

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5	Publicity Subcommittee <ul style="list-style-type: none"> <li>• Social Media (FB/Insta)</li> <li>• Website</li> <li>• Marketing</li> </ul>	<p><u>Standard</u></p> <ul style="list-style-type: none"> <li>• <b>Item 23/008</b> – General Update and matters arising in prior period - Publicity. <ul style="list-style-type: none"> <li>○ Social Media</li> <li>○ Radio Advertising</li> <li>○ Website updates/changes</li> </ul> </li> <li>• <b>Item 23/010:</b> Posters and Circulation</li> </ul>	<ul style="list-style-type: none"> <li>• 23/008 – WB / Info</li> <li>• 23/009 – LvE</li> <li>• 23/010 – MS</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Item 23/008</b></li> <li>• Nil formal update</li> <li>• General discussion on Liz van Eck (plus continued thanks) efforts to promote Priscilla.</li> </ul>
6	Policies & Procedures Sub-committee	<p><u>Standard</u></p> <ul style="list-style-type: none"> <li>• <b>Item 23/012</b> – General Update and matters arising in prior period.</li> </ul>	<ul style="list-style-type: none"> <li>• 23/012 - Committee</li> </ul>	<p><b>Item 23/012</b></p> <ul style="list-style-type: none"> <li>• As per Item 23/028 above</li> </ul>
7	Grants & Fundraising Sub-Committee	<p><u>Standard</u></p> <ul style="list-style-type: none"> <li>• <b>Item 23/013</b> – General Update and matters arising in prior period.</li> </ul>	<ul style="list-style-type: none"> <li>• 23/013 – Committee</li> </ul>	<p><b>Item 23/013</b></p> <ul style="list-style-type: none"> <li>• Nil update</li> </ul>
8	Third Party users of Ballina Players Facility <ul style="list-style-type: none"> <li>• Funsing</li> <li>• Family History</li> <li>• Other</li> </ul>	<p><u>Standard</u></p> <ul style="list-style-type: none"> <li>• <b>Item 23/014</b> – General Update and matters arising in prior period.</li> <li>• <b>Item 23/015</b> Funsing –</li> <li>• <b>Item 23/016</b> - Family History</li> </ul>	<ul style="list-style-type: none"> <li>• 23/014 – Committee</li> <li>• 23/015 – General</li> <li>• 23/016 – General</li> </ul>	<p><b>Item 23/015</b></p> <ul style="list-style-type: none"> <li>• WB notes that Funsing charges (post the June ¼) will be increased as per the gazetted CPI of EOM June 2023. Each June ¼ will therefore run ‘in arrears’ at the rate prior to the new gazetted CPI rate.</li> <li>• One in arrears</li> </ul>
9	Recent & Upcoming Show/Production	<p><u>Standard</u></p> <p><b>Item 23/017</b> – Play On</p>	<ul style="list-style-type: none"> <li>• 23/017 – General</li> </ul>	<p><b>Item 23/017</b></p> <ul style="list-style-type: none"> <li>• KG noted that Play On raffle prizes of tickets to future shows has been completed the show accounts can be resolved.</li> </ul>

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		<ul style="list-style-type: none"> <li>General Update and matters arising in prior period or upcoming.</li> </ul>		
10	Future Shows/Productions	<p><b>Item 23/018</b> – Priscilla</p> <ul style="list-style-type: none"> <li>General Update and matters arising in prior period or upcoming.</li> <li>Audition update</li> <li>Production schedule and show dates.</li> </ul> <p><b>Item 23/019</b> – Avenue Q</p> <ul style="list-style-type: none"> <li>General Update and matters arising in prior period or upcoming.</li> </ul> <p><b>Item 23/020</b> – Beautiful – The Carole King Story</p> <ul style="list-style-type: none"> <li>General Update and matters arising in prior period or upcoming.</li> </ul> <p><b>Item 23/021</b> – Lion King- Junior</p> <ul style="list-style-type: none"> <li>General Update and matters arising in prior period or upcoming.</li> </ul>	<ul style="list-style-type: none"> <li>23/018 – General</li> <li>23/019 – General</li> <li>23/020 – General</li> <li>23/021 – General</li> </ul>	<p><b>Item 23/018</b></p> <ul style="list-style-type: none"> <li>General discussion of the Priscilla show progress and potential barriers arising during rehearsals.</li> <li>General agreement that the show is progressing and will come together with the Spotlight costumes and production week.</li> </ul> <p><b>Item 23/019</b></p> <ul style="list-style-type: none"> <li>Nil Formal update other than Auditions have been completed, roles cast, and rehearsals have commenced (currently Monday evenings).</li> </ul> <p><b>Item 23/020</b></p> <ul style="list-style-type: none"> <li>Nil Formal update.</li> </ul> <p><b>Item 23/021</b></p> <ul style="list-style-type: none"> <li>Nil Formal update.</li> </ul>
11	Matters Raised for meeting / Committee consideration prior to Committee Meeting	<b>Item 23/022</b> – Sub-Committee Mission Statements / Procedures	<ul style="list-style-type: none"> <li>23/022 – DM/AG</li> </ul>	<p><b>Item 23/022</b></p> <ul style="list-style-type: none"> <li>Nil Formal update.</li> </ul>
12	General Business	<p><b>Item 23/023</b> - Communications In / Out</p> <p><b>Item 23/024</b> – Community Theatre</p> <p><b>Item 23/025</b>-Probity Checks &amp; Register</p> <ul style="list-style-type: none"> <li>First Aid Officers</li> </ul>	<ul style="list-style-type: none"> <li>23/023 – General</li> <li>23/024 – General</li> </ul>	<p><b>Item 23/023</b></p> <ul style="list-style-type: none"> <li>Nil Formal update.</li> </ul> <p><b>Item 23/025</b></p>

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		<ul style="list-style-type: none"> <li>• Working with Children</li> <li>• RSA</li> </ul>	<ul style="list-style-type: none"> <li>• 23/025 – General</li> </ul>
		<ul style="list-style-type: none"> <li>• <b>ACTION:</b> MS to send Paul B a follow-up email regarding WWCC</li> <li>• RSA – PH reports that North Coast training college can offer onsite (i.e., in theatre training) but need more than 12 people and are only offered during weekdays. Almost free.</li> <li>• General discussion that it is preferred that all Committee members (and hence also Duty Managers) hold an RSA so as to be able and present to support the Licensee and those working behind the bar.</li> <li>• <b>ACTION:</b> MS to send an email to all Membership for EOI for RSA training.</li> </ul>	
13	Any other business	<p><b>Item 23/027 – GM &amp; AGM</b></p> <ul style="list-style-type: none"> <li>• Committee Membership</li> <li>• Interest – Paul Belsham</li> <li>• Interest - Liz Dargin</li> <li>• Treasurer situation</li> </ul> <p><b>Item 23/032 – Ticketing</b></p> <ul style="list-style-type: none"> <li>• Face-to-Face ticketing</li> </ul> <p><b>Item 23/033 – Committee Meeting Days (change from Tues)</b></p> <p><b>Item 23/034 – Webmail</b></p> <p><b>Item 23/039 – Merchandise</b></p>	<ul style="list-style-type: none"> <li>• 23/027 – General</li> <li>• 23/032 – General</li> <li>• 23/033 – MS</li> <li>• 23/034 – MS</li> </ul>
			<p><b>Item 23/027</b></p> <ul style="list-style-type: none"> <li>• General discussion regarding the situation (post-2023 AGM) whereby the Committee requires to confirm the position of Treasurer and two additional General Members are needed to meet the constitutional requirement of: <ul style="list-style-type: none"> <li>○ <b>14. Composition and membership of committee.</b></li> <li>○ (1) The committee is to consist of:</li> <li>○ (a) <b><i>the office-bearers of the association,</i></b> and</li> <li>○ (b) <b><i>at least 5 ordinary committee members,</i></b></li> <li>○ (2) <b><i>The total number of committee members is to be 9.</i></b></li> </ul> </li> </ul>

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				<ul style="list-style-type: none"> <li>• According to Clause 15: Election of committee members of the constitution:               <ul style="list-style-type: none"> <li>○ <b>(3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.</b></li> </ul> </li>   <li>• According to Clause 18: Casual vacancies               <ul style="list-style-type: none"> <li>○ <b>(1) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.</b></li> </ul> </li>   <li><b>MOTION:</b> The committee seeks to appoint Karen Goodsell as Treasurer for Ballina Players for the remainder of the 2023 year due to the existing period Casual Vacancy of the role and according to Clause 18(1)</li>   <li>• Proposed: DM</li> <li>• Seconded: MS</li> <li>• Abstentions: 2 (KG &amp; PH)</li> <li>• All in favour.</li> </ul>

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			<p><b>MOTION:</b> Following their expressions of interest post the 2023 AGM, the committee seeks to appoint Paul Belsham and Liz Dargin as General Committee Members of Ballina Players for the remainder of the 2023 year due to the existing period Casual Vacancies of the role and according to Clause 18(1)</p> <ul style="list-style-type: none"> <li>• Proposed: DM</li> <li>• Seconded: MS</li> <li>• All in favour.</li> </ul> <p><b>Item 23/039</b></p> <ul style="list-style-type: none"> <li>• General discussion on Merchandise.</li> <li>• PH reports that following research Stubby holders could be sold for \$8 each. Notes that the per unit cost decreases with volume purchased.</li> <li>• General agreement to place merchandise decisions on hold.</li> </ul> <p>Other Business:</p> <ul style="list-style-type: none"> <li>• WB notes the offering of a complimentary Glass of champagne/fizz for opening night.</li> </ul>
	Matters placed on hold		<ul style="list-style-type: none"> <li>• TBA</li> <li>•</li> </ul>

Minutes: Meeting Closed: 7.03pm  
 PRESIDENT'S SIGNATURE:  
 Date of acceptance: