

MINUTES
MANAGEMENT COMMITTEE MEETING

Tuesday 11th July 2023



Agenda: Meeting Time: 6:00pm
Minutes: Meeting Commenced: 6:05pm

<u>Present</u>	<u>Present</u>	<u>Via</u>	<u>Apologies</u>
<u>Present</u>	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	
	Paul Belsham – Committee (PB)	In-Person	
	Liz Dargin – Committee (LD)		Apology

Item:	Agenda Item	Action/Matters arising	Raised by	Discussion & Actions
1	Acknowledgement of Country	<i>Nil – Standard</i> Welcome to new Committee Members		
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 (June 23) Moved: AG Seconded: Voted:	<ul style="list-style-type: none"> • 23/001 AG-Secretary 	<ul style="list-style-type: none"> • Spelling check on prior Minutes for a new member : Kim Beardsmore • Proposed : AG • Seconded: HF • 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>	<ul style="list-style-type: none"> • 23/002 KG 	<ul style="list-style-type: none"> • New members reported and confirmed: • Liz Ashmore – Adult

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5	<p>Treasurers Report for prior period</p> <ul style="list-style-type: none"> • Discussion & Review • Motion of acceptance 	<p>Item 23/002 – New Members (financial)</p> <p><i>Standard</i></p> <p>Item 23/003 –</p> <ul style="list-style-type: none"> • The treasurer presents / discusses the financials for: <ul style="list-style-type: none"> ○ Mamma Mia ○ Moana Jnr ○ Play On ○ Priscilla <p>Item 23/004 –</p> <ul style="list-style-type: none"> • The treasurer moves that the financial statements from June 2023 be accepted: Moved: KG Seconded: Voted: 	<ul style="list-style-type: none"> • 23/003 KG-2022 Treasurer • 23/004 KG-2022 Treasurer 	<ul style="list-style-type: none"> • Andrew Green - Adult • P&L – Jun \$37,154.50 • YTD-\$33,922.15 <p>DS- Voucher for full year -</p> <p>MS- only 1 subscriber</p> <p>MS- Cash transactions in July balance for raffles and programs</p> <p>Proposed: KG Seconded: DM All in favour</p>
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 23/028 – FOH Management & Duty Managers • Item 23/030 – Signage “highlighting cafe, program, etc signs” • Item 23/035 – OH&S concern re the uneven floor on the stage • Item 23/036 – Installation of a lock box with a key for the DM 	<ul style="list-style-type: none"> • 23/005 – WB • 23/028 – General • 23/030 – WB • 23/035 – DM • 23/036 – MS 	<ul style="list-style-type: none"> • 28-JZ provide feedback and HF feedback then circulate • 30- Lights working and to installed • 35- Cat scan on wrist and scan on hips. • Fell onstage – • WB to wedge where thrust joins main stage • Travelling sideways • 2nd fri • AG to do up form • 36- MS Duty Manager needs access to \$\$ if we want DMs to have access to a key. • KG – code could be given away. • Lock key in box for just in case

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5	Publicity Subcommittee <ul style="list-style-type: none"> • Social Media (FB/Insta) • Website • Marketing 	<u>Standard</u> <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/change 	<ul style="list-style-type: none"> • 23/008 –Info • 	•
6	Policies & Procedures Subcommittee	<u>Standard</u> <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 	<ul style="list-style-type: none"> • Incident form • Submission pack
7	Grants & Fundraising Subcommittee	<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 	•
8	Third Party users of Ballina Players Facility <ul style="list-style-type: none"> • Funsing • 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 Funsing • Item 23/016 - Family History 	<ul style="list-style-type: none"> • 23/014 – Committee • 23/015 – General • 23/016 – General 	• 17-
9	Recent & Upcoming Show/Production	<u>Standard</u> <ul style="list-style-type: none"> • Item 23/018 – Priscilla <ul style="list-style-type: none"> • <i>General Update and matters arising in prior period or upcoming.</i> • 	<ul style="list-style-type: none"> • 23/018 – General 	General Update
10	Future Shows/Productions	Item 23/019 – Avenue Q	<ul style="list-style-type: none"> • 23/019 – General 	Script and scores to be mailed -Monday

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		<ul style="list-style-type: none"> • <i>General Update and matters arising in prior period or upcoming.</i> Item 23/020 – Beautiful – The Carole King Story <ul style="list-style-type: none"> • <i>General Update and matters arising in prior period or upcoming.</i> Item 23/021 – Lion King- Junior <ul style="list-style-type: none"> • <i>General Update and matters arising in prior period or upcoming.</i> 	<ul style="list-style-type: none"> • 23/020 – General • 23/021 – General 	
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"> •
12	General Business	Item 23/023 - Communications In / Out Item 23/024 – Community Theatre Item 23/025 -Probity Checks & Register <ul style="list-style-type: none"> • <i>First Aid Officers</i> • <i>Working with Children</i> • <i>RSA</i> 	<ul style="list-style-type: none"> • 23/023 – General • 23/024 – General • 23/025 – General 	<ul style="list-style-type: none"> • WB- Beautiful – only Red cross , Lennox offered Beautiful • Red cross • 2 wed still up for grabs • WB Northern Rivers suicide prevention – Dot Orchard and Jenny Dow – 21&28th Nov. • Lyn tendered resignation after beautiful 1994 post beautiful •
13	Any other business			WB – Bev Text/Message – Assistance without rehearsal time. Possible arvo session AG write to Bev and more info Vocal coaching –

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				HF – Use of toilet – KG – Usher blurb for toilets Poster – KG DM greeting people into foyer –
	Matters placed on hold		• TBA	•

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

6.55pm