

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



**Tuesday 8<sup>th</sup> August 2023**

Agenda: Meeting Time: 6:03pm  
Minutes: Meeting Commenced: 6:56pm

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

<b>Item:</b>	<b>Agenda Item</b>	<b>Action/Matters arising</b>	<b>Raised by</b>	<b>Discussion &amp; Actions</b>
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"> <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 (July 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>• Motion proposed: AG.</li> <li>• Motion Seconded: MS</li> <li>• All in favour</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>	<ul style="list-style-type: none"> <li>• 23/002 KG</li> </ul>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>

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

**Tuesday 8<sup>th</sup> August 2023**



Item:	Agenda Item	Action/Matters arising	Raised by	Discussion & Actions
5	<p>Treasurers Report for prior period</p> <ul style="list-style-type: none"> <li>• Discussion &amp; Review</li> <li>• Motion of acceptance</li> </ul>	<p>Item 23/002 – New Members (financial)</p> <p><i>Standard</i></p> <p>Item 23/003 –</p> <ul style="list-style-type: none"> <li>• The treasurer presents/discusses the financials for: <ul style="list-style-type: none"> <li>○ Mamma Mia</li> <li>○ Moana Jnr</li> <li>○ Play On</li> <li>○ Priscilla</li> </ul> </li> </ul> <p>Item 23/004 –</p> <ul style="list-style-type: none"> <li>• The treasurer moves that the financial statements from July 2023 be accepted: Moved: KG Seconded: Voted:</li> </ul>	<ul style="list-style-type: none"> <li>• 23/003 KG-2022 Treasurer</li> <li>• 23/004 KG-2022 Treasurer</li> </ul>	<ul style="list-style-type: none"> <li>• Accounts as per Treasurer Report</li> <li>• Total: \$210,079.03</li> <li>• P&amp;L July - -\$2,641.77</li> <li>• Motion proposed: KG.</li> <li>• Motion Seconded: PB</li> </ul> <p>KG – noted that the Membership form – for Adult and Junior Form has been amended to include the capturing of a new members Working with Children Check</p> <p>KG – Opened a discussion on possible Sponsorship options and avenues.</p> <p>KG has drafted a sponsorship information package with options as follows:</p> <ul style="list-style-type: none"> <li>• Small \$100-\$250 Donation which would include raffle prizes and a mention / donation one show ONLY.</li> <li>• Medium – \$500-\$1000 per show</li> <li>• Minor \$2500-\$5000-Annual Sponsorship</li> <li>• Major \$7500-\$10000-Annual Sponsorship</li> </ul> <p><b>ACTION:</b> KG will circulate the draft to Committee Members</p>

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

**Tuesday 8<sup>th</sup> August 2023**



<b>Item:</b>	<b>Agenda Item</b>	<b>Action/Matters arising</b>	<b>Raised by</b>	<b>Discussion &amp; Actions</b>
4	Facility Review [insert any facility maintenance or activities in prior period or upcoming]	<p><u>Standard</u></p> <ul style="list-style-type: none"> <li>• <b>Item 23/005</b> – General Update and matters arising in prior period.</li> <li>• <b>Item 23/028</b> – FOH Management &amp; Duty Managers # presenting new draft Duty Manager Responsibilities / Position Description/Role Summary</li> <li>• <b>Item 23/030</b> – Signage “Highlighting cafe, program, etc signs”.</li> </ul> <p><b>Item 23/035</b> – OH&amp;S concern re the uneven floor on the stage # presenting new draft Incident Report Form</p> <p><b>Item 23/036</b> – Installation of a lock box with a key for the DM</p>	<ul style="list-style-type: none"> <li>• 23/005 – WB</li> <li>• 23/028 – General</li> <li>• 23/030 – WB</li> <li>• 23/035 – DM</li> <li>• 23/036 – MS</li> </ul>	<p><b>Item 23/005</b> - Nil</p> <ul style="list-style-type: none"> <li>•</li> <li>• <b>Item 23/028</b> – Duty Manager – Circulated by MS</li> <li>• MS moved to accept the draft as circulated.</li> <li>• Peter Harding &amp; Diana Mason have reviewed the document in detail.</li> <li>• LD – Questioned the inclusion of the management of First Aid / emergency matters.</li> <li>• General Discussion resulted in the Committee suggesting that the current wording of the DM being in charge would cover the management of an emergency (with relation to patrons as the SM would handle the cast and crew backstage)</li> <li>• PH noted that the DM also has a role to <b>support</b> the Licensee in their management of the bar and patrons when it came to Responsible Service of Alcohol.</li> </ul> <p><b>MOTION:</b></p> <ul style="list-style-type: none"> <li>• MS moved to accept the draft as circulated.</li> <li>• Seconded: PB</li> <li>• All in favour</li> </ul> <p><b>Item 23/030</b> – Nil Update</p>

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

**Tuesday 8<sup>th</sup> August 2023**



<b>Item:</b>	<b>Agenda Item</b>	<b>Action/Matters arising</b>	<b>Raised by</b>	<b>Discussion &amp; Actions</b>
				<p><b>Item 23/035</b> – AG will tweak and seek to simplify and make the current circulated draft more ‘theatre’ specific with the removal of the term ‘worker’ and ‘workplace’.</p> <p>Also, to amend the roles from the likes of ‘Supervisor and Manager’ to DM, SM, PM or Director.</p> <p><b>Item 23/036</b> – Nil update as Avenue Q will test the new system</p>
5	<p>Publicity Subcommittee</p> <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/change</li> </ul> </li> <li>• <b>Item 23/043</b> – Airport Advertising</li> </ul>	<ul style="list-style-type: none"> <li>• 23/008 –Info</li> <li>• 23/043 –MS</li> </ul>	<p>General Update.</p> <ul style="list-style-type: none"> <li>• LvE has bene working on Avenue Q promotions.</li> <li>• LvE paid for a Facebook add to increase presence.</li> <li>• MS noted that Ballina Visitor Info Centre have a booth with cycles for flyers etc. \$150 (e.g., 99x210 flyer DL)</li> <li>• General Discussion on the benefits an opportunity for this per show vs the theatre’s show season. General agreement that a seasonal promotion would be ideal, but we need more information in regard to the number of flyers and printing costs.</li> <li>• <b>ACTION:</b> KG to mock up some artwork for general season flyer.</li> </ul>
6	<p>Policies &amp; Procedures Sub-committee</p>	<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>	<ul style="list-style-type: none"> <li>• Nil Update other than Membership form updates and the above new Duty Manager details.</li> </ul>

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

**Tuesday 8<sup>th</sup> August 2023**



<b>Item:</b>	<b>Agenda Item</b>	<b>Action/Matters arising</b>	<b>Raised by</b>	<b>Discussion &amp; Actions</b>
7	Grants & Fundraising Sub-Committee	<u>Standard</u> <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>	<ul style="list-style-type: none"> <li>•</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>	<u>Standard</u> <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> <li>• <b>Item 23/041</b> – Charity Nights</li> <li>• <b>Item 23/042</b> – Vocal Coaching</li> </ul>	<ul style="list-style-type: none"> <li>• 23/014 – Committee</li> <li>• 23/015 – General</li> <li>• 23/016 – General</li> <li>• 23/041 – AG</li> <li>• 23/042 – AG</li> </ul>	<ul style="list-style-type: none"> <li>• WB noted the need to advise Funsing of the increase of CPI as of July 23.</li> <li>• AG and KG to determine increase.</li> <li>• AG noted Charity Nights – 4 x Beautiful</li> </ul>
9	Recent & Upcoming Show/Production	<u>Standard</u> <b>Item 23/018</b> – Priscilla <ul style="list-style-type: none"> <li>• <i>General Update and matters arising in prior period or upcoming.</i></li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• 23/018 – General</li> </ul>	<ul style="list-style-type: none"> <li>• General discussion on success of Priscilla</li> </ul>
10	Future Shows/Productions	<b>Item 23/019</b> – Avenue Q <ul style="list-style-type: none"> <li>• <i>General Update and matters arising in prior period or upcoming.</i></li> </ul> <b>Item 23/020</b> – Beautiful – The Carole King Story <ul style="list-style-type: none"> <li>• <i>General Update and matters arising in prior period or upcoming.</i></li> </ul> <b>Item 23/021</b> – Lion King- Junior <ul style="list-style-type: none"> <li>• <i>General Update and matters arising in prior period or upcoming.</i></li> </ul>	<ul style="list-style-type: none"> <li>• 23/019 – General</li> <li>• 23/020 – General</li> <li>• 23/021 – General</li> </ul>	<ul style="list-style-type: none"> <li>• General discussion on next and upcoming shows with no major issues or concerns raised.</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>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
12	General Business	<b>Item 23/023</b> - Communications In / Out <b>Item 23/024</b> – Community Theatre <b>Item 23/025</b> -Probity Checks & Register	<ul style="list-style-type: none"> <li>• 23/023 – General</li> <li>• 23/024 – General</li> <li>• 23/025 – General</li> </ul>	<ul style="list-style-type: none"> <li>• WB raised the option of a plaque to remember.</li> <li>• Geoff Marsh &amp; Jacqui Reedy –</li> </ul>

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

**Tuesday 8<sup>th</sup> August 2023**



Item:	Agenda Item	Action/Matters arising	Raised by	Discussion & Actions
		<ul style="list-style-type: none"> <li>• <i>First Aid Officers</i></li> <li>• <i>Working with Children</i></li> <li>• <i>RSA</i></li> </ul>		<ul style="list-style-type: none"> <li>• Mike Ball</li> </ul> <p><b>Item 23/025-</b> PH reported that with regards to the RSA Training– 12 people have put their names down, but dates and times are difficult to coordinate for an on-site session.</p>
13	Any other business	<p><b>Item 23/040</b> – October Submission Pack # Presenting sourced pack from Google Drive as a summary guide for updating.</p>	<ul style="list-style-type: none"> <li>• 23/040 – AG</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Item 23/040</b> – AG presented an old (2016) version of a Submission Pack sourced from Google Drive. General discussion was held that it covered the main points to allow the Committee to make decisions and inform them of a Production Teams Plans.</li> <li>• <b>ACTION:</b> KG and AG to review Budget section and this would now remove mention / need for a Production Team to budget or estimate Bar or Café sales.</li> <li>• OTHER BUSINESS</li> <li>• LD – Questioned the ability to add an Acknowledgement of Country before performances. She has noticed this happens in most/many theatres now.</li> <li>• LD – Noted that an Acknowledgement of Country is planned for inclusion in the Avenue Q Programme.</li> <li>• <b>ACTION:</b> LD to draft and circulate a proposed standard Acknowledgement of Country</li> </ul>
	Matters placed on hold		<ul style="list-style-type: none"> <li>• TBA</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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

**Tuesday 8<sup>th</sup> August 2023**

Minutes: Meeting Closed: 6.56pm  
PRESIDENT'S SIGNATURE:  
Date of acceptance:

