

General Meeting Minutes

Tuesday 29th April 2025

Meeting Time: 7:00pm
 Meeting Start: 7:03:55pm
 Meeting Finish: 7:55:33.25pm

Present:	Peter Harding, Karen Harding, Robin Quinlivan, Iesha Williams, Lynn Gough, Rod Ramsay, Lyn Gale, Di Ennew, Teri Adamson, Mike Sheehan, Debra Johnston, Barbara Stephens, Cathy Puglisi
Apologies:	Ken Jones, Diana Mason, Megan Elliot, Liz Van Eck, Fran Legge, Helen Felsch, Allan Ennew, Alex Geikie, Tony Puglisi, Candace Baldwin

Item:	Raised By:	Matter For Discussion:
1	<i>Karen Harding</i>	Confirmation of Minutes from last meeting, Motion: That the minutes from the meeting 18th February 2025 be accepted as a true and accurate representation of the meeting. <i>The Motion was not tabled as Alex Geikie (previous secretary) has been overseas and we have not yet received the minutes from the AGM or the last general meeting. We will ratify them when we receive them.</i>
	<i>Peter Harding</i>	Business arising from these or Management Committee Minutes February and March.
		<p><i>Facility - Working Bee on Saturday 15th March</i></p> <p><i>The working bee was very successful. A lot of debris was removed from Cyclone Alfred as well as clearing the garden and the roof. The gutter guard is in good condition.</i></p> <p style="text-align: center;">- Pest spray</p> <p><i>Ants were sprayed around the theatre which seems to have resolved the problem. The Pest company will be returning soon to spray inside.</i></p> <p style="text-align: center;">- Carpet and chair clean</p> <p><i>A contractor has been booked to clean both the carpet and the chairs. They are being cleaned tomorrow, 30th April 2025</i></p> <p style="text-align: center;">- Gutter Clean</p> <p><i>As mentioned when discussing the working bee, the gutter guard is in good condition, the roof was cleared at the working bee. Peter again thanked Mike Sheehan and Lyn Gale for arranging the gutter guard. It is serving us well.</i></p> <p style="text-align: center;">- Aircons</p> <p><i>The annex aircon has been repaired. A temporary repair was done by Peter. It has now been fully repaired by Anjon Electrical. A joint in the cable had been filling with water, the cable has been replaced and the joint removed so it won't be an ongoing issue.</i></p> <p><i>A new air conditioner for the Stage Manager area (S/L Prompt) has been approved. Details to be finalised. Aircon to be supplied by Artisan Air, electrics by Anjon.</i></p> <p><i>Peter asked the members if anyone would like to make a curtain to go across the above toilet area to help maintain temperature in the area. Cathy Puglisi volunteered to sew it. Peter to provide measurements.</i></p>

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A	- Outside Toilet
	<i>As we know, in the storms prior to Cyclone Alfred a tree fell on the outside toilet roof causing a lot of damage. Peter spoke to Council and they have agreed to repair the roof and ceiling. They will also remove non-supporting structure in the female area so that it can be repurposed for storage. The male side will be revitalised so that it can be used as toilets once again. It was asked what is currently in the toilet area. Peter replied that it currently contains the theatre barbeque (no wheels), the roof of a well from Beauty and the Beast and a mannequin. It was queried if there were any lost cast members still lurking or yet to be found. Peter replies only the ghosts of Christmas past. :)</i>
	- Front Awning
	<i>Peter floated the idea of an awning over the front driveway with council. It would cover the front entrance and front disabled access ramp, whilst still allowing access to the front door for vehicles up to small buses. The council rep was very open to this and has asked us to provide a concept drawing of the proposed shelter. Peter has contacted Craig Worling to provide said drawing.</i>
	- Joan Williams memorial seat
	<i>Peter discussed the proposition of adding a memorial seat for Joan Williams. The council rep mentioned that there were certain requirements as to the positioning of the seat and that he would get back to us with the requirements.</i>
	- Awning near outside toilet block
	<i>Peter also discussed the possibility of an awning between the stage door and toilet block. This is only at concept level at this stage.</i>
	- Inside Disabled Toilet
	<i>The internal disabled toilet has come off its concrete base and rocks around. Council is going to repair it at their expense before Chicago. It will be out of action for about 24 hours.</i>
	- Stage Cylorama
	<i>The cyc did not survive cyclone Alfred. We have a replacement that will be put up in the next few weeks before Chicago by Peter and Paul.</i>
	- Upstairs Dressing Room Progress
<i>The stools have arrived for the upstairs dressing room and are currently in the Green Room. The upgrade is progressing and we are hoping to have the benches and mirrors installed before Chicago.</i>	
B	Policies and Procedures
	<i>We are currently collating what we have ready for revising. Peter stated that it will all be collated and presented in a form that is readable and accessible. Even if we have to later format it into a more standard form. He also invited the members that if they noticed something that may need to be amended, to not hesitate to let us know.</i>
C	Kate Peters - Show and Dates
	<i>Kate Peters has contacted us to inquire if Top Hat Productions can do another show in our theatre this year. Committee agreed and the show has been booked for September 14-16.</i>
D	Annual Celebration
	<i>The Annual Celebration has been re-booked for the 10th May. The band and caterers are booked and ready to go. We will check with Candace Baldwin if the decorations are also on track.</i>

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	E	70th Birthday: Update <i>The venue - the RSL has been booked and the Committee will be making further plans shortly.</i>
	F	Finance Update: Transfer of signatories, Term deposits <i>The transfer of signatories for the new committee is in process, but not yet complete. The two term deposits have been rolled over.</i>
		G
	H	Publicity <i>Appears to be going well.</i>
3	<i>Show Updates:</i>	BRD, Chicago, Spamalot, Georgy Girl, Christmas in Concert, Anne Of Green Gables
	BRD	<i>Mike Sheehan responded that the show was really popular with the audience and was sold to 98.5% occupancy. The cast, which included from new to our stage to vastly experienced, also enjoyed it. He stated that he had a great team supporting him. The show is now fully bumped out and overall went really well.</i>
	Chicago	<i>Ilesha Williams responded that Chicago is going well and that she is stoked with where they are. They are 5 weeks out from opening, have gone through act 1 and are half way through Act 2. Still looking for jury members for performances and a replacement for 1 male cast member.</i>
	Spamalot	<i>Karen Harding responded that Spamalot has had their Meet and Greet and the first rehearsal will be on the 6th May.</i>
	Other Shows	<i>The other shows are currently where they should be.</i>
4	Ken Jones	Treasurer Report for First Quarter: January to March
	Motion: That the financial statements from January to March be accepted.	
	<i>As Ken is currently away the motion was not tabled. Karen Harding gave a brief overview of where we are. More info to come when Ken returns.</i>	
5	<i>Correspondence</i>	
	Insurance	Communication re 2025 insurance
	Invoices	Forwarded to Treasurer
	Kate Peters	Communication re September Show
	Committee email	Committee discussion and feedback
	Show Emails	Communications with rights holders re Spamalot tracks
	Show emails	Committee / Production Manager and Directors discussions and feedback
	Charity Groups	Various communications regarding planning and agreements for Charity Nights 2025 season <i>Robin Quinlivan suggested that dealing with the Charities is a large task on its own and ideally should not be done by the secretary. Suggested that perhaps another committee member could take on that responsibility.</i>
<i>General Business:</i>		
Lynne Gough	Asked for clarity on the process of our subscription and queried that they are unable to book for others.	
<i>Mike Sheehan and Karen Harding explained that in the past some subscribers would book many seats leaving little choice for others. There was general discussion which identified that, like a magazine subscription, the privilege of early booking only applies to the purchaser.</i>		

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	Di Ennew	Feedback
6	<p><i>Gave feedback that a friend of hers came to Ballina Players to see BRD and that they were a city girl. The friend was amazed at what she saw here. She complemented the set, the atmosphere of our theatre, the whole thing. She is looking forward to what is coming up.</i></p>	
	Fran Legge via Peter Harding	Joan Williams Painting
	<p><i>Fran asked Peter to bring the suggestion to the meeting that the painting of Joan Williams, currently in the Green Room, be moved to the auditorium in remembrance of her. There was vehement response that Joan herself strongly disliked the painting and that it would not please her to know that it was in the auditorium. Karen Harding suggested that a nice picture, similar to the life member frames could be placed in the foyer near the cafe to honour her instead. The membership agreed. Multiple people will have a look for some nice photos of Joan, or perhaps contact her niece for some. When the photos have been received we will create an appropriate poster to put in the frame.</i></p>	
7	Next Meeting:	<i>Tuesday July 15th at 7pm.</i>
	Meeting Closed:	7:55pm