

Committee Meeting Minutes

Tuesday 8th April 2025

Meeting Start: 6:00pm

Meeting Close: 7:16pm

Attendance in Person: Peter Harding – President - Chair

Diana Mason – Vice-President, Karen Harding – Secretary, Ken Jones – Treasurer

Committee: Deb Johnston, Mike Sheehan, Candace Baldwin, Teri Adamson

Apologies: Ilesha Williams

Item:	Raised By:	Matter For Discussion:
1	<i>Karen</i>	Confirmation of Minutes from last meeting,
		Motion: That the minutes from the meeting 12th March 2025 be accepted as a true and accurate representation of the meeting.
		<i>Moved: Karen Harding Secoded: Diana Mason Approved</i>
2	<i>Ken</i>	Treasurer Report for March
		<i>Current Balance for end of March: \$337,000.00. An approximately \$8,000 defecit for March on the profit and loss, but approximately \$19,000 will be deposited tomorrow for BRD. Full reports will be posted on the website members section.</i>
		Motion: The Treasurer moves that the financial statements from March be accepted.
		<i>Moved: Ken Jones Secoded: Debra Johnston Approved</i>
3	<i>Ken</i>	New Members
		<i>Applying Adult members: Alani Adamson, Lainey Baldwin, Grace Cartwright, Kallista Fay, Mike Hansen, Natalie Havilah, Kellie Lever, Carl Moore, Bonnie Perry, Ashley Reeks, Barbara Stephens</i>
		Motion: That the above applying members be accepted.
		<i>Moved: Ken Jones Secoded Debra Johnston Approved</i>
4	<i>Ken</i>	Signatory Change
		Motion: That Helen Felsch be deleted as a signatory to The Ballina Players Incorporated Macquarie Cash Management Account 972921985 and The Ballina Players Incorporated Macquarie Cash Management Accelerator Account 941618001.
		<i>Moved: Ken Jones Secoded: Peter Harding Approved</i>
5	<i>Ken Jones</i>	Term Deposits
		Motion: That the NAB Term Deposit be rolled over when it matures in May.
		<i>Moved: Ken Jones Secoded: Karen Harding Approved</i>
6	<i>Ongoing</i>	Policies and Procedures
		<i>Di has sent in a FOH draft, Mike is sending in what he has. We will start to go through and collate.</i>
7	<i>Kate Peters</i>	Show and Dates
		<i>Karen contacted Kate and she has accepted the September date. Peter - backstage will be managed as last time. Further details will be finalised as we get closer.</i>
8	<i>All</i>	70th Birthday: Update
		<i>Patrons during BRD seemed quite excited. Peter has spoken to the RSL, Ilesha did not get a response from Saltbush. It is agreed that we will proceed to hold the event at the RSL on the 18th October. A brief discussion was had. Peter to chair task group. Decos, including some physical history items, the two history books, videos of some patrons especially older ones like Allan Williams who may not be able to make it etc were discussed. The task group will have a meeting soon.</i>

Committee Meeting Minutes

Tuesday 8th April 2025

9	Peter	Working Bee on Saturday 15th March
	Approximately 15 people came to the working bee. 2 were new members coming to meet people and get involved. The cyclone debris and the front gardens were cleaned up as well as the gutters on the roof. Deemed a great success. Peter sends a heartfelt thank you to everyone who came and helped.	
10	Karen	Secretary Phone
	Mike noted that Alex is still the contact on google, and that somehow Kristen's number had been added as a secondary contact. That is now rectified. Karen will arrange for the secretary phone this month and it will be added as the primary contact to Google.	
11	Karen	General Meeting date
	Due to holidays in April and other commitments the next general meeting will be held on Tuesday the 29th April. Mike to inform members.	
12	Peter	Rehearsal Protocols
	As the policies and procedures are not yet in place, Peter wanted to reiterate rehearsal protocols especially as the theatre will shortly have two large casts as well as Family History and Onstage all using the theatre. A reminder that we have to adhere to fire regulations and that furniture must not block fire exits or fire and emergency equipment. We do get audited regularly and can be fined. Also a reminder with cast amenities, if food is consumed at a rehearsal it must be cleared up afterwards as we currently have an ant issue, and flies can also be attracted to food left in the bins as during rehearsal periods the theatre is only cleaned once a week. A reminder that there are two vacuum cleaners in the hallway cupboard. Candace will remind the production team at the next Chicago meeting and Peter will contact Pippin as Spamalot comes into the theatre. Di also mentioned that we need to be aware of how we leave hall hires.	
13	General	Spamalot audition committee representative
	Di will be the Committee Rep for Spamalot auditions next weekend.	
14	Karen	Insurance
	Inward correspondence from insurance company for volunteer details. Karen will check details and return the form.	
15	Peter	Joan Williams memorial seat
	Mike will send through a picture he took of a seat we might use. Peter met with council, there are regulations regarding placement so as not to interfere with ramp access to the theatre. Further information to follow.	
16	General	Annual Celebration
	Ilesha confirmed via email that the band is available, Karen confirmed with the caterers that they are available. Annual Celebration is now confirmed for the 10th May. Members to be notified via Facebook and email.	
17	Peter	Propresenter
	Propresenter was used in Finding Nemo Junior to allow coordinated projection over multiple projectors. The current subscription will be suspended as it will not be used during Chicago, but it is a worthwhile program that can easily be reinstated when the next show needs it.	
Facility:	Peter	Licensee Update
	There were no issues this month. BRD bar went well, and the stocktake for BRD is completed.	
	General update and matters arising in prior period:	
	After months of calling and visiting the Council 5 times, Peter finally received a response, and a representative came to the theatre today to discuss the multiple issues as follows:	

Committee Meeting Minutes

Tuesday 8th April 2025

Facility Cont...	Disabled Toilet	Council will repair it free of charge to us in the next few weeks. It will be out of action for 24-48 hours.
	Seat	They will let us know of the protocols in regard to the seat placement.
	Damaged roof of outside toilet	Council will replace the roof at their cost.
		Peter asked if we can modify the inside, council will remove some of it, we can remove the rest so that the female side can use as storage. Once the roof is complete, we will revitalise the male side to be used as bathrooms again.
	Potential Awnings	Peter mentioned to Council if they would be amenable to us putting up an awning over the driveway to protect patrons when raining etc. Also a potential awning from workshop to outside toilets/storage area. Further discussion to be had. Peter described it to committee as similar to the awning out the front of Byalla School.
	Pest Spray	Peter thanked Mike for arranging for the ants etc to be sprayed outside the theatre. Report received from Flick.
		Peter moved that the inside of the theatre also be treated. All agreed
	Carpet and Chair Clean	Motion: That the theatre carpets and chairs be professionally cleaned.
		Moved: Peter Harding Seconded: Debra Johnston Approved
		To be done between Onstage workshop and Chicago. Karen to arrange
	Gutter Clean	Peter cleaned the gutters during working bee. The gutter guard is in good condition and Peter thanked Mike for the forethought to have the guards installed some time ago.
	Aircons	The airconditioner in the annex is now fully repaired. Whilst the electrician was here, he also replaced 3 powerpoints and 2 lights that were faulty.
We asked for multiple quotes to install an aircon in the SM side of stage area, to be mounted near the rogue gallery. Only 1 company came back with a quote. Artisan Air quoted on both a Mitsubishi or Braemar 7,1KW unit. The Mitsubishi cost is \$3,775.00 plus electricals, the Braemar \$3125.00 plus electricals. Anjon can do the wiring for us. Artisan Air will also fix the leaking aircon in the auditorium if we approve his quote, at no extra charge. After discussion we decided to go with the Mitsubishi to keep continuity within the theatre and as it is a reliable, known brand.		
Motion: That we accept the quote from Artisan Air with the Mitsubishi unit.		
Moved: Peter Seconded: Candace Approved		
Publicity:	Social Media Update	All the posts have been looking great. Thanks to Liz for her upkeep.
	Website changes/updates	Mike still updating foh roster and show page from BRD.
	General Marketing	Discussion was had in regard to the seasonal DL flyer we used last year. We will ask Liz where they were distributed last year. It was thought a great idea that we could repeat. Karen to arrange a quote. Also poster in front window to be updated and enlarged.

Committee Meeting Minutes

Tuesday 8th April 2025

Current Show Updates:		BRD, Chicago, Spamalot, Georgy Girl, Christmas in Concert, Anne Of Green Gables, Afraid Of The Dark
	BRD	<i>Mike reported that BRD was fabulously successful both with numbers and artistically. It was good to see people get to do roles they may not have done before. Mike was thrilled. It was also great to see two young people running the projection and lights. Peter has almost completed bump out ready for Chicago.</i>
	Chicago	<i>Candace reported that Chicago is going swimmingly. They are in their first week in the theatre and will soon be up to an act 1 muddlethrough. It is looking and sounding really good, band is together, full steam ahead. Approximately 5 men and twenty-something women in the cast.</i>
	Spamalot	<i>Spamalot is auditioning this weekend, the set has been conceptualised.</i>
		<i>The other shows are where they should be at this stage.</i>
General Business:		
	Diana	<i>Asked what is the format for Christmas in Concert. Peter replied - an emceed night with carols and some show tunes. One of the aims is to have senior members singing with younger members and all together promoting close community. It should be fun for both members and patrons alike.</i>
	Diana	<i>Asked how the upstairs dressingroom is going. Peter replied that work on upstairs will resume now that BRD is complete.</i>
	Teri	<i>Asked if testing and tagging happened in the theatre. Peter replied that it does indeed. It is an ongoing process that continually happens. Different electrical items also have different ratings and are tested at different intervals.</i>
	Candace	<i>Asked if the foyer tv photos can be updated. Peter will update the usbs.</i>
	Ken	<i>Ken will be away for 3 weeks. Teri and Deb will look after the bills while he is away.</i>
	Diana	<i>Asked about the cyclorama that came down during Alfred. Peter explained that it cannot be replaced until after the wall from BRD is down and the rostra removed, as they prevent access to the cyc and the pipe which holds it taut which is also very heavy. The rostra will be turtled for different height legs for Chicago and the cyc will be addressed at that time.</i>
Next Meeting:		The next Committee meeting will be on Tuesday, May the 13th.
Meeting Closed:		7:16pm