

Committee Meeting Minutes

Tuesday 13th May 2025

Meeting Time: 6:00pm
 Meeting Start: 6:02pm
 Meeting Finish: 7:15pm
 Attendance in Person: Peter Harding – President - Chair
 Diana Mason – Vice-President, Karen Harding – Secretary
 Committee: Deb Johnston, Mike Sheehan, Candace Baldwin, Iesha Williams

Apologies: Ken Jones, Teri Adamson

Item:	Raised By:	Matter For Discussion:
1	<i>Karen</i>	Confirmation of Minutes from last meeting, Motion: That the minutes from the meeting 8th April 2025 be accepted as a true and accurate representation of the meeting.
		The minutes were ratified by email. Motion passed.
2	<i>Ken</i>	Treasurer Report for April Motion: The Treasurer moves that the financial statements from April be accepted.
		As Ken is away we will have the April report at the next meeting.
3	<i>Ken</i>	New Members
		<i>Junior:</i> <i>Torren Curtis, Dominic Gilhooley, Daisy Haines, Poppy Haines, Zachariah Roberts, Chase Caballero, Sophie Stace-Johannes</i> <i>Adult:</i> <i>Zach Simmons, Ian Chadderton, Tim Roberts DOB 7/10/1957, Tim Roberts DOB 13/5/1980, Kamleshan Naidoo, Christiane Duigan</i>
		<i>All above members approved unanimously.</i>
4	<i>Ongoing</i>	Policies and Procedures
		<i>Policies and procedures are gradually being collated and refined. The duties for Front Of House positions will be refined by Diana, Deb, Mike and Peter and will be posted on the website above the Front Of House roster so that the responsibilities are accessible to members as they choose what to put their name down for.</i>
5	<i>Kate Peters</i>	Show and Dates
		<i>Kate sent Karen an email to confirm the show is a go ahead. We also need to confirm that the pricing is the same as last time. Karen will discuss with Ken when he returns. Karen will also discuss with Kate when and how she would like to start promoting the show.</i>
6	<i>All</i>	70th Birthday: Set meeting date
		<i>Peter would like to set a meeting date for those who volunteered on the task group to bring cohesion in ideas and to start creating structure of the team. Meeting was set for Tuesday 20th at 6pm. Karen will email those volunteering that not are not on committee.</i>
7	<i>Karen</i>	Insurance
		<i>The forms have been filled in and Ken has paid all three invoices. We are insured for the year.</i>
8	<i>Karen</i>	Secretary Phone
		<i>No update</i>

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9	<i>Peter</i>	Annual Celebration Report
	<i>It went really well. Iesha said there were heaps of good comments at the Chicago rehearsal. The band was really good. The food was good and the catering team very easy to deal with. Good reports all around. Waiting on invoice for band.</i>	
10	<i>Karen</i>	Onstage End of Year concert
	<i>Karen received an email from Kristen requesting an invoice so that she knows how much the weekend will cost. Karen will ask Ken when he returns.</i>	
11	<i>Karen</i>	Front of House Roster
	The committee discussed how members were encouraged to do two shows if they went on the Front Of House Roster, but that if they can only do one, all help is appreciated.	
12	<i>Peter</i>	VIP email
	<i>Peter requested that, to avoid confusion, could we change the email that Candace uses to "VIP ticketing" instead of just ticketing. Candace will create and use the new email from the next show.</i>	
13	<i>Ken & Peter</i>	Newcastle Permanent
	<i>From Discussion put forth by Ken Jones prior to him going away and due to the many problems that we have had dealing with the NAB and Macquarie banks it was put forward to Committee to remove our finances from both the NAB and Macquarie banks and move them to the Newcastle permanent Building Society. A local bank where the staff are helpful and available. It will also simplify the finances from having four accounts down to two for the same level of functionality. The following motions were put forth.</i>	
	Motion: That The Ballina Players Incorporated Macquarie Cash Management Account 972921985 be closed and the funds moved to Newcastle Permanent, set up as per the Constitution with dual signatories.	
	<i>Moved: Peter Harding Seconded: Candace Baldwin Approved</i>	
	Motion: That the Ballina Players Incorporated Macquarie Cash Management Accelerator Account 941618001 be closed and funds moved to the Newcastle Permanent, set up as per the Constitution with dual signatories.	
	<i>Moved: Peter Harding Seconded: Iesha Williams Approved</i>	
	Motion: That The Ballina Players Incorporated National Australia Bank Cheque Account 14-576-3084 be closed and the funds moved to the Newcastle Permanent, set up as per the Constitution with dual signatories.	
	<i>Moved: Peter Harding Seconded: Deb Johnston Approved</i>	
	Motion: That The Ballina Players Incorporated National Australia Bank Cheque Account 50-960-5483 be closed and the funds moved to the Newcastle Permanent, set up as per the constitution with dual signatories.	
	<i>Moved: Peter Harding Seconded: Michael Sheehan Approved</i>	
	<i>Karen</i>	New Sponsor
	<i>Mcgrath Real Estate is coming on as a sponsor. They will need to be included in programs, on the VIP list and mentioned at the raffles. Details to be finalised, and Karen to send logo to Program art person for each show. Peter also mentioned that there is a grant available to sponsor the venue hire for the 70th celebration which we will apply for.</i>	

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14	<i>Karen</i>	Charity update
		Karen updated the form for Charities. The form now includes the contact for the evening, ticketing and cafe options. The Chicago charities are all up and running. Two of the charities chose to have us run the Café and two did not. We haven't yet arranged any charities for Spamalot. Karen is awaiting responses from contacted charities. The Georgy Girl charities have been confirmed. Diana asked who was the Duty manager on Charity nights. Karen confirmed that it is usually the person who liases with the charities as they already have relationship with the charities contact.
Facility:	<i>Peter</i>	Cyclorama
		<i>The new cyclorama is up. It was setup so that it can be rolled up to give the option when building to attach the set to the wall if the cyc is not required. Thanks to Peter and Paul for installing it.</i>
		Licensee Update
		<i>No update.</i>
		General update and matters arising in prior period
		<i>Drain needs looking at in Female toilet. Peter to repair.</i>
		Pest spray
		<i>To be booked in before Chicago.</i>
		Carpet and chair clean
		<i>The job took a full day. They have done a great job. Chairs were filthy. There were more chairs than we had quoted, so invoice will be more than the quote. Would use them again.</i>
		Aircons
		<i>The aircon in the SM area is arriving on the 26th on May in time for Chicago. We chose the 9kw as the area is very open and there is much heat coming from the stage.</i>
		Outside Toilet
		<i>We haven't yet heard from Council.</i>
		Disabled Toilet
<i>We haven't yet heard from Council.</i>		
Awning Update - Karen		
<i>Karen brought two concept drawings from the architect fo Committee to look at. We chose option 1. Peter can now send this drawing on to Council.</i>		
Publicity:	Social Media Update	No Report
	Website changes/updates	There have been more enquiries to websiste to join the mailing list.
	General Marketing	Ilesha was contacted by Sonia from Times News Group. They requested rehearsal pictures and an interview regarding Chicago and Ballina Players. The article is going to be on the cover of the magazine and distributed to Ballina, Byron, Tweed and Lismore. Print and online in all four papers. It is also distributed at Shaws Bay, Reflections, The Ramada and others.
		Mike - Council banners are now only permitted to be on display for a total of 6 weeks. We need to choose which dates best suit each show.

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Current Show Updates:		
	Chicago	Paul is arranging the radio interview on Paradise FM. Regardless of if the show sells out, no extra shows will be put on. They are currently doing runs. All cast seem happy. Candace has finished the choreography. Iesha is proud of where the show is currently sitting. The new logo and posters are very classy.
	Spamalot	Currently in week 2 of rehearsals. The show is where it is supposed to be.
	Georgy Girl	Paul is excited and has ideas for building the set.
	Christmas in Concert	Where it needs to be. Christmas will need a poster by the end of Chicago.
	Anne Of Green Gables	Where it needs to be.
General Business:		
	Iesha	Can Liz Van Eck be made a permanent fixture on each shows VIP list as a thank you for all the media work she does during the year? Approved.
	Peter	Can we review the VIP lists and complimentary ticket list and identify the difference? Candace to forward a list of VIPS to Peter.
Next Meeting:		Tuesday the 10th of June
Meeting Close:		7:15pm