



Committee Meeting Minutes

Tuesday 23rd September 2025

Business Review

Meeting Time: 6:00pm
 Meeting Start: 6:02pm
 Meeting Close: 9:16pm

Attendance in Person: Peter Harding – President - Chair
 Diana Mason – Vice-President, Karen Harding – Secretary, Ken Jones - Treasurer
 Committee: Deb Johnston, Mike Sheehan, Candace Baldwin, Iesha Williams, Teri Adamson

Item:	Raised By:	Matter For Discussion:	
1	Ongoing	Policies and Procedures	
		As discussed at the last committee meeting, Karen is in the process of uploading all policies and procedures for review.	
2	General	Submissions Finalise	
		Discussion was had regarding the January musical. The licensing company has been difficult and has not yet given approval. We cannot advertise our proposed January show until we hear back from the licensing. If we do not receive a positive response, we will either leave the theatre dark or call again for submissions for the January slot. Decision pending.	
		After much deliberation over two meetings the line up for 2026/7 season is:	
		June: A Chorus Line - Director Iesha Williams	
		August: The Wedding Singer - Director Liz Van Eck/Kristen Lodge/Candace Baldwin	
		November: Rocky Horror Show - Director Candace Baldwin	
		January: Pending	
		March: Mother And Son - Director Allen Ennew	
		Secretary to email all submission candidates to let them know of Committees decision.	
3	General	Ticketing Prices 2026	
		It has been three years since our last ticket price rise.	
		Motion: That we raise the ticket prices for the 2026 season to keep in line with inflation.	
		Moved: Peter Seconded: Iesha Carried Mike opposed	
		3A	Motion: That the new musical prices be Adult \$37.50 Child: \$30.50
		Moved: Peter Seconded: Deb All in favour	
		3B	Motion: That the new play prices be Adult \$32.50 Child: \$22.50
		Moved: Peter Seconded: Ken All in favour	
		3C	Motion: That the new subscription prices be \$120.00
		Moved: Peter Seconded: Diana All in favour	
		3D	Motion: That the new Charity Booking Fee be \$1350.00.
		Moved: Peter Seconded: Mike All in favour	
		3E	Motion: That, in the Charity Performance contract, the Excess cleaning fee be raised to "up to \$195.00".
		Moved: Peter Seconded: Candace All in favour	
			Diana mentioned that the fee for the printed tickets had not officially been moved through Committee.

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3F		Motion: That there be a fee of \$40.00 to the charity if printed tickets are required.
		Moved: Diana Seconded: Teri All in Favour
4	<i>Ken</i>	What are our Aims and Objectives?
		Karen replied that Our aims and objectives are stated on the second page of our Constitution:
		"The objects of the Association shall be: To provide exceptional live theatrical entertainment To foster public interest in all aspects of the theatre. To develop members' abilities in all aspects of live stage production. To engage in activities of a like nature for the purpose of promoting the objects of the Association. To encourage local community organisations to utilise our facilities and services to help promote their charitable activities."
5	<i>Ken</i>	Areas Of responsibility
		Discussion was had regarding the different areas of responsibility and how they report to Committee. And that many people handled many different tasks within the theatre. It was mentioned that although some official pathways exist, often it happens organically in conversation as we all work together and that the combination of both methods was working at the moment.
6	<i>Ken</i>	Do we need an Aritstic Committee?
		Discussion was had regarding the possibility of an artistic committee or dedicated artistic person. It was agreed that the current system of the Management Committee handling both the business and artistic sides of the theatre gave us a balanced, varied team and is currently working.
7	<i>Ken</i>	Do we need Sub-Committees?
		The current system of raising sub-committees as required is working.
8	<i>Ken</i>	Load of Secretary & Treasurer
		Discussion was had regarding the load on the treasurer.
		Motion: That the role of membership officer could be seperated from the treasurer and that committee could appoint a dedicated membership officer role that worked with the treasurer and secretary to maintain the membership of the theatre.
		Moved: Ken Seconded: Candace Approved
		No-one was appointed to the role at this time. Ken is happy to continue doing it while the new application system is being developed.
8A		Discussion was also had around ways to allow people to become members online, adjusting the website etc. For the moment, Karen is going to create a draft trybooking form to bring to the next meeting. If this form will collect all the information required, then a link can be added to the website for people to apply for membership.
		Discussion was had regarding the role of the Charity liaison which Karen currently does. This role is not connected to the Secretray role, Karen just inherited it. No-one else wants to do it at this current time. No change.
9	<i>Ken</i>	What would we do without Peter?
		Mike replied that often in the past, a multi skilled person would carry many roles. Although Peter would be missed, we have been operating for 70 years, someone, or more than one person would rise up and learn to fulfil the many roles he carries. It was noted that Peter is not going anywhere it was a hypothetical question.
		Who decides bar prices?

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10	<i>Ken</i>	The licensee reviews the bar prices. Any major changes are brought to Committee. A pricing review is currently underway.
11	<i>Ken</i>	Annual business review/planning day Although we don't specifically have a review/planning day set, we usually review prices etc around this time of year (September). Having it planned annually would be a good confirmation of what already happens.
12	<i>Ken</i>	Debit card for stock buyer Discussion was had in regards to the amount of purchases that Peter has to make as licensee. It sometimes totals \$6,000.00 at a time. It has previously been requested by him to have access to a theatre card. Like the current theatre card, any funds transferred to this card would still need a double signatory as required by our constitution, and would function like a costume advance, but would relieve pressure from personal funds and make reconciling the transactions easier for the treasurer. Motion: That Peter James Harding be made a signatory on account 545 954 007 at Newcastle Permanent as a single signatory with a debit visa card with a daily limit of \$10,000.00 Moved: Ken Jones Seconded: Teri Adamson All in Favour
12A		Peter attended a licensee seminar this morning and reminded committee of the legislation and weight of being the licensee, and that he can receive substantial personal fines if decisions are made in the theatre that do not align with current legislation. Concern was also raised about if the licensee was ever not voted onto the Committee that that could leave the licensee personally vulnerable. It was moved to be added to our policies and procedures that: If the licensee is not a member of committee in a particular year, they are to be invited as a nonvoting member of committee. Also to be added to the licensee policies and procedures that: Any decisions made by the Committee that would impact the licensee's responsibilities must be discussed with the licensee before the decision is finalised. The licensee is required to attend the Monthly Committee meetings. Moved: Diana Seconded: Deb All in Favour
13	<i>Ken</i>	Employ a General Manager Discussion was had in regards to whether we need to look at a position of General Manager/Operations Manager/Venue Manager. This position would cover the day to day running of the theatre that did not involve shows, for example maintenance, liason with trades, liason with external hires and venue preparation and would most likely be a parttime paid position. Although this is somewhere we may likely need to go in the future, the cost and logistics of this are prohibitive at this time.
14	<i>General Business</i>	
	<i>Ken</i>	What happened in regards to the two member application that we did not know who they were? Peter replied that one was in the current show, and that the other had not yet been contactable.
		Meeting date for finalisation of the 70th set for the 8th October.
	Meeting Closed:	9:16pm