

Committee Meeting Minutes

Tuesday 8th July 2025

Meeting Time: 6:00pm

Meeting Start: 6:01pm

Meeting Close: 7:42pm

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	<i>Karen</i>	Confirmation of Minutes from last meeting,
		Motion: That the minutes from the meeting 13th May 2025 and the 10th June 2025 be accepted as a true and accurate representation of the meetings.
		Moved: Karen Seconded: Candace Approved
2	<i>Ken</i>	Treasurer Reports for June
		Motion: The Treasurer moves that the financial statements from June be accepted.
		Karen mentioned that the transaction report did not actually have all the transactions for June. It was asked that Ken please re-issue the reports with all the transactions on it as they are meant to in the report for transparency. Reports will be ratified when complete.
3	<i>Ken</i>	New Members
		Mikaela Scott A Ruby Day A Manlila Arunprai J Jana Lofts J Ava Walheim A Andre Dias A Leanne Harrold A Elise Harrold A
		Discussion was had regarding some people working front of house but yet still not current members. The process works in most cases, but some people are being missed. Mike will add to the website on the front of house page near the contact details a sentence regarding people needing to be financial members before working front of house. It was also mentioned that could Ken please send out a current member list to the committee both to help check front of house and also for communications.
4	<i>Ongoing</i>	Policies and Procedures
		The Duty Manager protocols are almost complete. We will send the final edits to Di, and then all the front of house procedures can be posted online. More policies to come, it is an ongoing project.
5	<i>Kate Peters</i>	Show Cancellation
		Kate Peters sent an email this month to cancel their show for this year. They will consider approaching us again for a possible inclusion in next years program.
6	<i>Peter</i>	VIPs - Still awaiting list from Candace
		Candace sent through emails this evening. She has now created the new VIP email address. And has sent through the VIP list for review.

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7	<i>Peter</i>	Theatre Password - eftpos machines etc
		Peter asked that Ken please change the passwords on the theatre eftpos machines to a more generic password.
8	<i>Karen</i>	DRS Vacancy
		Karen mentioned that there is still a vacancy on the DRS committee and asked for suggestions of people to approach. Ilesha mentioned that we could ask Lynn Gough. Peter to contact her with an invitation.
9	<i>Peter</i>	Duty Managers - training of staff and leaving FOH before staff at posts
		There is still ongoing training. Two new duty managers stepped up during the run of Chicago and went really well. Some previous Duty managers may need a refresher on the new training. Ilesha commented that Malcolm's jobs seemed to flow better during Chicago and that he handled the show really well.
10	<i>Peter</i>	Setting date for 2026/7 submissions
		Last year we brought the submission date forward to allow our next year's program to be advertised in the Theatre Alliance brochure that is distributed from the Gold Coast down to us. Peter moved the motion that we continue to have our submission date in September moving forward to ensure that continues to happen. Ilesha seconded. The date for submissions this year will be the 2nd September. Karen to draft an email for Mike to send to the members.
11	<i>Ken</i>	Newcastle Permanent update
		Ken wanted to revisit staying at Macquarie bank. At Macquarie we can get 4.25%, and that the money is available. Discussion was had that Macquarie has many questionable reviews, and that dealing with them only online (often just a computer) can leave the theatre vulnerable if a change needs to happen urgently. At Newcastle Permanent there is a person, face to face that can help us solve many problems, and that term deposits bring a similar interest rate to Macquarie. Funds can still be available if we stagger the term deposits. And a large transaction like an extension we would have notice to make the money available.
		Ken: Moved the motion that the Macquarie accounts be left open.
		No seconder. Motion Lapsed.
		We will have a business review meeting on 16th September.
12	<i>Karen</i>	Charity update
		There are currently no charities for Spamalot. Karen moved that the run for Spamalot be inclusive of the Wednesdays open to the public. Approved
13	<i>Ilesha</i>	Rehearsal Mirrors
		Ilesha and Candace reported that hiring a hall with mirrors worked really well for the confidence of the dancers and cast of Chicago. Ilesha purchased a stick on mirror to test its quality. They were not very good. She then spoke to Bunnings about mirror options and brought back prices on Plexiglass mirrors. The cost of the mirrors would be far cheaper than consistent hire of the hall. Mike asked where they would be stored. The green room was suggested, but Peter mentioned that they would be easier to bring out from the annex, that bringing them up the stairs from the green room, may be problematic, or an opportunity for mishap. Ilesha also mentioned that, being full length they could also be used for costume fittings. Peter will chat to Paul to discuss building.
		Motion: That a budget of \$1100 - \$1400 be allowed for purchase and construction of mobile rehearsal mirrors.
		Moved: Peter Seconded: Candace All Approved

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Facility:	Peter	Licensee Update
		no update
		General update and matters arising in prior period
		Sure Hygeine
		We have been receiving monthly bills, but Peter, who is in the theatre most days, has not seen them. Peter will call them to see if they have actually been to the theatre.
		Pest spray
		Peter will book the Pest Spray after On Stage is complete.
		Outside Toilet, Awning, Disabled toilet.
		We are still awaiting communication from Council on these three.
		Security Lights
		Malcolms mentioned that the bin light is not working. Peter will contact Anjon to fix.
		Driveway Parking
		We are still having trouble with the band parking on the grass next to the theatre, especially problematic during show periods. Karen to send a friendly courtesy letter to band.
Publicity:	<i>Social Media Update</i>	looking good
	<i>Website changes/updates</i>	Nothing to report.
	<i>General Marketing</i>	A Wave article will be released shortly regarding Spamalot.
	Karen	Ticket release dates - added to advertising
		Karen asked if the ticket release dates could be added to our yearly program advertising. She also asked in our yearly program could be on a flyer that was distributed during Georgy Girl for the year ahead.
		Moved: Karen Seconded: Diana Approved
	Peter	Cohesion of advertising and confirming contractual specifics in all shows.
		Motion: That all advertising come through secretary before being produced.
		Moved: Peter Seconded: Deb Approved
	Mike	Mailchimp update
Mike did some research to set up a new one with less than 500 \$30, 1000 \$60 per month. He recommends to leave as is till we get closer to limit of 2,000 to make decision.		
Current Show Updates:		Chicago, Spamalot, Georgy Girl, Christmas in Concert, Anne Of Green Gables
	<i>Chicago</i>	Chicago was excellent. Some good feedback from the audience. It was received well. There were some hiccups but we got through it, overall a success. Lots of good comments on foyer, selfie board went well.
	<i>Spamalot</i>	The show is up to running through act 1, act 2 next week. Set starting next week, costuming help needed.
	<i>Georgy Girl</i>	Where it should be.
	<i>Christmas</i>	Withdrawn
	<i>Anne of Green Gables</i>	Committee will request for AOGG to please wait two weeks after Georgy Girl auditions before having their auditions to allow the members to participate in both if desired.



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General Business:		
	Ken	Onstage pricing for end of year. All day Saturday including the evening. A few hours on Friday evening, plus set up time. Current holiday booking is \$342 per day. We also need to add cleaning and consider other factors, like the bar.
Next Meeting:		12th August
Meeting Closed:		7:42pm