

Committee Meeting Minutes

Tuesday 12 August 2025

Meeting Time: 6:00pm

Meeting Start: 6:04pm

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, 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 8th July 2025 be accepted as a true and accurate representation of the meetings.
		Held over
2	<i>Ken</i>	Treasurer Reports for July
		The transfer from Macquarie almost finalised. Peter and Ken adjusted the fixed assets register and wrote off about 49 items. Mike queried the cleaning costs for July - Ken reminded that it included the chair and carpet cleans. Show fee queried by Ken. Karen would like to meet with him to clarify. Cost of sales queried, clarified. Cast amenities queried, Karen clarified that it includes the end of show party.
		Motion: The Treasurer moves that the financial statements from July be accepted.
		Moved: Ken Seconded: Diana Approved
3	<i>Ken</i>	New Members
		Wendy Steadman Jones, Bradley Swan, Nada Kulic, Anne Wansbrough
		Moved: Ken Seconded: Candace Approved
4	<i>Ongoing</i>	Policies and Procedures
		Karen will upload what we have so that we can all look at them.
5	<i>Karen</i>	VIPs
		We need cohesion with the invitations to be sent out. Also a note that some VIPS have particular seating requirements.
6	<i>Karen</i>	DRS Vacancy
		Have not yet been able to speak to Lynn Gough, Karen will talk to her tomorrow at rehearsal. If Lynn is not keen perhaps Di Ennew?
7	<i>Ken</i>	Newcastle Permanent update
		All complete
8	<i>Karen</i>	Charity update
		Diana requested that more notice be given if there Charity nights are to be replaced by non-charity nights so that she can arrange the correct number of vouchers for the raffle. Karen did mention at the beginning of the year, but will communicate more often.
9	<i>Karen</i>	Lyn Gale
		Lyn Gale has furnished her resignation from Costume mistress and from pre-show table set-up. A letter will be sent to the members asking for expressions of interest. A letter to be sent thanking her for her many years of service

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		lesha will set up the tables for Spamalot Opening.	
10	<i>lesha</i>	Rehearsal Mirrors	
		Discussion was had to confirm if they could be attached to a wall in various places in the theatre. Still best for rehearsals if they are mobile. Peter will proceed.	
	<i>Mike</i>	Banners, we need replacement banners. Mike to get a quote from usual place, Karen to get a quote from her contacts as well. Mike to send her dimensions.	
		Motion: That we replace the current worn banners.	
		Moved: Mike Seconded: Ken Approved	
Facility:	<i>Licensee Update</i>	There is upcoming mandatory training on bullying and harrassment.	
	<i>Pest Spray</i>	Completed	
	<i>Council Matters</i>	The new council contact is still finding their feet. Peter has contacted but has not progressed so far.	
	<i>Sound</i>		The reason we are using disposable disposable batteries for the mic packs is that they are 1.5v. Most rechargeables are 1.2 volts which go flat too quickly to last a show. Peter has located a 1.5v rechargeable system which will save us a lot of money in the coming years as well as being more environmentally friendly. Requests to go ahead.
			Motion: That we purchase the 1.5v rechargeable system for mic batteries.
			Moved: Peter Seconded: Mike Approved
	<i>Lighting</i>		Lighting: For Chicago we had LEDs at the back to light the cyclorama. We use projection a lot, but the incandescent lights get in the way of the projector. 5 lights would cover the cyc.
			Motion: That we buy 5 new cyc lights.
			Moved: Peter Seconded: Mike Approved
	<i>Projector</i>		We are using projection a lot more. Currently we have to choose between projecting on the cyclorama, or projecting on the scrim, and each change is quite involved.
			Motion: That we buy a second projector so that we can project on the cyc and the scrim in the one show.
			Moved: Peter Seconded: Diana Approved
Publicity:	<i>Social Media Update</i>	No updates	
	<i>Website changes/updates</i>		
	<i>General Marketing</i>		
Current Show Updates:			
	<i>Spamalot</i>	The sales for the second Wednesday show are as yet quite low. Karen to contact Production Team of Spamalot that if sales don't jump we may need to close that performance.	
	<i>Georgy Girl</i>	Auditions successful. The show is cast except for two minor male roles.	
	<i>Anne Of Green Gables</i>	Auditions are upcoming. Candace will be committee rep for the 12th September and lesha the 14th. Mike to contact Mel for announcement on the 29th August.	

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	<i>Afraid of the Dark</i>	Looking at Audition dates
General Business:		
		General meeting clash with rehearsals. Discussion was had that often the general meetings clash with rehearsals. To discuss next meeting as to whether to ask for the rehearsal to start a little later on those evenings, so that all members who wish to attend the meeting can.
		Ken confirmed that business meeting is happening next month. Karen asked that committee send through any topic they want to discuss at the meeting for the agenda.
		Mike mentioned that council has changed when the banners can be booked and that we can only apply 3 months before the date. There are 4 spots at Lennox, IGA, skate park and West Ballina but only 2 spots were available for Georgy Girl until opening weekend 3rd November.
		Candace mentioned the rolling TV for advertising outside IGA by Ooha. Mike to enquire as to cost for hire.
		Ilesha mentioned that she is doing her RSA in Alstonville through North Coast Community College. Mike to email members to let them know and that the theatre will reimburse if done only to work in our bar.
		Ilesha has completed the 70th celebration invitation.
		Kristin would like an invoice for her Christmas Show so she can plan ahead.
Next Meeting:		9th September 2025
Meeting Closed:		7:16pm