

General Meeting Minutes

Tuesday 15th July 2025

Meeting Time: 7:00pm
 Meeting Start: 7:03pm
 Meeting Close: 7:34pm

Present:	Peter Harding (Chair), Karen Harding, Lyn Gale, Diana Mason, Liz Van Eck, Debra Johnston, Teri Adamson, Candace Baldwin, Ken Jones, Mike Sheehan, John Hannaford, Allen Ennew, Di Ennew
Apologies:	Robin Quinlivan, Iesha Williams, Lynne Gough

Item:	Raised By:	Matter For Discussion:
1	Karen	Confirmation of Minutes from last meeting,
		Motion: That the minutes from the meeting in April 2025 be accepted as a true and accurate representation of the meeting.
		Moved: Karen Seconded: Lyn Gale Approved
2	Peter	Business arising from these or Management Committee Minutes April and May.
		<i>Facility -</i>
		- Ant and Pest spray
		Ant spray completed somewhat successful, Mike booking internal pest spray
		- Carpet and chair clean
		Went really well, got rid of most of stains, cleaner will come back if we point out stain etc The cleaner did point out the theatre was very dirty.
		- Aircons
		Annex aircon repaired. Needs a curtain across. New one installed
		- Outside Toilet
		- Disabled Toilet
		Peter has communicated with Craig Brown, sent out a workman sent in a CRM but Craig has now retired and the interim person did not know what was happening. Peter has left a message with the new person. The CRM is still in place. New Chappy named Kerry
		<i>Policies and Procedures</i>
		We are moving forward we have duty manager this close, all front of house will be circulated shortly
		<i>Kate Peters - Show and Dates</i>
		Kate has cancelled the production for this year, but will look at coming again next year
		<i>Annual Celebration</i>
		Successful, band was good, food was great. Enjoyed by all who attended.
<i>70th Birthday: Update</i>		
Having a meeting after this one, we have the venue, the menu change has now occurred but the function manager was not available.		
<i>Finance Update: Transfer of signatories, Term deposits</i>		
Over two different committee meetings we discussed moving the finances from NAB and Macquarie to Newcastle Permanent. We have had reports of people who have found Macquarie difficult and were looking for the advantages of us being able to approach a human, especially when unexpected changes are needed. Committee decided to migrate everything to NP. Ken reported that there is now nothing left in NAB. Half of the money in Macquarie has been moved. To continue taking advantage of available interest we are putting large portions into term deposits. Ken will do one now for 6 months. and progressively three monthly.		

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		<i>External Hires:</i> Onstage, Family History
		Onstage was in last week, Family History is ticking on as usual.
		<i>Publicity</i>
		The Wave magazine - the cost of advertising in the magazine is increasing but our costs wont be increasing if we slightly adjust the size of our ads and specs. We have been putting one in every month primarily for the current show. They give us a free editorial in the month that the show goes on sale for free. Thanks Liz
		<i>Licensee Update</i>
		LG mandatory training around harrasment violence and assault. Peter will do the training. But also flagging that the WWCC inspections are about to be overhauled and renewed. Be prepared that we may need to make WWCC mandatory. We will keep the members informed of any changes needed.
3	<i>Show Updates:</i>	Chicago, Spamalot, Georgy Girl, Christmas in Concert, Anne Of Green Gables
	<i>Chicago</i>	Chicago went fantastic. Cast and crew had a really good time, sold out season, lots of good feedback. Very well received
	<i>Spamalot</i>	Moving along well, Starting on full runs.
	<i>Georgy Girl</i>	Soon to audition.
	<i>Anne Of Green Gables</i>	Is still waiting on an audition date. Have spoken to Paul a few times. Jac is waiting on Pauls date
	<i>Christmas in Concert</i>	Has been withdrawn.
4	<i>Ken</i>	Treasurer Report for Second Quarter: April to June
	<i>Motion:</i>	That the financial statements from April to June be accepted.
		Moved: Ken Seconded: Lyn Gale on behalf of Robin Quinliven Approved
		As you would have seen the financial results. We are trading well much along the same lines as last year. Notably the extra cleaning. Repairs and maintenance. Royalties. We have spent a bit on sound equipment
5	<i>Correspondence</i>	
	<i>Invoices</i>	Forwarded to Treasurer
	<i>Kate Peters</i>	Communication re September Show
	<i>Committee emails</i>	Committee discussion and feedback
	<i>Show emails</i>	Committee / Production Manager and Directors discussions and feedback
	<i>Charity Groups</i>	Various communications regarding planning and agreements for Charity Nights 2025 season
		Peter received positive feedback from Paradise FM.
6	<i>General Business:</i>	
	<i>Peter</i>	Final date for submission has been chosen for 2nd September.
7	<i>Next Meeting:</i>	21st October
	<i>Meeting Closed:</i>	7:34pm