



Committee Meeting Minutes

Tuesday 11th November 2025

Meeting Time: 6:00pm
 Meeting Start: 6:04pm
 Meeting Close: 7:15pm

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

Apologies: 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 14th October 2025 be accepted as a true and accurate representation of the meeting.
		Deferred till next meeting
2	<i>Ken</i>	Treasurer Reports for October
		Motion: The Treasurer moves that the financial statements from October be accepted.
		Motion deferred till next meeting.
		Ken noted that we are about 20 grand down on last year at this time, but we had the 70th celebration and we have had more royalty expenses this year.
		The 70th Celebration costs came in on budget as planned costing just under 8 grand.
3	<i>Ken</i>	New Members
		1 adult application this month: Melanie Hockings. Moved and accepted.
4	<i>Karen</i>	Letter From Teri Adamson
		Teri Adamson has formally resigned from committee this year. This leaves a casual vacancy in the committee. After discussion it was decided to leave the position vacant until the AGM.
		Teri resignation also left us down a signatory on the bank accounts. Peter will become the third signatory.
		Motion: That Teri Adamson be removed as a signatory from The Ballina Players Incorporated Newcastle Permanent Business Account.571316818.
		<i>Moved: Ken Secoded: Mike Approved</i>
		Motion: That Teri Adamson be removed as a signatory from The Ballina Players Incorporated Newcastle Permanent Club Account 545954007.
		<i>Moved: Ken Secoded: Deb Approved</i>
		Motion: That Teri Adamson be removed as a signatory from The Ballina Players Incorporated Newcastle Permanent Term Deposit Account 546254408 .
		<i>Moved: Ken Secoded: Diana Approved</i>
		Motion: That Teri Adamson be removed as a signatory from The Ballina Players Incorporated Newcastle Permanent Term Deposit Account 572534200.
		<i>Moved: Ken Secoded: Karen Approved</i>
		Motion: That Teri Adamson be removed as a signatory from The Ballina Players Incorporated Newcastle Permanent Term Deposit Account 573905202.
		<i>Moved: Ken Secoded: Candace Approved</i>

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		Motion: That Peter James Harding be added as a signatory to The Ballina Players Incorporated Newcastle Permanent Business Account.571316818.
		<i>Moved: Ken Secoded: Mike Approved</i>
		Motion: That Peter James Harding be added as a signatory to The Ballina Players Incorporated Newcastle Permanent Club Account 545954007.
		<i>Moved: Ken Secoded: Diana Approved</i>
		Motion: That Peter James Harding be added as a signatory to The Ballina Players Incorporated Newcastle Permanent Term Deposit Account 546254408 .
		<i>Moved: Ken Secoded: Deb Approved</i>
		Motion: That Peter James Harding be added as a signatory to The Ballina Players Incorporated Newcastle Permanent Term Deposit Account 572534200.
		<i>Moved: Ken Secoded: Candace Approved</i>
		Motion: That Peter James Harding be added as a signatory to The Ballina Players Incorporated Newcastle Permanent Term Deposit Account 573905202.
		<i>Moved: Ken Secoded: Karen Approved</i>
5	Peter	Onstage Dates/Contract next year
		Karen is to send a letter to Kristen confirming the three midyear workshop dates subject to the new contract being signed. Ken urged that we really look at the contract when it comes to renewal, especially at the cleaning costs.
6	Karen	New Members Form
		As per the discussion last meeting Karen brought in an adjusted membership form, with the new bank details and potential reasons for joining Ballina Players being added to the form. The new form was passed around for review. Apart from a minor change the new form will be uploaded to the website.
		Approved
7		Lack Of Volunteers
		There was much discussion as to the lack of volunteers for front of house.
		Peter raised, do we need to cut back on the number of productions we run in a year as a discussion starter.
		Many ideas were thrown around. It was mentioned that having to send out so many emails basically begging people to volunteer for front of house is detrimental as people stop reading the emails.
		It becomes tiring when very few are filling the holes in the roster night after night.
		It was discussed could we cut down the number of ushers needed? Two were discussed, though when doing clean up after the show, that then becomes a large job for few people. Perhaps three? Clean up is certainly quicker when all volunteers on FOH join in the clean up.
		Could we combine the duty manager and the ticketing box? This becomes problematic if the duty manager is needed in the auditorium, that then leaves a hole in the foyer.
		Having an open day was suggested to show people around the theatre and help them be more comfortable in the place.
		Deb commented that it can be very hard to get to know people if you are only doing front of house.
		It was suggested having a front of house people party. Either once a year, or perhaps on the Friday before production week, where everyone on the rosters gets to come into the theatre and meet the other staff, have a drink and just get to know each other.

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		Another suggestion was encouraging the cast backstage to purposefully greet the front of house staff when they come around the front and let them know they are appreciated, also as a way of front of house staff getting to know people.
		The idea was tossed around - do we make it mandatory, that all members must do front of house? Or that if you are in a production, you must sign up for a minimum of two front of house slots for the upcoming show?
		Do we add it to the membership form, or audition form that a requirement of being a member is to sign up for front of house?
		Signing up for front of house needs to be easy. Perhaps even having multiple shows' rosters up at the same time, so people can book well ahead.
		Karen is also in the process of making ay early calendar to put up in the kitchen - a benefit for both front of house planning and for directors and shows.
		The overall theme of the ideas though is that front of house staff need to feel welcomed and accepted and it needs to be fun.
		We will re-visit this topic after Georgy Girl.
8		Update on 70th
		The photos from the 70th have finally been sent through. Karen will send the link through to all who attended. We are still receiving positive comments on how the night went.
Facility:	<i>Peter</i>	Licensee Update
		No updates this month
		General update and matters arising in prior period
		The kitchen and external security lights have been repaired.
		Council Matters
		Peter has had contact with council. They have backflipped on fixing the toilet - Peter is still in discussion with them. Some engineers have come to inspect the outside toilet, we are waiting to hear from them as to when would be a good time for both council and ourselves for repairs to go ahead.
Publicity:	Social Media Update	Iesha has volunteered to take on the social media when she gets back after Georgy Girl.
	Website changes/updates	Nothing to report this month.
	General Marketing	Discussion was had as to subscribers not always receiving the emails that tell them when show tickets are available.
		Candace has volunteered to take on putting up posters at shops, noticeboards etc like Malcolm used to. Thank you to Malcolm for doing it in the past, and thank you to Candace for putting her hand up to do it in the future. Karen explained how to get a hold of the posters.
		VIP emails went out late for Georgy Girl. Discussion was had as to when would be a good time, Karen suggested on the week that subscribers were released at the latest.
		VIPs for AOGG, was confirmed it is not the full list, but the Mayor, the radio and any other pertinent people to AOGG only. Candace to discuss and confirm with Jacquie.
		We confirmed that AOGG will be priced as per a youth production/January slot.
Current Show Updates:		Georgy Girl, Anne Of Green Gables, Afraid Of The Dark
	GG	Georgy Girl is being received well . Currently 94% sold.

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	AOGG	Ticking along as expected. Currently rehearsing Mondays in the theatre and Wednesdays and Sundays in the Guide Hall.
	AOTD	Auditioning in early December.
General Business:		
	Diana	Diana mentioned that twice the door on the carpark side of the Guide Hall has been left unlocked and wondered if it was AOGG. Apparently just closing it does not lock it, the lever must be vertical. Peter to discuss with Jacquie.
	Peter	Had an enquiry from Head space requesting if they could do workshops for teens in the theatre for term 1. Discussion was had. Consensus was that we would have allowed Mechelle to hold her workshops before an external group. Unfortunately it just does not fit into our schedule right now.
Next Meeting:		Tuesday 9th December
Meeting Closed:		7:15pm