



Committee Meeting Minutes

Wednesday 25th February 2026

Meeting Started: 6.03pm

Present

President/Chair: Peter Harding

Vice-President: Candace Baldwin

Treasurer: Peter Harding

Secretary: Mike Sheehan

General Members: Paul Belsham, Di Ennew, Karen Harding, Diana Mason, Angela Quinn, Iesha Williams.

* Welcome to Committee

Peter welcomed the new Committee, particularly the new members, Paul, Di and Angela, and outlined the focal points for the year, as well as giving the newer members the history.

Policies and Procedures document to be completed, a sub-committee of Peter, Karen, Mike and Diana was formed.

The outside toilets were to be torn down by Council, but after intervention by Peter to Mayor Sharon Cadwallader, Council has indicated they will remove and dispose of the roof and ceiling leaving the brick structure in conjunction with BP replacing the roof and continuing to use the space.

Getting 'spade ready' for the building of the eastern extension of our theatre.

Repair and paint the front of our building and build an awning over our driveway.

* Communication, internal/ external.

Most issues to be resolved at meetings with the occasional urgent decisions to be decided by email. All outgoing communication, Posts, emails to members, Ticketing, to be checked by a second person (either Mike, Iesha, or Karen) before sending to reduce errors, omissions, or liability issues.

* Signatories

Current signatories to be removed and Paul Belsham and Di Ennew to be appointed.:

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* Duty Managers

Peter encouraged all Committee members to take on the Duty Manager position, and all Duty Managers to try to get their RSA Certificates. Diana in charge of training any new DM.

Peter wants to trial a new role for Duty Managers for *Afraid Of The Dark*. The trial will be for the DM to count the nights takings during the second act, excluding bar, and return them to the DM cupboard. Bar to be counted by the bar manager and returned to the DM cupboard at close of business".

* Responsibilities/Portfolios

Peter passed around a list of current responsibilities in Ballina Players (e.g. props, lighting, banners, etc) for Committee to become familiar with and inform members if asked. Peter stressed that some of these are to be liaised with and not their job for each production (e.g.props)

* General Business.

- Candace mentioned that she had received 2 tickets from Lismore Theatre Company or their opening night of The Importance Of Being Earnest.
- Mike to organise badges for Committee and Front Of House.
- Diana has a list of Front Of House Responsibilities
- Karen Motion: To maintain transparency, Karen requested that all bills from Merry Minions (cleaning) or Ballina Colour Copy Shop, will be sent to Mike for approval before being sent to the treasurer for approval. Seconded Iesha Williams. Carried unanimously.

Next Meeting: Wednesday 11th March 6pm