



Committee Meeting MINUTES

Wednesday 11th March 2026

Meeting Time: 6.04pm

ITEM	DESCRIPTION	WHOM	
	Members Present	MS	Peter Harding (Chair), Candace Baldwin, Mike Sheehan, Paul Belsham, Di Ennew, Diana Mason, Karen Harding, Iesha Williams
	Apologies	MS	Angela Quinn
1	Minutes	MS	Motion: That the minutes from the meeting of 25 th February 2026 be accepted as a true and accurate representation of the meeting. Secunder: Di Ennew
2	Treasurer's Report		Motion: The Treasurer moves that the financial statements for the month of February be accepted. Secunder: Candace Baldwin Question (Mike): On the 'Accounts Transactions' for 24 th Feb 2026, there was a debit item for \$57 at ServicesNSW Haymarket? Peter had been looking into this and had no answer at this time...he will report back at the next meeting.
3	New Members	CB	Samantha O'Halloran, Nicole Sullivan, Paul Earner Moved: Candace Baldwin Secunder: Diana Mason
4	Focus Points	PH	Policies & Procedures No progress yet. Diana to send the updated responsibilities for the Duty Manager after AOTD.
			Eastern Extension No progress yet
			Awning Over Driveway, Paint front wall More plumbing required than thought for the awning, to drain water away.
			Toilet Block Council not acted yet. The plumber reports that it should be no problem to seal off the water supply in the ladies toilet side.

5	Facility	PH	Licensee Update Nil to update
			General Update on Theatre Toilets repaired where the cistern was not filling up.
			Council Matters
6	Show Updates	PH	Afraid Of The Dark Liz Dargin reports that there was the first FULL CAST rehearsal in the last week. 1 st run through with microphones and lights has happened. Ticket Sales are approx 75%. Pippin Goodsell-Harding has taken on a role and Liz van Eck has moved into Stage Manager.
			A Chorus Line The show has been cast and there is 1 dropout. Tory Puglisi has moved into a role and the Assistant Director is now Di Ennew. Rehearsals have begun but there has no meet & greet yet as scripts had not arrived in time.
			Wedding Singer Candace reported that the show is where it should be for this stage.
			Rocky Horror Candace reported that the show is where it should be for this stage.
			Frozen Rights have been acquired.
			Mother & Son Because the submission was originally for September, Allen Ennew has had to contact the rights owners to shift the dates to March '27.
7	Correspondence	MS	In Council email reporting that signs have been placed out the front of the theatre in accordance with our lease renewal. Robert Owens (New member) proposal to learn skills for devising in theatre. He came back with more detail...circulated to Committee. Committee decided that since he wasn't wanting to use the theatre, that we would approve any advertising to members for his project.
			Out
8	Committee member Reports from Previous Meeting(s)	MS	Report on foyer signage for current blue-tacked notices. Next Level Picture Framing: 3X \$219.30 LJ Signs: Acrylic and glue to the wall, \$333.69 for 3 Committee to ask LJ Signs for diagrams of what their product would look like....Committee to discuss next meeting.
		MS	Badges ordered and delivered
9	Publicity	IW	Social Media Settling in after transition from Liz van Eck.
		MS	Website/Emails Approx 450 on Members email list, and 1500 for the Patrons list
			General Marketing

10	DRS Team '26	MS	Graham Cork, Deb Johnston and Di Ennew to be the DRS team. Some discussion on whether there should be a Youth person that younger members might feel more comfortable with. Ilesha to explore.
11	M'Ship Info	MS	Website currently says to send form to Treasurer...do we change that to Candace? Decision was to create a new membership email address to be posted on the website.
12	Working With Children	MS	All cast of A Chorus Line are now cleared. Will continue to check for crew as it is finalised.
13	Evacuation Areas	DE	Di enquired about the how the Front Of House personnel are to be allocated to the emergency exits. Karen reminded us that the Duty Manager will allocate the exits to Front Of House staff pre-show.
14	General Business	PB	Paul suggested the need for more accountability in the show updates. The discussion following, included: all production teams meet before the season starts; Committee member should be at all production meetings; post-show reports from key areas of the production. The decision was to organise a meeting of all production Teams after the April General meeting...Peter & Karen to organise an agenda.
		IW	There is a need for further examination of the 1 st Aid situation, and the suggestion was made by her that we purchase 2 Workplace Compliant kits for backstage and Front Of House, at a cost of \$250. Moved: Ilesha Williams, Secunder: Diana Mason. Approved.
		DE	Received email from bank re signatories changeover. Mike asked if the signatories record should be part of the minutes, Peter replied that it was not necessary for Newcastle Permanent.
		PH	Moved that new Coasters for our tables to be purchased. Secunder: Mike?
		PH	Expression of interest from Pippin Goodsell-Harding for the Wardrobe person.
15	Next Meeting(s)	PH	April Committee: Tuesday 14 th April 2026 April General Meeting: Tuesday 21 st April 2026.

End of Meeting: 7.43pm