



# Committee Meeting Minutes

Tuesday 14<sup>th</sup> April 2026

Meeting Time: 6pm

Meeting Started: 6:02pm

Meeting Closed: 8.15pm

| 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 11 <sup>th</sup> March 2026 be accepted as a true and accurate representation of the meeting.<br>Seconder: Di Ennew<br>Passed |
| 2    | Treasurer's Report | PH   | Motion: The Treasurer moves that the financial statements for the month of March be accepted.<br>Seconder: Diana Mason<br>Passed                                           |
| 3    | New Members        | CB   | Suzzanah Watts, Anthony Pirlo, Antonette Brailing, Kolo Puglisi<br>Accepted                                                                                                |
| 4    | Focus Points       | PH   | Policies & Procedures-see item #9 below (DM)                                                                                                                               |
|      |                    |      | Eastern Extension-Nil                                                                                                                                                      |
|      |                    |      | Awning Over Driveway-A concept drawing will be sent to Council once the Theatre Lease is signed                                                                            |
|      |                    |      | Repairs to front of the Theatre-Contractors coming on Monday 20 <sup>th</sup> to remove rust and paint the front of the building white.                                    |
|      |                    |      | Toilet Block-Part of the Lease approval is that Council will be in touch to start the removal of the roof of the toilet block.                                             |
| 5    | Facility           | PH   | Licensee Update-Nil                                                                                                                                                        |
|      |                    |      | General Update on Theatre-Nil                                                                                                                                              |
|      |                    |      | Council Matters-Nil                                                                                                                                                        |
| 6    | Show Updates       | PH   | A Chorus Line: IW. The actor playing the role of Cassie has withdrawn. Iesha trying to find a replacement. Dancing and singing are progressing well.                       |

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|   |                                                   |        | Wedding Singer: CB. Auditions on 1 <sup>st</sup> and 2 <sup>nd</sup> May. Rehearsal plans are set for the 1 <sup>st</sup> month. Paul Belsham to be Committee Rep at both days of auditions.                                                                                                                                                                                                                                                                                                                                                                                               |
|   |                                                   |        | Rocky Horror: CB. Orchestral Material has arrived and is being digitised.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|   |                                                   |        | Frozen: Nil yet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|   |                                                   |        | Mother & Son AE. Dates of auditions, meet & greet, rehearsals provided. A request for an additional performance was considered by Committee and approved, Wednesday 17 <sup>th</sup> March.                                                                                                                                                                                                                                                                                                                                                                                                |
| 7 | Correspondence                                    | MS     | <p>In</p> <p>Offer from Kim Green to be wardrobe person for Ballina Players (Below)</p> <p>Document from Council re lease, outlining rent. "Statutory minimum rent"</p> <p>Email from Arian Galvan of Network Insurance House wanting to check that the figures for our voluntary workers are the same as last year.</p> <p>Document from Council re Guide for Rent Assessment.</p> <p>Email from Lismore Theatre Company offering tickets for Opening Night of The Glass Menagerie on 24<sup>th</sup> April.</p> <p>Email from Council with the draft lease for signature and return.</p> |
|   |                                                   |        | <p>Out</p> <p>Email to Robert Owen approving any advertising he wants for our members.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 8 | Matters from correspondence                       | PH     | Discussion on appointment of Wardrobe Person. There are 2 applicants: Pippin Goodsell-Harding and Kim Green. Both were sent a list of responsibilities and expectations, but Kim had no time to consider it, and requested an extension of time. Committee to meet at 6.30 on Tuesday 21 <sup>st</sup> April to make a decision. Committee met and voted for Pippin Goodsell-Harding to be Ballina Players Wardrobe person.                                                                                                                                                                |
| 9 | Committee member Reports from Previous Meeting(s) | PH     | Question re ServicesNSW debit 24 <sup>th</sup> February. \$57.00 is a fee to lodge form A12-T2, AGM Register, to fair trading.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|   |                                                   | DM     | Updated Duty Manager Procedures: Diana to meet with Committee members to go through the Duty Managers document of Responsibilities on Thurs April 30 <sup>th</sup> 6.16                                                                                                                                                                                                                                                                                                                                                                                                                    |
|   |                                                   | MS     | LJ Signs diagrams for discussion. This is for the 3 signs below the Foyer posters of upcoming shows. Committee discussed the options and decided on a type and font. MS to organise.                                                                                                                                                                                                                                                                                                                                                                                                       |
|   |                                                   | PH, KH | Agenda for Production Teams Meeting. PH discussed the items to be talked about at the meeting. MS to notify Directors/Production Managers.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|   |                                                   | IW     | Youth Liaison person. Liz van Eck agreed to be a liaison between minors and the DRS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|   |                                                   | IW     | Defibrillator cost: IW reported that the cost would be \$1500 with no servicing required, just checking every 3 months and would last 4-7 years. Committee approved.                                                                                                                                                                                                                                                                                                                                                                                                                       |
|   |                                                   | MS     | Archives storage. Currently on MS personal Onedrive 650Gb. After research the best option was a cloud storage called Filejump: \$Aus106 lifetime (2Tb, but we can get more                                                                                                                                                                                                                                                                                                                                                                                                                 |

|    |                       |    |                                                                                                                                                                                                                                                                                                                                              |
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|    |                       |    | when the time comes). Seconded CB, Committee approved. MS to organise.                                                                                                                                                                                                                                                                       |
| 10 | Publicity             | IW | Social Media; A Chorus Line and The Wedding Singer notifications proceeding as normal.                                                                                                                                                                                                                                                       |
|    |                       | MS | Website/Emails-KH pointed out that the image of the theatre is out of date...MS to be sent an updated one.                                                                                                                                                                                                                                   |
|    |                       |    | General Marketing                                                                                                                                                                                                                                                                                                                            |
| 11 | Printing of Scripts   | PH | A discussion took place around whether scripts should be printed for cast. The decision was that we maintain the status quo ie if any cast wanted a larger script then the production will pay for it.                                                                                                                                       |
| 12 | Onstage Contract      | PH | The Onstage 'after school' program requested the theatre for their end of year concert on 11 <sup>th</sup> and 12 <sup>th</sup> December. Committee decided that, due to time and set constraints between Rocky Horror and Frozen, the request was deemed unsuccessful                                                                       |
| 13 | Donation              | PH | Committee resolved to Donate \$5000.00 to Paradise FM to support repairs to their infrastructure in appreciation of their support of BP over the last 25 years                                                                                                                                                                               |
| 14 | Working With Children | MS | 1 still outstanding from Afraid Of The Dark, and 1 from A Chorus Line.                                                                                                                                                                                                                                                                       |
| 15 | General Business      | DE | Proposal for Stage Right Thrust (Bandpit). DE had a safety concern about the step up from the Stage Right proscenium to the raised cover (when in place) of the cover of the bandpit and wondered if the level could be changed to the same level as the stage. The proposal was discussed at length and the decision was to maintain as is. |
|    |                       | CB | WEDDING SINGER Auditions and Committee Rep. See Item 6 above                                                                                                                                                                                                                                                                                 |
| 16 | Next Meeting(s)       | PH | General Meeting: 21 <sup>st</sup> April. Special General Meeting 21 <sup>st</sup> April. Production Teams Meeting Monday 4 <sup>th</sup> May 6pm...zoom available.                                                                                                                                                                           |