Committee Meeting MINUTES

8th September 2026

Meeting Time: 6pm
Starting Time: 6.15pm
Finish Time: 8.07pm

ITEM	DESCRIPTION	WHOM	
	Members Present	MS	Peter Harding (Chair), Candace Baldwin, Mike Sheehan, Di Ennew, Diana Mason, Karen Harding, Lynn Gough
	Apologies	MS	Iesha Williams, P Belsham
1	Minutes	MS	Motion: That the minutes from the meeting of 14th July 2026 be accepted as a true and accurate representation of the meeting. Seconder: LG Motion: That the minutes from the meeting of 11th August 2026 be accepted as a true and accurate representation of the meeting. Seconder: LG
2	Treasurer's Report		Motion: The Treasurer moves that the financial statements for the month of August be accepted. Seconder: DM Balance: $477 754.10 PH reported that, as 2 Charity shows were cancelled due to cast illness, Committee had approved a donation of $3 000 to The Rotary Club Of Ballina PH reported that the Air Con at the rear of the Theatre had failed. Quotes for repair amounted to $2 325, and for replacement $4 595. Committee discussed options. Ph moved to buy a new one, 2nd CB, approved unanimously.
3	New Members	CB	Alicia Burton, Chiana Taylor-Fox, Mia Ford, Kim Ford, Straun Scott, Lennie Scott, Nahla Turner, Eliza Jelley, Kiki McCaffery, Harper Rylands, Eva Rylands, Dane Bodley, Pete Illa, Inika Reinhardt, Tamara Hojer, Tracy Lister, Jessica Turner, Lisa Reylands, CB Moved they be accepted, 2nd LG, approved unanimously.
4	Focus Points	PH	Policies & Procedures – Meeting Update? Meeting to be organised by PH and will meet shortly
			Eastern Extension PH has reached out to Craig Walling for a discussion around John Zaat plans. PH has had informal talks with Paul

			Belsham and others, at this stage around the distance the extension must be from the fence for emergency egress and how to use the available space inside the extension.
			Awning Over Driveway PH has reached out to Craig Walling for consultation.
			Toilet Block – Update PH reported that the roof had been completed by Council, and that the builders started yesterday on internals and have finished. Electrician will complete over the next few days and plumber will come in. Also, it is still to be painted.
5	Facility	PH	Licensee Update-no current update
			General Update on Theatre PH quote for double doors in Greenroom-a quote has been sought by the builder of the Toilet/storage block. Eastern Trees Progress. Work to start on removing these, in agreement with neighbours, Tuesday next week
			Council Matters-as above
6	Show Updates	PH	Wedding Singer-CB reported that the show went very well, cast illness caused the cancellation of 2 Charity shows, the cast and audience enjoyed the production. 99.6% attendance .
			Rocky Horror-CB reported that rehearsals have been humming along and are going well. Iesha Williams has withdrawn from Asst Director role.
			Frozen-KH reported that 42 have been accepted into the cast and that there have been 2 rehearsals so far. Harmonies are sounding good and choreography has started
			Mother & Son-DE reported that the foyer poster is up and that there has been interest in auditioning. Director intends to purchase extra scripts for perusal and they will be used in the show
7	Correspondence	MS	In Email from RSL advising that we were successful in our Club Grant application for $11 999 for Theatre Sound Infrastructure Upgrade. Request to book theatre on 29th October. Then later asked for 30, 31 Oct Email from disgruntled patron re: being told where the bathrooms are. COMMENTS: PH reported that a new Sound Desk is on its way. Committee decided to reject Mickey Wilson request for hire of the theatre-Secretary to advise
			Out Replied to request for booking theatre on 29th in the negative.
8	Committee member Reports from Previous Meeting(s)	MS	LED sign at front of theatre Too expensive and, in the end, probably unnecessary given the quietness of the street. PH suggested that we could possibly put a TV inside the glass at the front of the theatre which could display photos, advertise upcoming shows,

			show Social Media videos, etc. CB to trial something. Moved PH 2nd CB Committee accepted to trial it.
		CB/PH	Purchase of Apple Macbook & Camera These have been purchased and used already for The Wedding Singer
9	Publicity	IW	Social Media-no report as IW is an apology for the meeting
		MS	Website/Emails-Website has been rolled over to TRHS, emails have been sent to patrons, email to Subscribers advising of the date for Subscribers tickets for TRHS
10	Working With Children	MS	All cast & crew up to date (so far) with TRHS All cast and crew up to date (so far) or Frozen
11	Onstage Contract	PH	Update Onstage are seeking a 3-year contract with a 1-yr option. Committee has mixed feelings about the length of their request and will discuss at next meeting
12	BP school Drama Awards	MS	We need a representative to attend the Award Ceremonies of the 5 participating schools. Alstonville 22nd Sep 9.15 (Mike) Ballina 24th Sep 9.00 (Di Ennew) Xavier 24th Sep 12.00 (Peter) Emmanuel 22nd Sep 11.00 (Candace) Evans River 25th Sep 11.30 (Lynn)
13	General Business	MS	Constitution change advice to members PH will send Secretary the email information to members regarding the constitution change (members must be active before consideration for committee) to the secretary who will notify members 21 days before October meeting ie Mon 28th September
		MS	Date for extra Charity Night for Rocky, Thursday 26th Nov
		MS	Date for Annual Celebration Saturday April 10th 6pm-11pm. Details to be discussed at next meeting
		DE	Sponsorship-Due to a missing email thread, DE (who is one of 2 Committee members approving payment of funds) did not realise that Committee had approved $7 500+gst for Ballina Players to be the major sponsor for the Cancer Council Stars Of Ballina event on Sat 12th September. Through miscommunication the invoice was not paid…this has now been rectified. MS moved it be paid 2nd LG, approved
		DE	Charity Night proceeds-DE questioned the amount of $6 000 ,to be paid to Cancer Council as a donation, as the meaning of 'all proceeds', from the Wed 2 Sep performance of TWS as approved by Committee. PH assured Committee that this amount was minus costs of bar, café, etc. DE suggested that as part of Policies and Procedures that it

			should be made clear what the expression 'all proceeds' actually meant..Committee agreed. MS moved it be paid 2nd LG, approved
		PH	Fire inspection took place recently..all is well. PH asked about legal distance for egress down the eastern side of an extension. He was told 1m (see item #4 Eastern Extension)
		CB	We have been advised that a new method of booking the Guide Hall for future events has changed and we sent a new agreement
		CB	We received from Rous Public School a Certificate of Appreciation for our support in giving tickets to TWS for their raffle.
14	Next Meeting(s)	PH	Committee 13th Oct 6pm, General 20th Oct 7pm, Special Meeting after General (constitution change)