

**CRYSTAL THEATRE MANAGEMENT COMMITTEE MEETING MINUTES
(EXTRAORDINARY MEETING)
13 DECEMBER 2011**

Meeting opened 4:05pm

ITEM 1 ATTENDANCE AND APOLOGIES

PRESENT: The Mayor – Councillor Neville Castle, Councillor Col Hunter, Dave Allen and Andrew Muir.

APOLOGIES: Beverly Morris, Maree Statham and Ron Bidwell

RECOMMENDATION: That apologies from Beverly Morris, Maree Statham and Ron Bidwell be accepted.

MOVED: Dave Allen

SECONDED: Col Hunter

ITEM 2 PROPOSED NEW STAGE CURTAINS

The main purpose of the extraordinary meeting was to view the samples obtained for the stage curtains and discuss the way forward. Andrew Muir advised that he had enquired through Metro Cinema's as to which company had provided its curtains and that it was a Victorian based company. Andrew presented the samples provided through PRG (formerly Bytcraft) which if accepted would be installed by Stage and Studio. The Committee members agreed that the samples provided were 'too red' in colour. The PRG representative had advised that a deeper Burgundy would be available in the new year. The PRG representative also advised that the inclusion of 'swags and tails' required a different design and would add significant costs. The committee members were of the view that the formal 'measure up' of the stage should proceed and the final quote obtained from PRG/Stage & Studio. The new sample should then be obtained and the committee re-convene. Due to the specialised nature of the provision and installation of stage curtains the committee was of the view that one quotation should be appropriate and Andrew advised that he would seek the General Manager's permission to vary the standard purchasing procedure in this instance.

RECOMMENDATION:

1. The measure up of the stage be arranged to allow a final curtain quotation to be obtained.
2. The final quotation be obtained through PRG/Stage and Studio.
3. The approval of the General Manager be sought to obtain one quotation in this instance.
4. The Committee re-convene once the final quotation and new sample is obtained.

MOVED: Col Hunter

SECONDED: Dave Allen

ITEM 3 PROPOSED RECOGNITION OF COMMITTEE MEMBER

Correspondence has been received from Portland Tidy Towns requesting the committee's views on erecting two murals depicting Mr Ron Bidwell on the front of the Crystal Theatre in recognition of his contribution to the Portland community. This matter had been previously raised informally with other committee members. The committee was generally of the view that some caution should be exercised as there had been others over the years that had made significant contributions, however it agreed that Ron's contribution had been outstanding and was worthy of recognition. The committee agreed that it was supportive in principle but would see the location of the mural as being situated on the side wall adjacent to the laneway. The committee also thought final details would be appropriate.

RECOMMENDATION: That the Crystal Theatre Management Committee support installation of a mural depicting Mr Ron Bidwell 'in principle' with the preferred location being on the side wall and subject to further details being provided by Portland Tidy Towns.

MOVED: Dave Allen

SECONDED: Col Hunter

There being no further business on the agenda, the meeting was closed at 4:25pm.

The next meeting of the Crystal Theatre Management Committee will be held on Tuesday 8th February 2012 at 4.00pm.
