

CRYSTAL THEATRE MANAGEMENT COMMITTEE MEETING MINUTES

15 MAY 2012

ITEM 1 ATTENDANCE AND APOLOGIES

PRESENT: The Mayor – Councillor Neville Castle, Councillor Col Hunter, Beverly Morris, Dave Allen, Maree Statham, Ron Bidwell, Andrew Muir and Samantha Champion.

APOLOGIES: NIL

ITEM 2 CONFIRMATION OF MINUTES FROM THE MEETING OF 7 FEBRUARY 2012

The minutes were confirmed as a true and accurate record of each meeting and formally ratified at Council's Ordinary Meeting of 23 April 2012.

ITEM 3 BUSINESS ARISING FROM THE MINUTES

No business arose from the minutes.

ITEM 4 \$5,000 CHEQUE FOR THE CRYSTAL REFURBISHMENT

Maree confirmed that the Portland Art Society had received the \$5000 State Government Grant and would still like to use it to purchase carpet and a boardroom table and chairs for the upstairs room at the Crystal Theatre. Maree to obtain quotations and purchase goods.

ITEM 5 DRAPE MATERIAL

Andrew provided two quotes which had been sought from Jands Pty Ltd and Specialty Group Pty Ltd. Jands Pty Ltd provided the best quotation in terms of price, being \$6,043 excluding GST for Velvet Velour Drapes and \$6,086 excluding GST for Wool Drapes. Andrew is to request a sample and invite Jands Pty Ltd to provide a firmer quote, including the purchase of additional material for the next stage of development in accordance with the long term plan. Material for side wall curtains will also be sought. Andrew also advised that another \$20,000 has been proposed for next year's budget.

ITEM 6 PAINTING

Ron advised that painting in the upstairs room is progressing well but the damaged ceiling panel still requires urgently fixing.

ITEM 7 WHEELCHAIR RAMP WIDTH

Dave advised that on several occasions the wheelchair ramp has not been wide enough for the user's wheelchair. The wheels have fit inside the perimeter but it is not wide enough to accommodate the arms. Another issue is that the wheelchair ramp can only be operated by the person using the machine at the time. Andrew is to contact the company to see if alterations can be made to ensure all wheelchairs fit inside the ramp and if an external remote control can be sourced.

ITEM 8 FRONT DOOR REPAIRS

The right hand front door is split at the bottom and the left hand front door is hard to lock. Andrew to arrange repairs with Al Gerke.

ITEM 9 ONE HEATER NOT LIGHTING

Several heaters in the main hall and foyer are not working properly. Sometimes they are difficult to start or won't work at all. Andrew is to arrange for the plumbers/gasfitters to inspect.

ITEM 10 EXTRA KEY TO CYLINDER CAGE

It was noted that the extra key to cylinder cage had already been arranged.

ITEM 11 PLANT ITEM REGISTRATION CERTIFICATE

The new Workcover Certificate of Plant Item Registration has been received and the expired Certificate removed from beside the lift. The new Certificate will be placed in the frame and given to Al Gerke when he attends the Theatre to look at the broken doors.

ITEM 12 NEW BUSINESS

1. Ron requested that the mezzanine floor light switch be moved from inside the biobox to the outside wall. Andrew to arrange with Jack McDonald.
2. Maree advised that the Portland Art Society had still not paid an outstanding account from February for the hire of the hall. She advised that the poor condition of the floor required the Art Society to hire rugs and requested that the Crystal Theatre Management Committee waive the fees in this regard. The Committee advised that it was prepared to halve the hire fees on the basis that the floor was in poor condition.

There being no further business on the agenda, the meeting was closed.

The next meeting of the Crystal Theatre Management Committee will be held on Tuesday 14th August 2012 at 4.00pm.

CRYSTAL THEATRE MANAGEMENT COMMITTEE MEETING MINUTES

14 AUGUST 2012

ITEM 1 ATTENDANCE AND APOLOGIES

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

APOLOGIES: Beverly Morris, Ron Bidwell and Samantha Champion.

RECOMMENDATION: That the apologies from Beverly Morris, Ron Bidwell and Samantha Champion be accepted.

MOVED: Maree Statham

SECONDED: Dave Allen

ITEM 2 CONFIRMATION OF MINUTES FROM THE MEETING OF 15 MAY 2012

The minutes were confirmed as a true and accurate record of the meeting of 15 May 2012.

MOVED: Dave Allen

SECONDED: Maree Statham

ITEM 3 BUSINESS ARISING FROM THE MINUTES

Item 7 – Wheelchair Ramp Width – this matter is still to be investigated and enquiries made with Jim Nichols of Council.

ITEM 4 CURTAINS

Andrew provided an update on the issue of curtains for the stage and surrounding areas. The final quotation received from Jands varied considerably from the original quotation albeit that the side openings had been included as well as a black material for below the curtains. This necessitated negotiations to be undertaken with Jands so that it could still remain that they offered the best price for the job. This took some time for Jands to get back to Council; however the order has now been placed for the curtains. Andrew will make enquiries as to the timeframe for installation.

ITEM 5 PAINTING

Andrew had received an update from Ron earlier in the day who indicated that one of this volunteers should be able to provide scaffolding to allow the painting work to be completed. Ron has held discussions with Al Gerke of Council in relation to replacing the missing strips and panel in the ceiling. Andrew will make enquiries with both Ron and Al as to a potential timeframe for this work.

ITEM 6 FURNITURE

Maree indicated that she had looked at a potential second hand lounge suite for upstairs. However, at this stage, it has not been procured. The table for upstairs has been obtained but requires the finish off of the room before it can be delivered and installed.

ITEM 7 TOILET

The upstairs toilet is being fitted out by a carpenter working as a volunteer for Ron. It was noted that he will need some assistance with the seals and Andrew Muir will contact Al Gerke of Council in relation to this.

ITEM 8 CRYSTAL THEATRE MANAGEMENT ACCOUNT, REPORT ON MONEY IN ACCOUNT**ITEM 9 INVOICE FOR ART COMMITTEE****ITEM 10 INVOICES**

A discussion took place in relation to the current position of the Crystal Theatre account as well as the issuance of tax invoices to users of the facility. It was noted that this situation is that the collection of fees goes straight to the Crystal Theatre account and is not paid to Council. Doubt was expressed as to whether the entity which controls the Crystal Theatre account would have the legal ability to issue a tax invoice as is required by the Portland Art Purchase Society. There was also some doubt expressed as to whether previous unpaid accounts had been followed up. Andrew will talk to both Ron and Carol Farnsworth to ascertain further information in relation to this matter; whether a statement from the Crystal Theatre account can be provided and the requirements for issuing of tax invoices. These will then be considered when the Terms of Reference for the Committee are under review following the September Council Elections.

ITEM 11 COLOUR OF CARPET

Andrew indicated that there had been some confusion on this issue as the last that Council had heard was that Mary Hampton would be providing details of the colour to be purchased. This appears not to have transpired. It was further noted that the Portland Art Purchase Society would be contributing \$3,500 towards the carpet and Council would be contributing the balance, approximately another \$1,000. Maree indicated that she would provide Andrew with the colours to be chosen at which time Council would be in a position to place an Order.

ITEM 12 NEW BUSINESS

1. Matters that Ron had raised with Andrew in a telephone briefing earlier in the day were as follows:
 - There is approximately \$5,000 in the Crystal Theatre bank account.
 - The current electricity usage appears to around \$260 per month.
 - Ron indicated that the picture of the Queen had now been hung up and he requested that an amount of \$53 be refunded to him in relation to the procurement of gold leaf etc. The Committee agreed to this payment.

MOVED: Maree Statham

SECONDED: Dave Allen

- The question as to the current status of the \$5,000 to be provided by Channel 7 was raised. Andrew will make enquiries with Kellie Barrow at the Visitors Centre whether this money has been received as yet. The Committee was of the view that these funds should go towards the sanding/stripping back/sealing/polishing etc of the floor.
- The Walnuts will be in town on 26-28th October and will be painting replica posters on the side of the Crystal Theatre. Under these circumstances, there has been a request that fees for the use of the Theatre during this period be waived. The Committee agreed to the waiver of such fees.

MOVED: Col Hunter

SECONDED: Maree Statham

- Ron also indicated that there was a tentative booking by the Portland Development Association for the 20th October.
- Andrew enquired as to Mary Hampton's status on the Committee as Mary had indicated that she would be representing the Art Purchase Society on the Crystal Theatre Management Committee and Maree would not anymore. It was confirmed that this was not correct there has been no change.

There being no further business on the agenda, the meeting was closed.

The next meeting of the Crystal Theatre Management Committee will be held on Tuesday 6th November 2012 at 4.00pm.