

CRYSTAL THEATRE MANAGEMENT COMMITTEE MEETING MINUTES

6 NOVEMBER 2012

ITEM 1 ATTENDANCE AND APOLOGIES

PRESENT: The Mayor – Councillor Maree Statham, Councillor Col Hunter, Beverly Morris, Ron Bidwell and Andrew Muir.

APOLOGIES: Dave Allen and Samantha Champion

RECOMMENDATION: That the apologies from Dave Allen and Samantha Champion be accepted.

MOVED: Councillor Col Hunter

SECONDED: Beverly Morris

ITEM 2 CONFIRMATION OF MINUTES FROM THE MEETING OF 14 AUGUST 2012

The minutes were confirmed as a true and accurate record of the meeting of 14 August 2012.

MOVED: Councillor Col Hunter

SECONDED: Councillor Maree Statham

ITEM 3 BUSINESS ARISING FROM THE MINUTES

In relation to Item 10 – Invoices it was noted that Ron will attend the next meeting of the Art Committee and provide them with an invoice. This will be reflected in General Business on the Agenda of 6 November 2012.

ITEM 4 CURTAINS

Andrew advised that the installation of the curtains is now scheduled for 19, 20 and possibly 21 November 2012. He is also to meet the Council's electrician this week to discuss moving a light on the stage.

RECOMMENDATION: That the information be received.

ITEM 5 CARPET

Andrew advised that the carpet had been ordered and is on hold pending the completion of painting works in the upstairs room.

ITEM 6 PAINTING

It was noted that the painting has not been able to proceed as scaffolding is required and the Council scaffold has been heavily used for Council business. One of Ron's volunteers is potentially able to provide scaffold but that has not been able to occur as yet. It was determined that Andrew would make contact with the relevant officers in Council to see if the scaffold could be made available in the near future. If not it will be necessary to arrange the hire of a scaffold to complete not only the repair works prior to painting but also the painting itself. Andrew will also make enquiries as to when the repair works to the ceiling can be carried out.

RECOMMENDATION: That the information be received.

ITEM 7 FLOOR

A quotation has been received in relation to the sanding and finishing of the floor in the order of \$8,000. It will be necessary to get a second quote in relation to this work in accordance with Council's Standard Working

Procedure for Purchasing. This will occur and the quotes will be assessed prior to the engagement of the works.

RECOMMENDATION: That the information be received.

ITEM 8 FURNITURE

It was noted that the furniture cannot be installed until the painting and upstairs works have been completed.

RECOMMENDATION: That the information be received.

ITEM 9 REPAIR TO TWO ITEMS ON THE CINEMA FRONT DOOR

Andrew advised that Al Gerke would be onsite next week to do this job.

RECOMMENDATION: That the information be received.

ITEM 10 ELECTRICAL SWITCH UPSTAIRS

Andrew advised that Council's electrician would be onsite this Thursday to look at the relocation of the light on stage and he would also show him the electrical switch in the Bio Box (projection room) to be repositioned on the wall **outside** the Bio Box.

RECOMMENDATION: That the information be received.

ITEM 11 DISABLED ACCESS MECHANISM

Andrew advised that he has had this matter checked and the lift is compliant with the relevant standards for wheelchairs and he enquired as to whether this might be a mobility device which it would not be designed for. Beverly advised that she believed that the item was a wheelchair and she would obtain measurements of the wheelchair and forward it through to Andrew.

ITEM 12 NEW BUSINESS

1. Fees for Art Committee – the Committee authorised Ron Bidwell to take invoices to the next Art Committee Meeting and provide those for payment for the 2011 hire of \$450 and the 2012 hire of \$500. A letter will also be provided for Ron to provide to the Art Committee.
 2. The Mayor noted that with the works upstairs hopefully drawing to an end very soon it would be in order to hold an opening ceremony. The opening ceremony will be targeted for Friday, 1st February 2013 between 6.30pm and 8.30pm. Council will draft invitations to Neville Castle, Paul Toole, John Cobb, Council's General Manager, Portland CWA, Wendy & Don Pearce, Council Staff involved in works on the project, Councillors, the Art Society, the Cinema Committee, the Portland Community Group, Red Cross, RSL, Portland Pensioners, Portland Pool, Delta Electricity, Centennial Coal, Portland Public School and St Josephs School. Council will also arrange for an advertisement to be placed in the paper two weeks before the event. Other Committee members will investigate issues such as catering and the Committee will meet before the event to discuss finer points. RSVPs will be by 23rd January 2013.
 3. Andrew gave a briefing on the upcoming process calling for Expressions of Interest for Committee members given that the new term of Council had commenced. Calls for Expressions of Interest will be placed in the Lithgow Mercury as well as Council writing to all those members listed on the terms of reference who may provide membership to the meeting. This is expected to be undertaken as soon as possible.
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There being no further business on the agenda, the meeting was closed at 6.05pm.