



Minutes

Crystal Theatre Management Committee

18 September 2013

3.30 pm

Crystal Theatre Management Committee	
Item Number	Agenda
1	Attendance and apologies
2	Confirmation of minutes from the last meeting
3	Business Arising from the Minutes
4	New Membership
5	New Booking Arrangements (Any Issues?)
6	General Business
7	Business of Great Urgency
8	Next Meeting

CRYSTAL THEATRE MANAGEMENT COMMITTEE MEETING



MINUTES – 18 September 2013

ITEM: 1 ATTENDANCE AND APOLOGIES

Present: The Mayor - Councillor Maree Statham, Councillor Col Hunter, Barbara Bretherton, Ron Bidwell

Apologies: Beverly Morris, Dave Allen, Laurel Scott, Dave Allen.

Officers: Andrew Muir, Jim Nichols

ITEM: 2 CONFIRMATION OF THE MINUTES FROM THE LAST MEETING

COMMITTEE ACTION

THAT the Minutes of the meeting of 23 April 2013 be taken as read and confirmed.

RECOMMENDATION TO COUNCIL – Nil

MOVED: Clr Col Hunter

SECONDED: Clr Maree Statham

ITEM: 3 BUSINESS ARISING FROM THE MINUTES

COMMENTARY

The committee was advised that there was no simple resolution to the Biobooth lighting issue. Alternatives were to be investigated.

The side curtains had not yet been supplied. This will be followed up as .

COMMITTEE ACTION

1. Council officers will investigate alternatives to the lighting issue.
2. Council officers pursue Jands regarding supply of the missing curtains.

MOVED: Barbara Bretherton

SECONDED: Clr Col Hunter

ITEM: 4 NEW MEMBERS

Sue Rose, Dave Allen and Ron Bidwell were welcomed as new members.

COMMITTEE ACTION – Code of Conduct be sent to new members

MOVED: Councillor Hunter

SECONDED: Sue Rose

ITEM: 5 NEW BOOKING ARRANGEMENTS (ANY ISSUES?)

Once bookings have been made to Council details are to be forwarded by email to booking details to relevant committee members to allow set up.

COMMITTEE ACTION

1. Details of bookings be emailed by to Ron Bidwell and Dave Allen.

MOVED: Ron Bidwell

SECONDED: Barbara Bretherton

ITEM: 6 GENERAL BUSINESS

The Committee was notified that the Wizard of Oz would be performing at the theatre on Sunday 15 December 2013.

Scaffolding is to be erected in the laneway for painting and signwriting of the side wall and murals from Wednesday 23 October 2013 for one week and it will be necessary for the one way lane to be partially closed and traffic redirected to enter from the western end. It was advised that they are fully insured through PDA.

It was requested that that the “Wallnuts” signwriters not be charged for the use of the hall during the painting and signwriting of the external side wall.

The possibility of promoting the Crystal Theatre through the Lithgow Tourism magazine was discussed. It was agreed that payment of the \$440 fee would be made from the Crystal Theatre Account with the authorization of the signatories.

It was agreed that meeting days be changed back to Tuesdays to allow all members to attend.

COMMITTEE ACTION

1. The Committee is supportive of the promotion of the theatre through the upcoming tourism magazine.

RECOMMENDATION TO COUNCIL

1. No fee be charged for the use of the theatre from 25 - 27 October 2013 for use by the "Wallnuts" of the theatre.
2. The Terms of Reference be amended to move meeting days to Tuesdays at 4.00pm.

MOVED: Councillor Hunter

SECONDED: Sue Rose

ITEM 8: NEXT MEETING

Next Meeting: Tuesday 10 December 2013 at 4 pm

There being no further business the meeting was closed at 4.00 pm.