

Minutes of SATS Meeting
Monday 16th March 2009

Opened: 7:40pm

Present: Jenny Blake, Miranda Guillon, Narelle Bintley, Jim Sandford, Janet Sandford.

Apologies: Meg Bowman, Jon Doughty, Alison Doughty, Mark Smith, Darryl Taylor, Narelle Taylor.

Minutes of February meeting were presented and moved by Miranda and seconded by Jenny.

Business Arising

- A backdrop for the show has been purchased.
- Narelle has designed the tickets for the show and this will be sent to the printer this week.
- Jenny has asked Cr. Lyn McBain for news on the shire council Cultural Planning process but she has not yet received a response.
- Sponsor letters have been sent out. Five full nights are covered and one half performance is covered.
- For people who already have tickets to see the stage show Jekyll and Hyde at the Civic Theatre in Newcastle, bus transport has been organised. The bus will leave Singleton at 4:30pm on the 28th of March with a charge of \$10 per person.
- Daryl has borrowed an LED light from Custom Audio centre to have a look at its capabilities.
- Miranda sent emails to HVG and Cessnock but yet to hear from either. Miranda to ring Cessnock to organise tour if possible.

Treasurer's Report:

The current cashbook balance is \$2794.89 with a number of unrepresented cheques.

The bank statement balance is \$2797.65.

The cash management account has a balance of \$13125.55 with \$125.55 being interest.

The card account has \$321.84.

Kaylene hasn't spent much money on costumes and the set has only cost around \$600 so far as we are recycling our old sets and the Newcastle production of Beauty and the Beast.

The Treasurer's report was presented and moved by Jenny and seconded by Jim.

Correspondence:

For the month of March until present, incoming correspondence comprised of:

- Partridge Bros payment of Gold Sponsorship.
- D&J Pearce Real Estate payment of Program Sponsorship.
- Perram & Toohey Builders payment of Bronze Sponsorship.

- Mt Owen Thiess letter declining sponsorship offer.
- Stage Whispers notice of no more free mail outs and subscription application form
- Australia Post renewal of PO Box.
- DJ&LB Guillon Plumbing payment of Silver Sponsorship.
- Safety Plus Training payment of Silver Sponsorship.
- Singleton Heights Medical Practice payment of Gold Sponsorship
- Letters from the Association of Community Theatre containing "What's On!" 2009 guide.

For the same period, outgoing correspondence comprised of:

- Initial letters to previous sponsors.
- Email regarding Hunter Valley Gardens Theatre Day.
- Email to Cessnock council regarding a guided tour of their Performing Arts Centre.
- Letters to principals of local high schools requesting meeting regarding NIDA scholarship.

General Business:

- Janet enquired as to how money collected from the cast is going to be allocated for gifts, tea and coffee. Jenny is going to check this week that everyone has paid.
- Steps will be required in front of the stage for the upcoming show.
- Jim believes that SATS purchased monitors last year and that they are in storage. Two new speaker stands may need to be purchased, as the ones we have no longer grip properly.
- Pauline Harrison sent Jenny an email regarding SATS purchasing instruments, particularly percussion such as bell tree, which creates shimmering effect. This year Pauline is borrowing one from St. Catherine's High School. Pauline is also borrowing a tympany drum from the Singleton High School.
- The orchestra will set up to the side of the hall as per last year.

Meeting closed: 8:20pm