

Minutes of the 57th Annual General Meeting

Sunday 27 March 2022
Miner's Lamp Theatre
141 Princes Highway Corrimal
4.00pm

The meeting opened at 4.00pm

President Steve Sanders welcomed everyone to the meeting and made mention of those who could not come due to COVID-19. He also acknowledged the Life Members in attendance.

1. Attendance

Cilla Aslanidis, Tony Aslanidis, Jason Ayers, Stephen Barnes, Lillian Bates, Natalie Bazun-Coates, Jenn Bond, Nathan Brown, David Bryars, Doreen Bryars, Patricia Calabro, Jesse Cleal, Nyla Collis, Christine Corrin, Derek Corrin, Isabella Cuff, Ben David, Xavier Do, Lauren Eade, Pauline Gallacher, Patricia Green, Roger Green, Kerrie Hartin, Conor Healey-Green, Troy Lester, Paula McIntyre, Martin Keyes, Rowan Keyes, Neil King, Pam McCauley, Janne-Maree McNeice, Phillip McNeice, Chris McRobert, Ken Mascord, Chris Micallef, Marie Mitchell-Stanley, Peter Mowbray, Katie Polyblank, Louisa Raft, Laurie Robinson, Joy Sanders, Steve Sanders, Naomi Sutherland, Mathew Varga, Tina Wallace, Malcolm White, Xia Lian Wilson, Pauline Young

2. Apologies

Liza Allen, Peter Allen, Ruth Barnes, Michael Bond, Anne Brown, Dennis Brown, Diana Brown, Frances Curtis, Marion Dill, Ross Dill, Diane Greenway, David Greer, Michael Johnstone, Chris Micallef, George Paterson, Maureen Paterson, Ray Terelinck, Pauline Young.

3. Minutes of the Previous Annual General Meeting

The minutes of the previous Annual General Meeting held on 28 March 2021 were made available to members prior to the meeting.

Steve gave a summary of the 2021 AGM Minutes

- 55 members attended, 10 apologies
- President Liza Allen welcomed everyone and spoke of the shows presented in 2019 and 2020 around the COVID-19 lockdowns.
- Volunteers were thanked for their contribution, particularly David Greer for his work on the refurbishment and structural upgrade of the theatre.
- Arcadians were given the Australia Day Awarded for Outstanding Contribution to the Community
- *Steve suggested we display the medallion in a glass case in the foyer*
- David Greer gave a summary of the work done to the theatre
- Doreen Bryars received the Order of Australia medal
- Appointment of Life Members – Lillian Bates, Dave Bryars and Janne-Maree McNeice

Laurie Robinson moved “that the minutes of the previous Annual General Meeting, held on 28 March 2021 accepted.”
Seconded: Nyla Collis
CARRIED

4. Board Report - Year ending December 2021

It is with mixed feelings that I present this report on behalf of the Board to our members for the 12 months ending December 2021. You would all be aware of our successful productions that managed to get on stage before COVID-19 took an unexpected “encore” with Omicron halting all activities at the theatre. The passing of esteemed members of the Group were sad occasions for members and we remember them with fondness. In writing this report, I am acutely aware of providing a brief account to refresh memories and provide a record for future readers as well as encouraging you to read the report to the end.

Members that we are aware of that lost their various health battles were Life Member Paul Greer, long time member Isabelle Irvine, John Bramman (Lamplighters) and Hilton King (member in the 1970’s and 80’s). My apologies to the families I may have missed in reporting. All were highly respected in our Arcadian Family and their contributions dearly missed.

We again put on show our amazing talented membership from the very young and the very old where the opportunity allowed. *Sweeney Todd*, directed by the wonderful Malcolm White and his hand-picked production team was a lesson on how the most technical aspects of theatre can look so simple (and often very funny) to the audience. Who will ever forget the barber’s chair? If you pick the right cast to perform, it can’t go wrong. The audience was enthralled at every performance.

After selecting her cast and production team for *Ladies in Black* in 2020, Kerrie Hartin had COVID stop everything. They were rescheduled for the June 2021 slot and thankfully the majority were able to come back to delight an audience that had been craving live theatre. This time, the NSW Government stepped in with new Regulations for the last weekend of performance to firstly restrict numbers in the venue and then stop the last performance (and consequently the show’s After Show party). With the hope that restrictions would soon lift, the cast volunteered to stay on duty to do further performances but alas, this wasn’t to be. Our gratitude to you all for hanging in there, right to the inevitable end.

Arcadians Children’s Theatre (ACT) were able to complete their first show for the year with *Into the Woods Jr* under the directorship of Janne-Maree McNeice. How fortunate are we to have such talented children sign-up for rehearsals every Saturday and a show season that sells out soon after ticket sales open. Their parents are amazingly dedicated in their support for the kids in all sorts of ways and to the Group as a whole. This is an extremely important part of the Group’s activities that must be supported and encouraged ongoing.

At the end of the year, Kerrie and Jason with the help of Colin Coakes put together “A Very Arcadians Christmas” on Facebook with Damien Leith as compere. A great effort that highlighted talent from the Group to bring the Christmas Spirit to members. We thank all those involved in preparing segments and producing the finished product. We are looking forward to possibly doing another offering for Christmas this year.

With COVID-19 impacting, ACT’s *Xanadu Jr*, *Be More Chill* and *When the Rain Stops Falling* were all cancelled and re-scheduled for 2022. Again, casts and production crews already appointed had to halt everything. By the time you read this report, *When the Rain Stops Falling* will be on stage – and the rain was still falling at the time of writing. *Xanadu Jr* is in rehearsals opening in April 2022 and *Be More Chill* is rehearsing for its June opening – fingers crossed! COVID-19 created all sorts of obstacles to be overcome (some at short notice) but also provided some benefit to the Group. Many cast and production teams (including ACT kids) were required to wear masks during rehearsal. That has never been done before! I am particularly

grateful to the Board and members involved in directly dealing with the public in cancelling and refunding ticket purchases, making the Dine and Discover voucher system work, managing patrons through QR Code registration and social distancing and advising our patrons through social media of what was happening at the Miner's Lamp. I have again refrained naming each one for fear of actually missing someone or some important task undertaken but I can confidently say that the teamwork of all was exceptional. And I'm pleased to say that all remained safe during the whole process.

As a benefit we became a cashless business. The NSW Government also assisted financially by providing us with a \$15,000 Business Grant for loss of income.

The Board took the opportunity of shutdown to consolidate the Group's administrative processes in line with corporate responsibilities. As a Registered Company, we renamed the Committee to Board of Directors. This reflects the need to always be aware of our legal obligations. As a consequence, many of our standard documents were revised to reflect the change. This led to the review of our Production Manual to assist future production teams in how the Group operates.

The following Group Policies were reviewed as part of our Quality Control.

- 1POL02 – Privacy
- 2POL02 – Child Safety
- 3POL02 – Request for Support

As well, the following Policies were drafted and approved by the Board:

- 4POL01 – Request to Hire Theatre
- 5POL01 – Discrimination, Harassment and Bullying
- 6POL01 – Imitation Firearms
- 7POL01 – Appointment to Life Membership

Jason also developed a document "Image requirements for Marketing Publicity" to assist future Marketing people in preparing material for social media and other communication devices.

These Policies are available for perusal in the Box Office and are stored in our online document storage system (using Microsoft SharePoint) which was established by Katie Polyblank (see her report below).

An online membership database using TidyHQ software has been established to keep membership details in a secure environment which all Board members have access to. Both SharePoint and TidyHQ once fully operational will ensure essential Company data is securely available from Board to Board – eliminating files being kept on personal computers and not available to current Board members from year to year.

The Company applied for Government Grants through the year and were successful with three. Namely, a Volunteers Grant (Australian Government) for a digital piano (\$2049.00) for use by the Lamplighters as they travel to perform, Powering Communities Grant (Australian Government) for replacing theatre lights with LED lights (\$6270.00) and a Community Building Partnership Grant (NSW Government) for Footpath Safety upgrades and Improved Disability Access (\$10,000). The first two Grant moneys have been received and accounted for in this year's Financial Results and the \$10,000 grant will appear in next year's account. (For more detail, see Nathan Brown's report below). The installation of the LED lights was ready for *When the Rain Stops Falling* along with other work that David Greer was doing as part of the major installation mostly completed in 2020 (see David's report below).

This last successful Grant has prompted the Board to engage architects to look at developing plans to add toilet facilities in the Dressing rooms at the back of the stage and also to develop the front entrance into a deck area and a ramp for Disabled access through the front door rather

than down the alley south of the theatre. Drawings will be on display at the theatre at the Annual General Meeting. We will then be able to apply for further Grants to help fund any development.

The School Awards program was another activity affected by the pandemic. With schools closing, most productions were cancelled. As you may be aware, Diana and Andrew Brown have had recent health issues and we wish them a speedy recovery. Diana and her team are hopeful that 2022 will see schools recommence their productions so that the Awards program can proceed.

Archiving has continued with the majority of items now back in storage at the theatre. Work will need to continue in 2022 to finalise our current collection. Tom Pickard's family have donated all of Tom's original scripts from his popular Theatre Restaurant productions for safe keeping – this is a valuable collection entrusted to us.

As 2022 is the 25th Anniversary of taking ownership of the Miner's Lamp Theatre, we will be announcing celebratory activities shortly. ACT's second production is *Legally Blonde Jnr* in September and *Les Misérables* in November directed by Malcolm White.

Now for the Financial result. The full Financial Report is available to members to review. But in summary, the net result after providing for income tax and extraordinary items amounted to a profit of \$23,643.00 compared to a loss of (\$52,564.00) in 2020 (which included the major refurbishment of the theatre). This is an amazing result considering the year we just had!

I would like to thank all the Board for their amazing contribution throughout the year. Geoff as our Vice President and COVID supplies provider/ Marshall, Kerrie Hartin for not only her Secretarial contribution and Business Manager negotiations with our Agents but for all the other support she provides to me, the Board and the members behind the scenes with social media, etc., Lauren Eade for taking control of our Financial Management (setting up computer systems and automatic payment approaches in liaison with our Auditor), Jason Ayers as our Marketing Manager for all social media content administration and often design along with Mailchimp email system. Natalie Bazun-Coates for reinventing the canteen to become the Refreshment Bar and for enlisting a team of volunteers to help serve patrons, Pauline Young for representing ACT and the children, Child Protection duties and Front of House management during COVID conditions (full on!), Stephen Barnes for his skilful management of our TryBooking ticketing system including Dine and Discover vouchers and refunds, Ken Mascord for his representation of the Lamplighter Male Choir, Katie Polyblank for her work in getting our online record system established and Nathan Brown for Grants Administration (whilst avoiding conflicts of interest).

Steve also thanked Marie & Peter Mitchell-Stanley for their generous financial donation.

Early in 2021, we nominated David Greer for Technology Volunteer of the Year in the Australian Not For Profit Technology Awards for his work in organising the refurbishment of the theatre and we were very pleased to learn that David was selected as a finalist. We were required to provide a video of the work that David had done in the theatre which was shown at the ceremony. The award ceremony was held in Melbourne and, although David did not win, to be a finalist was a wonderful achievement.

We are still looking at replacing the gates

Storage is still an issue and we are looking at ways to cull and/or expand our capacity

Thanks to Ann & Ron Cass for donating their old kitchen sink and bench tops to Arcadians and to John Lambert for transporting them to the theatre.

Reminder that Nyla is looking for younger volunteers for the costume room

Lamplighters and Minstrels are once again rehearsing and hopefully will be able to maintain their performance programs.

Maureen Paterson has been very unwell in hospital, and we thank her for her work in the past with wigs.

There is now a legal requirement from Australian Securities and Investment Commission that all Directors of companies must be registered. The current Arcadians Board have applied and received their registration and Director ID number. New members elected to the Board at this meeting will have to apply for and ID within 28 days but in the future, anyone wishing to join a Board must apply in advance of being elected to a Board.

Secretary's Report

Secretarial duties might seem quite straightforward. Besides the usual functions of managing Board meeting papers from Agenda to recording correspondence in and out, draft minutes then finalizing Minutes, recording details of members for all sections including Lamplighters and ACT has become an increasingly important aspect to maintain membership information.

As we have moved from spreadsheet to cloud based storage systems, this has taken some getting used to. Tasks have included uploading important records from the previous three years into Microsoft SharePoint. Mailchimp is another way of messaging members and learning Mailchimp (our emailing system to members and patrons) has been a challenging task. Another learning curve has been taking on aspects of administration of the Arcadians Facebook page to upload information, photos, etc. and answer queries that come in from time to time.

From year to year, major tasks include preparing the last AGM minutes in preparation for the upcoming AGM including finalizing the Annual Report, mail out notifications of any motions to be dealt with to the simple voting slips.

Continuing to act as Business Manager as well, 2021 was exceptionally difficult. Dealing with organisations such as Music Theatre International Australasia/Hal Leonard, Origin Theatrical and David Spicer Productions was time consuming. Having to postpone shows due to COVID and reschedule whilst keeping track of where each negotiation was up to, maintaining all the contracts, legal documents and monitoring the details took perseverance. Most of the time, this all works very smoothly although a recent request from Malcolm meant chasing Hal Leonard for over 6 weeks to get a perusal copy of *Les Misérables*.

Kerrie Hartin
Secretary

Marketing Report

With only two senior shows and one ACT show to market in 2021 due to COVID, it has meant that 2021 was a relatively quiet year as my first year as Marketing Manager.

Facebook continues to dominate as our primary engagement tool with the local community, but I have continued to nurture our friendships with the local radio stations and clubs.

Our social media posts were seen by over 50,000 different people and our follower count grew by approximately 10% over the 12-month period.

Our website is starting to feel very dated and in the upcoming year I will look to revisit some of the update options we were considering prior to COVID.

Finally, I would like to thank the talented digital artists and photographers who have assisted me this year. Belinda Balhatchet, Troy Lester, Kate Ayre and Michael Bond have assisted me greatly with their skills.

Jason Ayers
Marketing Manager

Grants Report

The Group successfully applied for three competitive Government grants, receiving a total of \$17,749.

We received \$10,000 under the NSW Government's Community Building Partnership Program for repaving and improved access to the front area and driveway, \$2,049 under the Federal Government's Volunteer Grants for a new digital piano for the Lamplighters, and \$5,700 under the Federal Government's Powering Communities Program for the purchase of new LED lighting.

The Group applied for \$5000 under the Commonwealth Bank's Not-For-Profit Treasurer's Awards but was unsuccessful. We have also been monitoring forecasted grant opportunities and readying projects for future applications.

Nathan Brown

Electronic Systems

We established an online database for the storage of all our documents. With a history of a variety of past committee members and the potential of the board to change from year to year, it was apparent that we required a centralised location to store our documents. Previously we had been using filing cabinets based at the theatre and several individual Google drive accounts accessible only to the people who set them up.

The purpose of the online database was twofold:

- 1) longevity into the future despite individual board members changing
- 2) ease of use for board members, sharing and working on live documents in real time

We secured 10 years free access to the Microsoft Office 365 through our Not-for-profit status and have created a site in SharePoint where our documents are created, stored and shared. We are in the process of adding all archived documents we have access to. Individual board members have accounts which enable them use of all the features of the site. It will be a simple process to onboard any new members when the time arises. In the future it may also be beneficial to make use of other Microsoft 365 capabilities in our account, such as, Teams for video meetings and the communications area of SharePoint.

Katie Polyblank

Technical Custodian

The past twelve months has been very busy at the Miner's Lamp from a technical perspective. In early 2021 the focus was on completing core components of the Miners Lamp Theatre Refurbishment Project and preparing the venue for performance. Key activities included installation and electrical termination of new lighting bars, curtain rails and reinstallation of all lighting and sound equipment in preparation for the March production of *Sweeney Todd*. A huge thank you must go to Simon Kutassy, Peter Allen, Declan Greer and Peter Cleaves for their efforts throughout this portion of the project.

February saw the commissioning of Art Deco wall lights in the auditorium, in keeping with the era of the building as a whole. LED house curtain strip lighting was added and speakers, kindly donated from IPAC were repaired and installed.

In June we installed dimmable LED chandeliers in the Foyer and acquired, at auction, 24 second-hand theatre profile lights to supplement and extend the life of our existing lighting stock.

More recently we have commenced the installation of stage traps and wall boxes that contain power, lighting, data and audio outlets. In February we commissioned 6x LED wash lights provided under the Powering Communities Grant to replace our power-hungry PAR Cans.

In the year ahead we plan to install shelving to store our drapery, build lighting equipment storage trollies and install flat screen TVs in the dressing rooms. All these improvements will add to the quality of our productions from a technical perspective, but also improve the theatre experience for our patrons.

David Greer

ACT Report

At the start of 2021, some of our families decided not to return at ACT. This allowed us to perform a show I thought we would never be able to stage with 40 plus kids. "Into the Woods Jr" was an absolutely perfect show for ACT to do after not being able to perform at all in 2020.

All the kids really rose to the challenge and we ended up having a truly fantastic production. The audience loved their journey through the woods with us and raved about not only the quality but also the depth of talent.

ACT received their first standing ovation for the final show (which is something I have not had the chance to experience). All the kids truly deserved all the accolades as they all worked very hard on bringing all the characters to life.

Once again, the costumes, sound, lighting and projections really brought the whole production to another level and I cannot thank Jennifer Bond and her team, Simon Kutassy, Peter Cleaves and Miguel Aguilera enough for their tireless efforts in these areas.

Unfortunately, ACT didn't get very far into rehearsals for our second show *Xanadu Jr* when we all went into lockdown.

2022 will see ACT starting the year with *Xanadu Jr* in April/May and *Legally Blonde Jr* in September.

Janne-Maree McNeice **ACT Director**

Monday Maintenance Men

2021 was another disrupted year for everyone involved with Arcadians. Despite the long lockdown, much was still achieved throughout the year.

- Fire Safety Checks were conducted by Fire Service Plus.
- Ongoing clearing of the slime from the drains around the shed. The southern side path is also an issue since the building next door was finished but we understand that the work the Board has initiated for the forecourt will incorporate correction of that problem.
- Ongoing endeavours to control the weeds around the theatre. This is never-ending!
- Pest Control inspections and treatment for termites/rodents/spiders/insects/cockroaches have been carried out.
- The double gates on the northern side broke down and have been held together temporarily and we are awaiting quotes to replace them. (one of two quotes is \$6235.00).
- A bicycle shed was purchased and is situated outside the props room and all our cans and bottles are stored in there until such time as we can return and earn. Derek Corrin has been instrumental in maintaining this facility and having the shed now means we don't have cans and bottles being blown about in windy weather.

- Waiting on the plumber to return from holidays to install taps outside the southern dressing room, the props room and the new sink outside the kitchen. This was all work set down for 2021.
- The team were very happy to be able to help with the sets for both *Sweeney Todd* and *Ladies in Black* and everyone seemed pleased with the results. The team also assisted with the bump outs of both shows.
- During the lockdown period, we met each month on a Zoom meeting and enjoyed each other's company in that way, keeping our spirits up and planning what to do when we returned!
- Storage remains a huge problem as we just cannot keep everything that is made – either sets or props – we are just running out of room. We had a skip full of old/broken/heavy materials removed last November (with another slightly bigger skip removed on 28/02/2022). Ron Cass is looking at rejigging and extending storage racks on the south-western corner of the shed and to do this, a lot of stuff had to be culled. The shed, like the props room, is/was so jammed we couldn't even reach stuff at the back safely and without huge effort.
- Painting of the theatre walls, kitchen and foyer were undertaken by the MMM team. A new (to us) kitchen sink and cupboards have been installed in the kitchen. Special thanks to Ann and Ron Cass for the donation of a section of their old kitchen, to John Lambert for transporting it to the theatre for us and to Rob George and Ross Dill for the very difficult task of installing and rejigging plumbing and tiling etc.

The Monday Maintenance Team have continued to work well together, utilising individual talents and expertise. We enjoy delightful morning teas together (thanks to Christine, Marie and Malcolm!) and usually share lunch around the table of knowledge. We had Don Walsh join us in 2021 who is a very valued team member especially as he is taller than all of us and can reach stuff no one else can!! We are currently enjoying the company of 13 people (including 3 ladies who keep the men co-ordinated!). The Dad Jokes continue and we know Paul would be proud to know that but he would be looking down in horror at the discarding of so many set pieces!! What can we say.....it had to be done!!!

Roger Green and Ross Dill

Costume Department

Work in the Costume Room was dictated by COVID-19 during 2021. The major task for the year was the costuming of "Ladies In Black" but even that was curtailed by Lockdown on June 26. Consequently, cleaning and storage did not occur until October.

Two schools hired costumes for their productions before Lockdown. The remainder of any income came from private hirers.

I am very thankful that all our volunteers have been able to return on a Monday morning. My thanks go to Elaine Kitt, Jan McCann, Pam McCauley, Paula McIntyre and Audrey Musgrove for their hours of work. Thanks to Kerrie Hartin for lending a hand when she has time.

Since October, our main concern has been to downsize the collection. Donations have been halted and every section is having damaged and unsuitable items eliminated. This will be ongoing for several months.

A VERY IMPORTANT REQUEST

My team and I are all over 70 and gradually finding this task beyond us. It's time for younger

members to step up to take over. I am willing to train the applicant(s) and support them for some months. Please contact me or a Board member if you are interested in maintaining this invaluable resource for our theatre.

The task generally involves organisation and maintenance of all the costumes. It's an advantage if some of the team can sew but not essential. The team can choose the times they operate. Be prepared to negotiate suitable times and be available for hiring of costumes.

Nyla Collis Costume Custodian

Arcadians Lamplighters Male Choir report

The Choir started Monday rehearsals at the end of March and then after 13 weeks COVID stopped choral singing – then had a couple of December rehearsals to finish the year by singing together.

Achieved 2 good concerts at Carrington Retirement Village at Grasmere, then one at Woonona View Club – these raised \$800.

A new portable piano was approved by the Board after our old luggable instrument was condemned as 'at risk' of failing during use.

As our average age increases, we are giving succession planning more emphasis.

Arcadians Minstrels

Back in 2020 we released a new program for the year, it was never used so we decided to use the same program for 2021. Again, because our audiences are mainly Nursing Homes, Day Care and Retirement Villages we were unable to perform. We did get together for a coffee morning and then watched a great movie "Young at Heart". Let's hope 2022 will be a better year and we get to use our program!

Doreen and David Bryars

Props Department

Our Props Department have been working from the start of this year to cull unwanted and disused props. Unfortunately, we have run out of room and must consider what we can keep and what is able to be re-used or good to hire or what has to be thrown out. We were lucky in 2021 to get two major hires; one to Holy Spirit and the other to TIGS before Covid closed us down. These were both returned in time.

We have had to be more vigilant with what we are given through donations. If we can't use it or it does not have a use, we have to say sorry. We just don't have the space to keep everything. The plan this year is to photograph our special props and get them on the web page so potential hirers know what we have. This could be a good revenue raiser as well as giving hirers an idea of what we have.

Marie, Patricia and Malcolm Props Department

Final Comments:

The Board will shortly be calling for expressions of interest to Produce and Direct productions in 2023. Keep watching social media and emails for further information.

Consider helping out by volunteering to do Front of House, Refreshment Bar, MMM, ACT, Costumes, Props, Technical support and any other project that may come up.

From this election at the Annual General Meeting, newly appointed Directors will need to obtain a Directors' Identification number as part of the Australian Securities and Investments Commission requirements to prevent the use of false or fraudulent director identities and is a

legal requirement. All Directors will need to have applied for a Directors Identification number if they do not already have one within 28 days of their appointment as a director or face personal financial penalties. The process is straight forward and you will need to be able to provide proof of your identity when completing the application online. From the 2023 Annual General Meeting, you will be legally required to apply for a Directors Identification Number prior to nominating to become a director. It is now the law!

The Board proposes that our Constitution be changed to reflect a more structured approach to the nomination and election of Board members. The wording of the proposed amendments have been circulated to you. I ask that you give careful consideration to the proposed changes and vote according to your wishes at the Annual General Meeting.

It has been my honour to represent the Group as its President in 2021. And I thank all members for their continued support of the Arcadians Theatre Group. You are our strength.

Steve Sanders
President

*Louisa Raft moved "that the Board's Annual Report be accepted."
Seconded: Malcolm White
CARRIED*

5. Auditor's Report and Treasurer's Statement

The audited financial statements for the year ended 31 December 2021 were made available to members prior to the meeting. Lou Kinnas, Auditor from KH Accounting and Financial Group, spoke to the financial statements, which were prepared in accordance with the books and records kept by the Arcadians Theatre Group as at 31 December 2021, and in accordance with Accounting Standards.

Louisa Raft asked if there was any advantage to the Group to have and updated valuation of the property and buildings. Lou replied that it was something that needs to be addressed to comply with accounting standards and it would give a better reflection of the Group's net worth. He suggests we have a valuation done prior to the audit that can be referred to in the next financial report. Lou advised that a valuation should be done every 2-3 years. A valuation would also help in substantiating a figure to provide to our insurance broker.

Steve thanked Lou for his report.

Treasurer's Report

Income

We staged 2 productions and 1 ACT production:

		Show Profit
Sweeney Todd	March 2021	\$20,122.36
		<ul style="list-style-type: none">A great result considering that ticket sales were capped at 75% of venue capacity
Ladies in Black	June 2021	\$17,513.94
		<ul style="list-style-type: none">Also sensational, considering that the last weekend was severely affected by restrictions, resulting in impacts on the last weekend, including the unfortunate cancellation of the last show.

	ACT Show Profit
Into the Woods JNR May 2021	\$4,639.49

Unfortunately, restrictions saw Xanadu Jr, and Be More Chill postponed until 2022.

Donations

Thank you to those who made a charitable donation to the group- allowing additional funds of **\$1926.50**

Costume Hire

The hardworking people of the Costume Room hired out numerous items- making a profit of **\$2,840**

With major hiring for Annie, Sound of Music and Mary Poppins

Hire

Prop/Set Hire brought in **\$2000**

Refreshments

Upgrading the Refreshment Bar, with beautiful new signage, and significant re-stocking post COVID didn't prevent a profit of **\$680.67**

Grants

Nathan Brown & team did a wonderful job obtaining many grants for the group in 2021, and these created additional income of \$21,770 for the group's endeavours

Expenses

Outside of standard show costs, notable expenses include:

- CMG, for lighting upgrade **\$6,465**- covered by grant

2021

This year gave us the opportunity to move our Financial & reporting information online. The upgrade of MYOB to an online file (donated by Bright Sparks Early Learning) allows for:

- o Multiple users, including accountants/auditor, for additional security/monitoring capacity
- o Access to complete historical financial information from 2015 onwards
- o Secure, cloud-based storage

This also has added benefits of ensuring:

- All invoicing and receipts stored within our accounting software, MYOB, removing the need for physical storage space for financial information, while meeting ATO archiving requirements
- All bank transactions are connected directly with MYOB, **reducing the time required for data entry** (for me!!) and future Treasurers, and **minimising errors**
- Access to the ATO Portal means that the BAS can be completed online, **reducing paperwork**

2022

Aims for 2022:

- Create a budget template that can be utilised for the group ongoing, to ensure ease of assessing position regularly
- Create financial plan to ensure capital works can be completed as required, to improve the capacity and attractiveness of the theatre as a top quality venue in the Illawarra- including the quality work completed by the Monday Maintenance Men around the maintenance of the facility.
- Accurate asset review to ensure insurance accuracy and record keeping

In Summary

We finished 2021 with a profit of \$23,643 - a good result.

The balances of our accounts at Illawarra Credit Union (at 31 Dec 2021) were:

General	\$44,277
Saver	\$77,270
Maintenance	\$2,099
Public	\$78,604

Total Assets \$885,209
Total Liabilities \$ 8,001

We are in a strong financial position and will continue to meet our financial obligations for the foreseeable future. Thanks for a wonderful first year as Treasurer at Arcadians Theatre Group.

Lauren Eade
Treasurer

Pauline Gallacher moved “that the Audited Financial Statement for the year ended 31 December 2021 be received and accepted.”

Seconded: Dave Bryars
CARRIED

Malcolm White moved “that the Treasurer’s Report be accepted.”

Seconded: Chris McRobert
CARRIED

6. Special Business

PROPOSED AMENDMENTS TO THE MEMORANDUM AND ARTICLES OF ASSOCIATION

Proposed amendment to clause regarding how nominations are received

Current Clause

36. b) Any two members of the Company present shall be at liberty to nominate any such members to serve as an Officer or other member of the Board and shall be entitled to vote for officers and members of the Board as duly notified.

36. c) Nomination of candidates and seconders shall be from the floor of the Annual General Meeting

Proposed Amendment

36. b. Any two members of the Company shall be at liberty to nominate any such members to serve as an Officer or other member of the Board and shall be entitled to vote for officers and members of the Board at the Annual General meeting.

Extra clauses to clarify the procedure

36.c.(i) Nominations for a position on the Board can be in writing submitted to the Secretary at least three (3) days prior to the scheduled Annual General Meeting on the prescribed form or from the floor at the Annual General Meeting in the situations described in 36.c.(vi). The purpose of a written nomination is for the nominated person to indicate their willingness to stand after due consideration.

36.c.(ii) A member may nominate for a specific position on the Board in writing, signed by a proposer, a seconder and the nominee. If nominating for multiple positions, a separate form for each position should be submitted to the Secretary.

36.c.(iii) If the member having submitted a written nomination form for multiple positions is voted to a position, their written nominations for subsequent positions are deemed invalid.

36.c.(iv) If there are multiple written nominations for the one position on the Board, then the membership will vote at the Annual General Meeting to decide who will be elected.

36.c.(v) When a single written nomination is received for a Board position, that person will be declared elected to that position at the Annual General Meeting.

36.c.(vi) If in the event there are no written nominations for a position, that position will be filled by calling for nominations from the floor and voted on accordingly.

36.c.(vii) The Board positions to be voted for at the Annual General Meeting shall be all those positions named in paragraph 34 with the exception of the positions of Arcadians Lamplighters Male Choir Representative and the Arcadian Children's Theatre Representative which will be appointed by active members of those respective branches of the Group.

Current Clause 34

34. Thereafter the Committee shall consist of the Officers (President, Secretary, Honorary Treasurer), four (4) committee members as per article 33 and four (4) other members, to be titled Box Office Manager, Marketing Manager, Arcadians Lamplighters Male Choir Representative and Arcadians' Children's Theatre Representative, the latter two positions to be filled by active members of those respective branches of the Group.

Proposed Amendment

34. Thereafter the Board shall consist of the Officers (President, **Vice President**, Secretary, Honorary Treasurer), **three (3)** Board members as per Article 33, and four (4) other members to be titled Box Office Manager, Marketing Manager, Arcadians Lamplighters Male Choir Representative and Arcadians' Children's Theatre Representative, the latter two positions to be filled by active members of those respective branches of the Group.

Louisa Raft congratulated the Board on its governance over the last 12 months mentioning accessibility of information, cloud storage, policy updates all of which is a step forward for Arcadians.

Louisa then spoke to the proposed amendment to Clause 36 suggesting that the cut-off time be extended from the proposed 3 days to 1 week and have information (such as a brief outline of their skills) regarding the nominees distributed to the members in advance of the meeting for their consideration. She suggested that a brief statement of skills be included on the nomination form as well as the Director's ID.

Lengthy discussion on points of order as to whether a motion distributed to all members can be amended by the quorum at the AGM or if the current motions are voted on and then further amendments proposed to all members at a later date.

It was suggested that the proposed amendments be voted on today. In 2023, when calling for nominations, we ask that they be submitted early and that we propose a further amendment to increase the cut-off time to 1 week to be voted on at the 2023 AGM. This seemed to be the most acceptable approach at this time.

Steve Sanders then read the motion

It is proposed that "the amendment to the Memorandum and Articles of Association, as distributed to Members as part of the notice of the 2022 AGM, be accepted."

Seconded: Malcolm White

CARRIED

7. Appointment of Life Members

Steve Sanders read the nominations for Life Membership

CHRISTINE CORRIN

Christine Corrin has been a member of the group since the early 70's and has been a tireless supporter of many, many major productions and ACT productions in such a lot of capacities. When we moved to our Corrimal space in 1997, Christine and a band of ladies took over the costume room, maintaining, sorting and housing what we already had and also dealing with a huge donation from Guild Theatre. An enormous planning task ensued with the setting up of shelves and racks to house all the costumes. This was achieved with the very able assistance of husband, Derek and the Work for the Dole team who were assigned to the theatre at that time.

We are not sure quite when she handed over the "reins" but even after doing that, Christine has continued to provide her costuming and hair and makeup expertise for many more shows. With grandchildren now in ACT she continues her physical support there (having been very hands on when her daughters were members of ACT) and she is also a member of The Minstrels group. Christine attends each Monday with the team of volunteers that make up the Marvellous Monday Morning Maintenance (Wo)Men! (always supplying a yummy slice each Monday!)

NYLA COLLIS

Nyla Collis took over from Christine as the Costume Co-ordinator (again, not quite sure when) and has a lovely team of ladies who continue the good work there with maintenance, sorting and then the hiring! Hiring has become a major earner for the group and Nyla has assisted many schools, groups and individuals with their costume requirements. She puts in many hours outside of the normal Mondays when the ladies usually work, coming in on other days and nights to help people with their hire. She has costumed many shows for the group and has also appeared on stage in many shows and is a member of the Minstrels. She launders, alters, sews from scratch and generally keeps the costume room running so well.

Secret ballot voting took place prior to the meeting.

Steve then presented Life Membership to the two nominees and thanked the new Life Members for their continuing contribution to Arcadians.

8. Election of Office Bearers and General Board for 2022

The 2021 Management Committee members were thanked for their service and stood down from their positions. The election of Office Bearers and General Board members for 2022 took place. Lawrie Robinson acted as Returning Officer for the elections.

Office Bearers

Position	Nominee	Nominated By	Accepted	Seconded By	Elected
President	Steve Sanders	Patricia Green	Yes	Nyla Collis	Unopposed
Secretary	Kerrie Hartin	Stephen Barnes	Yes	Jason Ayers	Unopposed
Treasurer	Lauren Eade	Geoff Markham	Yes	Paula McIntyre	Unopposed
Marketing Manager	Jason Ayers	Jenn Bond	Yes	Joy Sanders	Unopposed
Box Office Manager	Stephen Barnes	Pauline Young	Yes	Patricia Green	Unopposed
Lamplighters Representative	Chris McRobert		Yes		Appointed by LL
ACT Representative	Janne-Maree McNeice		Yes		Appointed by ACT

General Committee (four positions available)

Nominee	Nominated By	Accepted	Seconded By	
Geoff Markham	Pauline Young	Yes	Marie Mitchell-Stanley	Unopposed
Nathan Brown	Nyla Collis	Yes	Jesse Cleal	Unopposed

Nominee	Nominated By	Accepted	Seconded By	
Natalie Bazun-Coates	Malcolm White	Yes	Stephen Barnes	Unopposed
Katie Polyblank	Malcolm White	Yes	Joy Sanders	Unopposed

Scrutineers (not needed)

Cilla Aslanidis

Pauline Gallacher

Dave Bryars

9. Appointment of Company Solicitor & Company Auditor

Patricia Green moved "that Peter Bahlmann continue as Solicitor for Arcadians Theatre Group in 2022."

Seconded: Roger Green

CARRIED

Louisa Raft moved "that KH Accounting and Financial Group continue as Auditor of Arcadians Theatre Group in 2022."

Seconded: Joy Sanders

CARRIED

10. General Business from the Floor

Peter Mowbray – problems with email notifications. Board is investigating what the issues are.

Pauline Gallacher – Life Members are not receiving Minutes of monthly meetings. Kerrie apologised for this and advised she will endeavour to remember to send the minutes.

25th Anniversary Celebrations

Kerrie explained the plans for celebrating 25 years performing at the Miner's Lamp Theatre. A sub-committee was formed consisting of Steve and Joy Sanders, Derek Corrin, Stephen Barnes and Kerrie. It was decided to present a concert over one weekend 12-14 August. Valerie Hull will be MD and Pauline Young as Choreographer. Performers will be invited to take part. Nyla will handle any costume needs and Cilla will act as Stage Manager.

Kerrie asked Doreen Bryars about some of the Lamplighters participating and some ACT children will also be invited.

Natalie gave details of the meal package with Jaffa Restaurant at Corrimal RSL.

Steve explained that we hoped to contact as many past members as possible to get them to come as a sort of reunion.

Jennifer Bond - suggested that Arcadians give the cast show photos as a thank you.

Jason explained that the photographer for When the Rain Stops Falling was paid from the Marketing budget and it was left to Director, Peter Scrine, to decide if he wanted to cast to then pay for their photos. Steve advised that the Board would discuss this further at a Board meeting.

Steve advised that the plans for how we would like to develop the theatre into the future are on display. We have two architects working for us free of charge in anticipation of applying for some infrastructure grants that will be available this year. Steve went on to describe the plan to extend the front of the foyer and create a ramp for our patron who cannot use the steps and to also create a turning bay to allow for a drop off/pick up zone. Our other project is the addition of toilets to each end of the dressing rooms. Any work will dependant on grants and fundraising but we need the plans in place to apply for grants.

Pat Green - asked is there is a plan to remove the small platform on the northern side of the building outside the costume room doors which are not used. Steve replied that he did not think that this was included in the asphaltting work to be carried out. We will contact the contractor to see if this can be done.

Steve mentioned that the remaining polo shirts and t-shirts would be sold at a discounted price for anyone who wished to purchase one.

Steve then invited everyone to stay for refreshments following the meeting.

There being no other business, the meeting closed at 5.40pm.

Steve Sanders
President

Kerrie Hartin
Secretary