

Annual General Meeting Minutes

Sunday 24 March 2019
Miner's Lamp Theatre
141 Princes Highway Corrimal
4.00pm

The meeting opened at 4.00pm

1. Attendance

Maureen Patterson, Elaine Kitt, Diane Greenway, Nyla Collis, Fiona Gallacher, Peter Allen, Liza Allen, Steve Sanders, Joy Sanders, Kerrie Hartin, Jason Ayers, Pauline Gallacher, Pam McCauley, Lachlan O'Dea, Malcolm White, Zachary Harrison, Jason Ayers, Sheridan Downey, Geoff Markham, Chris Micallef, Philip McNeice, Janne-Maree McNeice, Juran Jones, Melissa Jones, Paula McIntyre, Patricia Green, Roger Green, Simon Kutassy, Patricia Calabro, Paul Greer, Neil King, Peter Mowbray, Graham Wykes, Judy Flis, Barry Swan, Marion Dill, Ross Dill, Ken Mascord, Daniel Stefanovski, Derek Corrin, Doreen Bryars, David Bryars, Dimity Quinlan, Louisa Raft, Renato Compagnin.

Liza Allen (President) acknowledged Life Members present and welcomed all members to the meeting.

2. Apologies

Apologies were received from Marie Mitchell-Stanley, Ray Terelinck, Cilla Aslanidis, Michael Johnstone, Victoria Shaw, Deborah Severn, Stephen Barnes, Claire Logue, Diana Brown, Clare Greer, Maureen Dredge, Natalie Bazun-Coates, George Patterson, Lea Faye, Pauline Young.

3. Minutes of the Previous Annual General Meeting

The minutes of the previous Annual General Meeting were made available to members prior to the meeting.

Patricia Calabro moved "that the minutes of the previous Annual General Meeting, held 25 March 2018, be accepted."

Seconded: Fiona Gallacher

CARRIED

4. President's Report on Behalf of the Management Committee

Liza Allen, President, thanked all those members who have volunteered their talents to the group and contributed to another successful year in 2018.

The Annual Report on behalf of the Management Committee was circulated to Members prior to the meeting and presented as follows.

President's Report 2019

Another year has come and gone and everyone here at Arcadians continues to work tirelessly to bring the best theatre and community experience we can. Our four main productions in 2018 were as diverse as previous years and well attended by our customers, with My Fair Lady selling out before opening night! A big congratulations to all our directors and their teams.

*Jekyll & Hyde Malcolm White
Downtown the Mod Musical Kerrie Hartin
My Fair Lady Juran Jones
Catch Me If You Can Daniel Stefanovski*

Fabulous effort for the Arcadians Children's Theatre team, selling out one of their seasons in 12 minutes! Now that's a problem we could get used to! Congratulations to everyone involved with ACT, it nourishes the group to see such wonderful young talent rising up.

We are forever trying to find staff to work Front of House we tried an online campaign using SignUp to create the roster and give people an easier way to volunteer and organise their own availability. While we had general success and positive feedback, it still did not garner the numbers we needed. Thank you to Pauline Young, Geoff Markham and Renato Compagnin for sharing the role of Front of House Manager.

Many thanks to Paul Greer for his relentless pursuit of Grants and funding opportunities for Arcadians. Money sourced has helped to rebrand our theatre so it stands out in the Corrimal landscape, and it looks fantastic. I have received so much positive feedback about the building a huge congratulations to Paul with the help of Steve Sanders for achieving this.

The Miner's Lamp is becoming very busy space, if you are using the theatre for something other than a show or rehearsals please advise us of the dates you need so it can be added to our online calendar. We have had a few clashes with people just assuming they could have the space. Send any requests or questions to boxoffice@arcadians.org.au. Also for Work Health and Safety reasons, committee would like to know when you are in the theatre and what your purpose for being there is. Communicating this information helps to ensure the space is shared equitably and will also avoid any unfortunate overlaps.

David Greer continues to build the technical capacity of the theatre. 2018 saw him collaborate with Simon Kutassy (an ACT dad) and Andrew Foster (a professional sound engineer). The teams are working on proposals for the incoming committee to consider.

I would like to say thank you to the outgoing committee for their extraordinary efforts in 2018, your input has been invaluable and greatly appreciated. It has been an honour to serve as president for another year. To all our volunteers on behalf of committee we thank you for all that you do to make the Miner's Lamp such a vibrant space. We are indebted to you all. The rest of this report is from our many leaders across the theatre.

Props

The main achievement was legalising storing "Fake Guns" in the newly purchased Strong Safes fixed in the Props Room and backstage. Much appreciated that all the correct procedures have been followed by the law.

Many props were used for the Programs staged during 2018. There were a number of Props hired to various Community Theatre and High School Drama Groups within the Illawarra and Southern Highlands. This was greatly appreciated due to creating a "Props Email" on the Arcadians website. The continuous working bee every Monday With Malcolm White, Pat Green and myself keeps the props rooms in good shape as best we can so that it's easy to find what is required.

Marie Mitchell-Stanley

Costumes:

Again, the Costume Room resources and the Volunteers have served our theatre admirably by supporting all productions, local schools, other theatre groups, our members and the general public. Our Treasurer can reveal our takings for hires during the year. These costume hires have, again, gone far and near. I have had a team of seven working every Monday morning. They have kept the collection in good condition. A special thanks to this quiet workforce. Our

costume collection has been used to dress every Arcadians show this year; some using more of our resources than others. Many new items have been made for the shows and added to the collection, building the variety available for the future. Again, many donations have been received from a variety of sources. The items are now part of the collection. Many of the Volunteers have assisted backstage for productions providing invaluable support to the actors. The biggest involvement was "Jekyll and Hyde" when some ladies assisted with very fast changes. a special thanks to Paula McIntyre who kept Daniel Kenyon, the lead, calm and professionally dressed for every performance. As noted in my 2018 report, the team have been busy replacing and labelling damaged, worn boxes and culling damaged costumes. The ongoing concern is, and will always be, space for this magnificent collection.
Nyla Collis Costume Custodian

Lamplighters:

As part of our ongoing development of a repertoire, ten new songs have been learned during 2018, six to be performed by the choir, two by an ensemble, one as a solo and one as a duet.

Twelve concerts were held during the year, counting one recording session as a concert.

2019 is shaping up to be as busy with plans afoot for another concert with the String Family, one with the Waratah Male Choir from Newcastle to be held in Wollongong and a concert at an as yet unspecified country NSW venue on top of all the usual local concerts.

Ken Mascord

Minstrels

Another successful busy year especially approaching Christmas.

Sadly 2019 will see our numbers depleted. The year started with a funeral, John Maslen such an enthusiastic singer was buried on 5th February.

Jean Lee is in Tarrawanna Nursing Home, Neil King has retired after 27 years, hardly ever missing a sing out, and a few others with a few health issues.

*MD Doreen says they will soldier on for at least another year!!
From Doreen.*

ACT REPORT 2018

2018 was another fantastic season for ACT. The first show ACT produced was MULAN JR. This was so warmly welcomed by the audience with many commenting on not ever seeing the show before. This was another show the ACT children thoroughly enjoyed being a part of and it was really lovely to see the children put 100% into this production.

ACT's second show was HAIRSRPAY JR. All of the kids shone bright in this production. The depth of talent that is currently in ACT is amazing. The children once again rose to the challenge of much harder choreography, harmonies and more mature themes. Again, the graduating children of ACT really lead the way on this production.

Once again, ACT was blessed to have both shows selling out.

ACT welcomed two new members into the production team and we are working very well together. Val and Tina have added so much to ACT and it is a pleasure to work with both of these talented women.

In 2019, ACT will bring to the Miners Lamp Theatre PETER PAN Jr in May and HIGH SCHOOL MUSICAL 2 JR in September.

Janne-Maree McNeice ACT Director

Maintenance Annual Report

2018 has been a very busy year for the Monday Maintenance Team who now number 10 members. Throughout the year we have completed the following projects: Installed an additional storage shed, shelving in props and costume areas, repaint of dressing-rooms and kitchen, Fixed decorative panels to northern fence line, ensured regular maintenance checks for pests, fire extinguishers, retractable seating, replacement lighting, building painting contract, maintenance of grounds, safe storage of sets and props, collection and redeeming of 10cent deposit on cans and bottles(\$450+ in 2018), assistance in construction of sets for productions during 2018, refurbishment of costume room toilet as well as many minor chores as required about the theatre.

Paul Greer

5. Auditor's Report and Treasurer's Statement

The audited financial statements for the year ended 31 December 2018 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 2018, and in accordance with Accounting Standards. The result for the 2018 year was a surplus of \$10,596. The group is in a healthy financial position with total assets well in advance of current liabilities.

Chris Micallef, Treasurer, presented his Treasurer's Report for the 2018 year.

I have pleasure presenting the Financial Report for Arcadians Theatre Group for the 2018 Financial Year. Our accounts were audited by KH Accounting and Financial Group and that report is presented today.

Arcadians Theatre Group maintains 4 bank accounts at the Illawarra Credit Union. The balances of those accounts at 31 December 2018 were:

General funds: \$77 561

Public: \$119 094

Saver: \$99 555

Maintenance: \$1 342

In addition to bank amounts, we have:

Amount to be deposited to the bank: \$3 161

Petty Cash (Cash floats): \$650

Total Cash and Cash Equivalent: \$301 364

Income for 2018

In 2018 we staged 4 productions, along with 2 ACT shows and performances by our Lamplighters and Minstrels. All productions were financially successful and made a profit.

Jekyll & Hyde - \$15 266.42

Downtown - \$16 511.78

My Fair Lady - \$16 755.27

Catch Me If You Can - \$15 500.05

ACT \$12 229.41 (Mulan Jr - \$5 685.73, Hairspray Jr - \$6 543.68)

Lamplighters profit \$11 522.20 (comprising profit from CD Sales, concert profits, and donations including a very generous \$5000 anonymous donation)

Minstrels Donations-expenses (loss) -\$890.66 (purchased some new uniform shirts for just over \$1 700.00)

In addition we received \$10 556.54 in hire fees for props sets and costumes including \$10 464.09 in costume hire.

Grants

2018 Community Building Partnership - **\$15 000**

2018-19 Small Cultural Grant - **\$3 284**

Bottle Deposit refund, a new initiative by the Monday Maintenance Men, commenced in May and for 2018 a total of **\$260.90** was collected.

Expenses for 2018

Some of the major expenses through 2018 include:

- Purchase of new lighting equipment for just over **\$32 000.00** in January including a new lighting console - expenditure against the 2018 Community Building Program Grant.
- March we replaced some of our damaged headset microphones for **\$4 635.49**
- April saw the replacement of the aging fluorescent lighting in the costume room with new energy efficient LED lighting at a cost of **\$2 930**.
- A new laptop and lighting control software was purchased in July for a little over **\$4 600**.
- The faulty costume room northern AC was replaced in October at a cost of **\$2 650**.
- Also in October, our theatre was given a facelift with the installation of new signage, artwork, electrical work, window repair and tinting and other associated works. The total cost of these works was **\$5 485**.
- We held a Ladies, Night Out fundraiser during the season of Downtown, and from that a donation of **\$1 480** was made to the Wollongong Women's Information Service.

2018 in Summary

Total income for 2018: **\$224 832**

Total expenses for 2018 : **\$214 236**

Giving a profit for 2018 of **\$10 596**.

Total Assets for the group amount to **\$896 700**

Liabilities for the group amount to **\$5 453**

This means that the group has net assets (Equity) totalling **\$891 247**

It gives us a ratio of **\$164.44** worth of assets for every dollar of liabilities.

Anything above \$1 indicates financial stability so \$164.44 means that Arcadians Theatre Group remains in a very solid financial position and is able to meet it's current and future financial obligations.

Chris Micallef

Treasurer

Arcadians Theatre Group

24 March 2019

Paul Greer moved "that the Audited Financial Statement for the year ended 31 December 2018 be received and accepted."

Seconded: Dave Bryars

CARRIED

Malcolm White moved "that the Treasurer's Report be accepted."

Seconded: Diane Greenway

CARRIED

6. Election of Office Bearers and General Committee for 2019

The 2018 Management Committee members were thanked for their service and stood down from their positions. The election of Office Bearers and General Committee members for 2019 took place.

Office Bearers

Position	Nominee	Nominated By	Accepted	Seconded By	Elected
President	Liza Allen	Geoff Markham	Yes	Maureen Patterson	Unopposed
Secretary	Kerrie Hartin	Malcolm White	Yes	Nyla Collis	Unopposed
Treasurer	Chris Micallef	Paul Greer	Yes	Malcolm White	Unopposed
Marketing Manager	Juran Jones	Jason Ayers	Yes	Geoff Markham	Unopposed
Box Office Manager	Stephen Barnes	Chris Micallef	Yes	Kerrie Hartin	Unopposed
Lamplighters Representative	Ken Mascord	Dave Bryars	Yes	Neil King	Unopposed
ACT Representative	Paune Young	Janne-Maree McNeice	Yes	Phillip McNeice	Unopposed

General Committee (four positions available)

Nominee	Nominated By	Accepted	Seconded By
Lachlan O'Dea	Maureen Patterson	Yes	Pauline Gallacher
Jason Ayers	Pat Green	Yes	Malcolm White
Geoff Markham	Fiona Gallacher	Yes	Nyla Collis
Paula McIntyre	Nyla Collis	Yes	Diane Greenway
Steve Sanders	Geoff Markham	Yes	Paul Greer
Zac Harrison	Kerrie Hartin	Yes	Geoff Markham
Sheridan Downey	Melissa Jones	Yes	Lachlan O'Dea

As there were more nominees than positions available, a ballot was conducted. Pauline Gallacher and Joy Sanders acted as scrutineers for the ballot. The votes were tallied and the following were elected as General Committee for 2019:

Lachlan O'Dea
 Jason Ayers
 Geoff Markham
 Steve Sanders.

7. Appointment of Company Solicitor

Steve Sanders moved "that KH Accounting and Financial Group continue as Auditor of Arcadians Theatre Group in 2019."

Seconded: C Micallef

CARRIED

8. Appointment of Company Auditor

Steve Sanders moved "that Peter Bahlmann continue as Solicitor for Arcadians Theatre Group in 2019."

Seconded: Malcolm White

CARRIED

9. General Business from the Floor

Doreen Bryars: The Lamplighters produced a CD in 2018 which included a song written by Graham Wilson. The CD was produced as a fundraiser for brain cancer research with some funds going directly to Graham Wilson also. CDs are \$15 each.

Steve Sanders: Steve has organised for company T-Shirts, polo shirts and hoodies to be available for order by all members of Arcadians Theatre Group. Orders can be placed via the Arcadians website.

Renato Compagnin: asked the group to consider whether the raffle was beneficial and should continue to be offered at Miner's Lamp shows. Chris Micallef reported that the Management Committee had considered this during the year and conducted a cost-benefit analysis. On average, the raffle returns a profit of \$1800 per year to the group so it was decided to continue offering the raffle. Renato also mentioned that in the 90s the group had provided an easement to the property at the rear of the Miner's Lamp Theatre for a drain and was paid by that landowner a sum of \$20,000. It was noted that in hindsight this was a low figure and the Committee should undertake due diligence with this knowledge in any future similar negotiations to ensure best outcome for the group.

Pauline Gallacher: suggested that a doorbell/buzzer should be installed at the front doors so that the door can remain locked when people are working in the theatre but know when someone is seeking access. Pat Green reminded members that it is good practice to keep the doors locked as this protects volunteers and the property of the group. The Committee is investigating the doorbell in conjunction with the Monday Maintenance Men to come up with a workable solution that doesn't interfere when shows are in progress.

Paul Greer: discussed the need to put a protocol in place to regularly change the PIN on the key safe and monitor more closely who has access to the PIN and key safe. The Committee will action this.

Liza Allen: noted that Arcadians will be the first community theatre group to stage Mamma Mia in Australia in 2019 and therefore there will be some financial challenges as set construction and costuming can't be hired from other groups. The production team are working on a budget based on 78% tickets sold in order to break even.

Dimity Quinlan: asked whether Next Gen will continue in future years. There has not yet been an opportunity for a debrief with the Next Gen production team and Committee to look at the achievements and challenges of the production. An analysis of this will help in deciding what resources might be required in order to continue to support the youth members of Arcadians and in what format. Bonnie and Clyde achieved approximately 70% ticket sales in January 2019 which was a great achievement for their first production and that time of year.

Steve Sanders: informed members that the University of Wollongong Library is hosting an exhibition from 22 April-26 June 2019 on the life and local contribution of Ethel Hayton who was a strong supporter of the Arts. Steve provided the exhibition with some Arcadians' archival material. Steve is the team leader for the Arcadians archiving project. All members who have historical information can contact Steve to share their information and relevant materials.

Derek Corrin: commended the Committee and group members for their diligent care of the Miner's Lamp Theatre. He recommended that the Committee consider some maintenance of the floor in any upcoming plans for refurbishment.

Pauline Gallacher: thanked Paul Greer and Steve Sanders for their coordination of the mural painting and new signage at the front of the theatre which is very much appreciated and really helps the theatre stand out.

Members asked Committee about the proposed development on the south side of the theatre. Anglicare is the developer and the proposal is for social housing – low cost single dwelling apartments and boarding house. Simon Kutassy raised the issue of the southern fence and retaining wall and suggested working with the developer to ensure an appropriate outcome for the theatre.

Nyla Collis: raised concern regarding a lack of disabled parking for visitors/patrons or some other way that people with mobility difficulties can safely be dropped off closer to the theatre entrance. This is particularly problematic in bad weather. It was suggested that the garden in the front of the building could be removed to create a parking or drop off spot. Committee will discuss this further and look into the best options to improve access.

Daniel Stefanovski: suggested a karaoke night for members and friends as a social activity and fundraiser.

Costume room: costume custodian and volunteers asked for a sign to be made to hang on the door to let people know they are working in the room. They often work with the door closed and it would be an easy way to let people know the room is open for visitors, hires etc.

There being no other business, the meeting closed at 4.59pm.