

**MINUTES OF THE ANNUAL GENERAL MEETING
OF THE WANNEROO REPERTORY
HELD ON WEDNESDAY 10th APRIL 2019**

APOLOGIES & ATTENDANCE - as per the attendance book

IN THE CHAIR – Shelley McGinn – President

MINUTES RECORDED BY – Richard Tudge – Hon Secretary

Shelley declared the meeting open at 7.35 pm and welcomed members in attendance.

Life Members - Prior to the commencement of the formal AGM, Shelley invited Tracy Roberts, the Mayor of The City of Wanneroo, to award Life Membership to the following members –

- Jane Anderson
- Lorretta and Mike Gibbs

Congratulations were made to these new Life Members and sincere thanks to Tracy Roberts.

**1.0 CONFIRMATION AND ACCEPTANCE OF THE MINUTES OF PREVIOUS AGM HELD
ON Tuesday 24th April 2018.**

Shelley read the Minutes of the previous AGM to the members in attendance. These were proposed as a true record of the previous AGM by Shelley McGinn and seconded by Carol Binks. All in favour – carried unanimously.

MATTERS ARISING

There were no matters arising.

2.0 TREASURER'S REPORT AND AUDITOR'S REPORT (COPY ON FILE)

Treasurer, Mike Gibbs, presented the Annual Report and the Auditor's Report for perusal by the members in attendance.

Mike gave a financial overview of what had been a challenging year in 2018 suffering an operating loss of some \$14,000 – emphasizing that the main reason had been that we had only staged five productions during the year, none of which had been classical musical theatre – the engine room of our ticket sales.

Mike advised that the auditor, Gary Grant, was again very happy with the way the accounts were presented for audit and delighted that Mike had embraced many of the recommendations made the previous year. Gary recommended that in 2019 the Repertory concentrate on improving and simplifying the balance sheet, especially around the asset register. Gary concluded that the accounts reflected a true and fair position of the Repertory's activities.

Mike went on to advise that Gary had agreed to audit the accounts again this year. Mike gave a brief overview of the expenditure encountered during 2018 and what the theatre faced during 2019 – including an overview of the proposed method of addressing safety issues around the lighting bar – which, he estimated, could amount to \$50,000 to \$60,000.

Finally, Mike acknowledged and thanked the Committee and Membership for their support during 2018 – and looked forward to another good year with the Wanneroo Repertory. Moved by Mike Gibbs and seconded by Helen Tudge that the Treasurer's Report be accepted as a true and correct record of the Theatre's Account.

All in favour – carried unanimously.

3.0 PRESIDENT'S REPORT (COPY ON FILE)

President, Shelley McGinn, read her report. Shelley gave a brief overview of each of the 2018 productions staged by Wanneroo Repertory but also that the doors were opened for other community groups to stage their own productions at Limelight – emphasising that we are a community theatre to be enjoyed by all.

Shelley briefed the members in attendance about the proposed solutions to the safety issues that have been identified around the use of the lighting bar - advising that it may cost the theatre in the region of \$40,000 to \$70,000 to address. Shelley advised that she is in the process of exploring possibilities of a financial grant from Lotteries West.

Shelley thanked all the volunteer helpers for their time and commitment to the Limelight Theatre but made special mention, and awarded a certificate of recognition to Joyce Gilbert who had been Wardrobe Manager for many years.

Finally, Shelley thanked the membership, in attendance, for their support of her and the Theatre during her tenure as president.

4.0 ELECTION OF OFFICE BEARERS FOR 2019

Secretary, Richard Tudge, explained to the membership in attendance, the Process of Election of Committee Members that has been closely interpreted from the Theatre's Rules of Association that in turn have been developed from the State By-Laws.

Richard went on to explain that he had received twelve prior-completed nomination forms from the membership. Any additional nominations would be taken from the floor of this AGM – final election results summarised as follows:

NOMINATIONS

Executive Committee Members

President – Shelley McGinn (prior nomination) – elected majority vote.

Secretary – Richard Tudge (prior nomination) – elected unopposed.

Six (6) Committee Positions

Theatre Manager – no appointment – position vacant

Membership Secretary – Jane Anderson (from the floor) – elected unopposed.

Production Manager – no appointment – position vacant

Theatre Maintenance Manager – Julie Clark (from the floor) – elected unopposed.

Publicity Coordinator – Carol Binks (prior nomination) elected unopposed

Marketing / Public Relations Officer – no appointment – position vacant

Committee Members (without portfolio)

Kathleen Del Casale (prior nomination) - elected unopposed.

Ashlee Torrens (prior nomination) - elected unopposed.

Judy Dickens (prior nomination) - elected unopposed.

Karen Murray (prior nomination) - elected unopposed.

Non Committee Positions

Front of House Manager – RJ Smolders (from the floor) - elected unopposed.

Lighting Manager – Jacob Anderson (from the floor) – elected unopposed

Sound Manager - no appointment – position vacant

Soft Furnishings Manager – Susan Vincent (from the floor) - elected unopposed

Properties Manager – Lorretta Gibbs (from the floor) – elected unopposed

Wardrobe Manager – Joan Braskic (prior nomination) – elected majority vote

Webmaster – Judy Dickens (prior nomination) – elected unopposed

Bookings Officer – Patrick McGinn (from the floor) – elected unopposed

Hanna De Boer-Hu made a small speech of appreciation to the theatre and offered the further loan of the “odd” bed to be used as property for future productions.

Shelley concluded the election of Committee Members by offering her thanks to the assembly and to those volunteers who will form the Committee in 2019. The specific responsibilities for each member to be discussed at first committee meeting.

5.0 APPOINTMENT OF AUDITOR

Mike advised that Gary Grant is prepared to continue as our Auditor at a cost of \$400 / year for 2019.

Moved by Mike Gibbs and seconded by Patrick McGinn that Gary Grant be appointed as auditor for 2019. All in favour – carried unanimously.

6.0 ANY OTHER BUSINESS

6.1 Kitchen

Karen Thompson reiterated the need for an update of our back stage Kitchen facilities – advising that she drew it to the assembly’s attention last year that it is in a very poor state of repair and should be considered for renovation as a matter of priority. Shelley advised that she would bring this item up at the next committee meeting for early consideration.

6.2 Bar Staff

Alida Chaney commented that all members who serve alcohol, behind the theatre bar, should have a current Responsible Service of Alcohol (RSA) Certificate – not just the “on-duty” Bar Manager. This is something that she has observed in other theatre groups. It was agreed that the Committee would encourage all volunteers to complete their RSA; financial reimbursement was offered to members who did so.

6.3 Marketing & Public Relations

Alida Chaney suggested that this role could be outsourced as it is such a large (and important) task. Shelley noted that we already have some of our publicity outsourced and had previously made some enquiries about costs. This subject would be revisited at the next Committee meeting.

6.4 Founder Members

Joyce Gilbert expressed a vote of thanks to the “founder members” for providing us with a purpose made Theatre of such a high standard.

6.5 Sound Manager

Jen Edwards suggested that she may have identified a volunteer (Paul King). She will follow this up and refer it to the Committee.

6.6 Production Runs

Robert Vincent commented that productions now only run for two weeks – whereas they used to run for three weeks. Asking why it had been cut because so much effort goes into making a production.

Shelley explained that it was a question of “numbers in attendance” and that a trial had been carried out as it has been identified that there is an optimum number of performances that people will attend. Shelley explained that Romeo & Juliet had been extended to three weeks, at the Director’s request yet, as a result, there were no more people attended over a three week period as opposed to a two week period.

David Nelson commented that it was better to perform to a full house over two weeks than a half full house over three.

There being no further business the meeting closed at 9.15 pm.

THE MINUTES OF THE AGM HELD ON 24th APRIL 2018 WERE APPROVED AND ACCEPTED BY THE AGM HELD _____ AND SIGNED BY THE PRESIDENT AND SECRETARY AT THAT MEETING.

President

Secretary

Date