



**PORTFOLIO
REPORTS**

**COMMITTEE MEMBERS' REPORT TEMPLATE
FOR THE MONTH OF MARCH 2017**

President

Ros English

LSCT Liaison, LSCT Advisory Committee, Assoc Community Theatre, Planning Day, Pastoral Care, Capital & Assets, Choir, Minstrels, AGM, GMS Costumes,

Pastoral Care:

- Flowers – Noel Borger who returned to hospital.

Laycock Street Community Theatre Advisory Committee

- Committee disbanded by Council

Association of Community Theatre

- Meeting planned for the next couple of months

Library

- No further action

Choir

- Planning the year's concerts – lots of the drawing board. Full report next month when dates are known.

Minstrels

- RE to prepare small flyer for distribution – still outstanding.
- Will ascertain program for Minstrels and advise next meeting.

Workshops

- Still outstanding

Special Projects

- **Rotary Gala Concert** – date to be 10 June. Request for Choir to participate in short "musical theatre" theme.
- **70th Anniversary** – Leagues Club confirmed. Have agreed to waive fee. Waiting confirmation. Creative team has met and formulated music program. RE commenced section 1 – almost complete. Brenda Donnelly arranging next meeting to allocate tasks across all areas: decorations, menus, program, booklet etc

Redevelopment of Studio 18

- Attempted to put grant in Infrastructure – missed the deadline due to delays with building quotes etc.
- Have met with Louise Fisher from RDA – provided assistance with "how to" and "what is required".
- Liquor and Gaming grant applied for on time 10 March. Provided Business Case, Project Plan, etc. Been very busy.

Contact with members

- Nothing to report

Keyboards

- Nil issues.

GMS Costumes

- Minutes of 12 January attached
- Have had reduced numbers of volunteers in the shop – wardrobe mistress and other volunteers away. Still an issue.
- **Payslips** not being received regularly.
- **Outgoing bookings** see attached – note figures now financial year comparisons
- **Shop report** to be tabled
- **Business Planning** report will follow (after I finish the next Grant application!!)
- **Mary Poppins** – still some returns outstanding. Invoice sent.
- **Manager role** – formal documentation to be prepared – letter of offer to be done – outstanding.

Assets

- Somersby to be addressed as bonfire after cleanout.
- Many thanks to Karen Snook for driving the working bees on Saturdays. Thanks also to Frank O'Toole for arranging breaking

	<p>down of rubbish and Council pickups.</p> <ul style="list-style-type: none"> • Props – working party going well. System set up for general enquiries about prop hire. <p>General</p> <ul style="list-style-type: none"> • Handbook Committee – awaiting feedback. • Have worked out dates for 2018 for Agreement and booked them with the Theatre. Need to provide dates for 2019 and 2020 to complete the Agreement. • Another meeting with Nate Butler, Leisi Edmonds following discussions with the shop on business plan day. Agree to have \$1,000.00 per show for costumes and props. To trial for one year under a Memorandum of Understanding. Process to be documented. Agreement to pay invoice within 14 days of completion of show. • Production Liaison - forwarded new set process to all Production Managers for this year. Evita – see CK report. Good response from the public – received well and things improving considerably. • Wicked - Outstanding is response to debrief. Will table at the meeting. <p>Newsletter – well done Scott.</p>
<p>Vice President Darryl Davis Chair Show Selection Committee, GMS History, Show Selection research and advice, Special Projects, Honour Brd, Roles and Responsibilities, Website</p>	<p>Show Selection GMS Committee has agreed to stage <i>HONK</i> in January 2018. I believe we need to actively encourage a Director to take up the baton! Perhaps we can discuss a few potential Directors during our meeting. Show Selection Advisory Group initial meeting will take place on Thursday March 9th. The aim is come up with a list of shows that will then be researched before our 2nd meeting in which a short list will be created to present to the GMS Committee for the final selection.</p> <p>History As always, this is continuing.</p> <p>Website All up to date. <i>Young Frankenstein</i> information placed on our website following the Info Night. Well presented by Kerrie, Greg and team.</p> <p>Honour Board There will be an Honour Board luncheon on Sunday April 9th. I contacted most of our members via email. I also left invitations for those Honour Board members who work in the Shed or Costume Shop as well as mailing 10 letters to those who do not have internet access. Have only received RSVPs from 14 members, so will probably send another email reminder in two weeks.</p> <p>Roles and Responsibilities Am hoping that there has been action on the set process outline that was passed by Committee at our last meeting. I have requested in General Business that we hold a discussion concerning the current Set Coordinator. I believe the latter needs to provide an outline of his job description as well as be instructed that cooperation is paramount in that position. There has been a marked absence of cooperation in several recent shows, which in my opinion is totally unacceptable.</p> <p>Special Projects Will no doubt be deciding upon the musical program and ensemble members in the very near future for our 70th Anniversary which is only 6 Committee meetings away.</p>
<p>Vice President</p>	

<p>Noel Borger Programs, Proof Reading, Australia day, Gosford show, assets, props co-ordinator, leaflets, shed co-ordinator/liaison, storage</p>	
<p>Committee member Scott Goodacre Work Health & Safety with Karen Snook, Newsletter, Membership, Working With Children Check</p>	<p>Work Health & Safety <i>Evita</i> bumped-in to LSCT on 25th February 2017 and I am not aware of any incidents or injuries from that day. There are some safety concerns from bump-in though which Karen has covered in her WHS report. Further to Karen’s point about the rain, it should also be noted that during the first weekend of performances for <i>Evita</i> that there was heavy rain, and the roof of LSCT was leaking causing rain to fall on stage during the performance. This is an obvious slip hazard, especially for the dancers. I recommend that this be followed-up with council to find out what has been done to address this issue.</p> <p>Newsletter The bi-monthly newsletter for February 2017 has now been completed, uploaded to the GMS website and e-mailed to current GMS members on 21 February 2017.</p> <p>Membership We currently have 228 members for 2017 (including life members). Membership cards are in the process of being distributed.</p> <p>Working With Children Check I am still waiting on some further information from April regarding the process for checking WWC numbers, as I am currently unable to check these numbers.</p> <p>Open Day The Don Craig Room has been tentatively booked for our open day on 30 July 2017. We still need to develop a programme of activities for the day.</p>
<p>Committee member Karen Snook Social Committee, Library, signage, Technical Liaison, Technical Workshops, Work Health & Safety with Scott Goodacre</p>	<p>WHS- Bump in for <i>Evita</i> achieved without accident/ incident. The rain proved an extra WHS concern with water being tracked into theatre backstage area. We need more old towels on hand. Donations please? One piece of set did not fit through theatre stage door. It became wedged and it was cut in order for it to be moved in. This was done with power tools whilst raining. A concerning time, with David Rowe balancing on top of the piece of set with a power saw and cast members standing in rain for a prolonged period. This should not happen after 70 years of set moving experience. All set pieces should be measured carefully prior to being attempted to be moved into the theatre. This exercise was a very high risk of someone being hurt.</p> <p>Technical Liaison- nil to report</p> <p>Choreographer’s roles and responsibilities ready for publication. See attached final copy.</p> <p>Saturday Morning working bee – House and both containers have been sorted, pending the two rooms of costumes to be done. Once <i>Evita</i> is done, Saturday morning working bee will resume. Studio and</p>

	<p>Shed to be sorted. Social Committee- nil to report Library – Program covers for framing for Theatre stairwell wall. New covers to be printed for framing. Ken Hind has sent through the cover files he has to me, will be contacting Snap for printing. Will need someone to buy frames and frame covers. This is will be done after I finish with Evita.</p>															
<p>Rosie Ross Catering, Website with Darryl Davis, Facebook with Lauren Miller, Sewing, Wardrobe, Workshops</p>	<p>Catering: no additional from last month due to my workload and Evita Will be having a follow up meet with Maryann prior to next meeting. FB: still awaiting final logo for anniversary to create page. Advertisement plan underway, will present at next meeting. Sewing and wardrobe: Met with Narelle, Ronda and Gail to discuss plan of attack for clear out and wardrobe space issue. Culling of Furs in process and will then move to back wall ETA.3 weeks. JD’s for show costumes reviewed and attached for final sign off. Requesting to implement process for an initial meeting with all show costume teas as per set design. Purpose would be to ensure the teams are aware of what already exists to avoid additional items of the same nature needing to be made and to ensure overall support from Gail and team. If approved, I will write up the process as per set process for next meeting. Workshops: TBA Handbook: Continues to be worked on</p>															
<p>Committee member Lauren Miller Ticketing, Facebook with Rosie Ross</p>																
<p>Ex Officio Chris King Marketing, Publicity, Ticketing with Lauren Miller</p>	<p>EVITA BILLBOARDS/PRINT COLLATERAL: Completed. PRESS: 3 discounted press ads CC Express Advocate Staring 5 weeks prior to the show Completed</p> <p>LSCT: Flyers and Article Centre Stage Actioned and having some effect Social Media EDM (Electronic Direct Mail). Ongoing Paid ads Facebook as well as regular posting LSCT page completed Flyers and pull ups in foyer, Box Office Foyer and DCR In Place. Digital content on all screens at least 6 weeks prior. In Place. Digital content on screens McDonalds Restaurants In Place.</p> <p>RADIO: Editorial Sarah and Paddy and Sea FM. completed Arranged a \$8,500 Community campaign GO and Sea FM completed Continual ABC 92.5 editorials and interviews ongoing CC Tourism and other local online What’s On. completed Preview Ticket give away 2GO completed</p> <p>SOCIAL MEDIA: Cast and crew generated video commenced 15/1/17 and on going</p> <p>Last Figures (Comparison) As of 10 Feb</p> <table border="1" data-bbox="555 2078 1203 2181"> <tr> <td>Fri.</td> <td>03 Mar 2017 08:00 PM EST</td> <td>183</td> <td>210</td> <td>46.56 %</td> </tr> <tr> <td>Sat.</td> <td>04 Mar 2017 02:00 PM EST</td> <td>252</td> <td>141</td> <td>64.12 %</td> </tr> <tr> <td>Sat.</td> <td>04 Mar 2017 08:00 PM EST</td> <td>158</td> <td>234</td> <td>40.31 %</td> </tr> </table>	Fri.	03 Mar 2017 08:00 PM EST	183	210	46.56 %	Sat.	04 Mar 2017 02:00 PM EST	252	141	64.12 %	Sat.	04 Mar 2017 08:00 PM EST	158	234	40.31 %
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Fri.	10 Mar 2017 08:00 PM EST	159	234	40.46 %
Sat.	11 Mar 2017 02:00 PM EST	253	120	64.38 %
Sat.	11 Mar 2017 08:00 PM EST	159	224	40.46 %
Sun.	12 Mar 2017 02:00 PM EST	195	198	49.62 %
Thu.	16 Mar 2017 08:00 PM EST	97	296	24.68 %
Fri.	17 Mar 2017 08:00 PM EST	182	211	46.31 %
Sat.	18 Mar 2017 02:00 PM EST	146	203	37.24 %
Sat.	18 Mar 2017 08:00 PM EST	183	187	46.56 %

To groups 2.5% 1967 2258 45.52 % 2.5% =48%

EVITA LATEST:

Fri.	03 Mar 2017 08:00 PM EST	364	29	92.62 %
Sat.	04 Mar 2017 02:00 PM EST	342	50	87.24 %
Sat.	04 Mar 2017 08:00 PM EST	358	34	91.33 %
Fri.	10 Mar 2017 08:00 PM EST	301	92	76.59 %
Sat.	11 Mar 2017 02:00 PM EST	362	30	92.35 %
Sat.	11 Mar 2017 08:00 PM EST	325	68	82.70 %
Sun.	12 Mar 2017 02:00 PM EST	299	92	76.08 %
Thu.	16 Mar 2017 08:00 PM EST	189	204	48.09 %
Fri.	17 Mar 2017 08:00 PM EST	264	129	67.18 %
Sat.	18 Mar 2017 02:00 PM EST	255	116	65.05 %
Sat.	18 Mar 2017 08:00 PM EST	303	86	77.10 %
		3362	930	78.00 %

It is interesting to note the 30% increase in the last month, **this also includes around 5% of comps used as marketing and promotion for usual GMS VIPS (Gala Night) and Saturday night the 4th. With my Nostradamus guise firmly in place I would anticipate a final; figure minus comps to 80-85%. I believe the quality of the show, set and lighting (getting plenty of notice) is the contributing factor in the feedback I have received. Well done all.**

BRING IT ON

BILLBOARDS/PRINT COLLATERAL: IN production working with team to developed Marketing and Promotional Plan. **It is again a real shame that the licensing restrictions make the collateral almost in-effective.**

Plan to book 3 discounted press ads CC Express Advocate three paper weeks prior to the show.

LSCT:

Social Media EDM (Electronic Direct Mail). TBS
Paid ads Facebook as well as regular posting LSCT page TBS
Flyers and pull ups in foyer, Box Office Foyer and DCR ITBS
Digital content on all screens at least 6 weeks prior TBS.
Digital content on screens McDonalds Restaurants TBS

RADIO:

Editorial Sarah and Paddy and Sea FM TBS.
Continual ABC 92.5 editorials and interviews TBS
CC Tourism and other local online What's OnTBS

Young Frankenstein: **BILLBOARDS/PRINT COLLATERAL:** In production will work with team to developed Marketing and Promotional Plan.

70th Anniversary

Planning Marketing campaign for Dinner and Open day. Will utilise CC Radio to assist. Also News Local to do a sales feature.

General: As reported in email Jan Wells has resigned and will be leaving us as of Wednesday 15th March to take up a fundraising position with NAISDA. We wish Jan every success.

Additional items:

Secretary: April Daley-Holmes

Treasurer: Karen Johnston

Outstanding responsibilities

Governance,
Constitution and Handbook
Copyright

AULAYCOCK	GMS Group (GMS Group Bookers)	A07 GMS Laycock, Musical Adults	Evita17 Fri.	03 Mar 2017 08:00 PM EST	364 29	92.62 %
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