



**PORTFOLIO  
REPORTS**

**COMMITTEE MEMBERS' REPORT TEMPLATE  
FOR THE MONTH OF APRIL 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 to Ben Stephens for his loss of baby.
- Flowers to Alan Moore – brain surgery in RNS Private – now home and doing well with good results post op.
- Greg James has passed away. He wanted no service – only a private cremation with his ashes going to his patents.

**Laycock Street Community Theatre Advisory Committee**

- Committee disbanded by Council – to remove this item from report.

**Association of Community Theatre**

- Nil activity

**Library**

- No further action – to request Raie Brady to move forward.

**Choir**

- Concerts Camp Breakaway, Kincumber, East Gosford and Everglades planned.

**Minstrels**

- RE to prepare small flyer for distribution – still outstanding.
- Awaiting dates for bookings.

**Workshops**

- Still outstanding

**Special Projects**

- **Rotary Gala Concert** – date to be 21 October. Choir not required
- **70th Anniversary** – Leagues Club confirmed. Moving forward well. Creative team met to finalise program. Admin team met to arrange tasks.

**Redevelopment of Studio 18**

- Was advised our request has been put into the mix. An excellent result just to get that far.
- 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 for February attached. March and April minutes to follow.
- Volunteer numbers still down.
- **Payslips** up to date. Need to be 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** – resolved.
- **Manager role** – formal documentation to be prepared – letter of offer to be done – outstanding.
- **New staff member** – Kerrie – mother of Tynan – see shop report and minutes. No additional hours, just changing the configuration of staff due to hours needs.

	<p><b>Assets</b></p> <ul style="list-style-type: none"> <li>• <b>Somersby</b> to be addressed as bonfire after cleanout.</li> <li>• <b>Props</b> – working party going well. System set up for general enquiries about prop hire. Thanks to Daryl Kirkness and the team – He, Amber Markham, Robyn Edmonds-King and Darryl Fry. No report received. Severe leak in the roof has been hampering progress, but plenty of work done to date.</li> <li>• <b>Water cooler</b> – new one needed – see Issues Paper.</li> <li>• <b>Roof repairs</b> – quotes obtained – see Issues paper.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• <b>Handbook Committee</b> – awaiting feedback.</li> <li>• Kevin and I Met with Chris King re agreement.</li> <li>• <b>Nate Butler</b> – have forwarded Memorandum of Understanding to Nate and Leisi. Awaiting feedback.</li> <li>• <b>Production Liaison</b> - attended meeting of Bring It On – well done to the team. Handed out roles and responsibilities and had team members sign and return to me.</li> <li>• <b>Have been</b> invited to first production meeting of Chicago.</li> <li>• <b>Awaiting invitation</b> from Young Frankenstein team.</li> <li>• <b>Evita</b> – no debrief held to date. Requested same. Huge problems returning scripts and scores – not returned from Jess King and Alexander Cross – will request Treasurer to send invoice for \$50.00. Stuart Smith wrote all over his in biro – tried to white it out but not possible. Music scores not cleaned – will put forward a motion that no one is paid unless their score is cleaned. This to include musical director whose responsibility it is to ensure this is done. Awaiting return of music scores at the moment.</li> <li>• <b>Wicked</b> - Outstanding is response to debrief. Will table at the meeting.</li> </ul> <p><b>Newsletter</b> – report under way.</p>
<p><b>Vice President</b>  <b>Darryl Davis</b>  Chair Show Selection Committee, GMS History, Show Selection research and advice, Special Projects, Honour Brd, Roles and Responsibilities, Website</p>	<p><b><u>Show Selection</u></b>  The first meeting of the Show Selection group created a list of potential shows for 2018. We compiled a list of 24 Senior shows and some 11 Junior ones. Each member was assigned 3 shows each to research by April 13<sup>th</sup>, which will then be forwarded to each to study before our second meeting on April 20. At present 7 of the 12 members have submitted their research.  I shall come to the May Committee meeting with the group’s recommendation for next year’s program, which will no doubt be discussed at length.</p> <p><b><u>History</u></b>  As always, this is continuing.  I have been working on updating the old PowerPoint program to Windows 10 as the former PP does not function anymore ..... of course!  A massive job, but I am hopeful to have at least half of our history PP presentations available for the upcoming Anniversary Open Day.</p> <p><b><u>Website</u></b>  All up to date.  I forwarded the website’s email address sign-on information to Secretary April, so she will be answering most of the inquiries.</p> <p><b><u>Honour Board</u></b>  <b>Honour Board luncheon</b> will take place on Sunday April 9<sup>th</sup>. Many thanks to Maryann Hamilton who has put in a great effort to cater for this informal meeting.  <b>Invitations had been sent by email, post or hand-delivered.</b></p>

	<p><b>41 are attending / 27 were unable to attend / 35 did not respond</b></p> <p><b><u>Roles and Responsibilities</u></b> Nothing to report.</p> <p><b><u>Special Projects</u></b> Our 70<sup>th</sup> Anniversary is 5 Committee meetings away. Progress has been made by the Anniversary team.</p>
<p><b>Vice President Noel Borger</b> Programs, Proof Reading, Australia day, Gosford show, assets, props co-ordinator, leaflets, shed co-ordinator/liaison, storage</p>	<p>After checking out of hospital, i have checked the artwork for YF for flyers and pull-ups for the Gosford Show at the end of April.</p> <p>The theatre will have mail-outs in May so we will be ready for that. I am in discussions with Roma of the show organisation to see where we will be situated as one of their sheds burned down and this has changed all the lay-out.</p> <p>I have arranged the choir for the show and they will perform on Saturday &amp; Sunday at 9.30 am. That will be in the marque that is being arranged to substitute for the missing room.</p> <p>We have arranged for the cast of BIO to perform at 3.00pm on Sunday so hopefully we can get some people to hand out flyers.</p> <p>With April's help, we are getting the keys re-organised for the key register. It was difficult to control last year as the Production teams just handed them on to the next production, bypassing the register.</p> <p>In future the prod man / director will be required to return them and have them signed back in.</p>
<p><b>Committee member Scott Goodacre</b> Work Health &amp; Safety with Karen Snook, Newsletter, Membership, Working With Children Check</p>	<p><b>Work Health &amp; Safety</b> <i>Evita</i> bumped out of LSCT on 18<sup>th</sup> March 2017 without any incident, to my knowledge. Further rain during the <i>Evita</i> season caused further leaking from the roof of LSCT onto the stage. I have been liaising with Chris King and Dean Harrington of LSCT regarding this issue. Dean reports that it has been difficult accessing the roof for inspection because of all the rain we have been having recently. I have provided Dean with details of the exact location where the rain was leaking on stage and Dean will inspect the roof when safe to do so.</p> <p><b>Newsletter</b> Currently working on the April bi-monthly newsletter. This will be released Mid-April all being well. We have been getting quite a few requests coming through from people wanting to be added to the mailing list, which is great.</p> <p><b>Membership</b> We now have 274 members for 2017 (including 42 active life members).</p> <p><b>Working With Children Check</b> April Daley-Holmes has offered to check the WWC numbers for me, as we have not yet been able to establish a way for me to verify these WWC numbers myself.</p>

	<p><b>Open Day</b> 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. Nothing further has been done to progress this programme since last month because of my involvement with <i>Evita</i> and other portfolio responsibilities.</p>
<p><b>Committee member Karen Snook</b> Social Committee, Library, signage, Technical Liaison, Technical Workshops, Work Health &amp; Safety with Scott Goodacre</p>	<p><b>WHS-</b> Bump out for <i>Evita</i> went smoothly with no reportable incidents. <b>Technical Liaison-</b> Stage was painted after bump out, with many thanks to those who stayed late to attend to this. No problems reported. <b>Saturday Morning working bee</b> – To begin again. Possibly change time to coincide with BIO rehearsals to get mums and Dads involved. Shed needs to be tackled! <b>Social Committee-</b> suggestion raised- “GMS night of stars” – a night similar to dancing with the stars , but a “non-dancer” is to prepare a dance with a nominated choreographer and a “non-singer” is to perform a song with a singing coach. Thoughts? Could raise money for our renovations. <b>Library</b> – 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. Yet to be attended but on my “to do” list asap. <b>Dancing lessons for GMS members-</b> See brief.</p>
<p><b>Rosie Ross</b> Catering, Website with Darryl Davis, Facebook with Lauren Miller, Sewing, Wardrobe, Workshops</p>	<p>Catering: Stocktaking list, JD for Maryann and caterers’ checklist complete to present. FB: Anniversary save the date up, to date, 50 advised they will be attending and 60 interested in the event. FB strategy underway and will hopefully be completed to present at the May meeting. Sewing and wardrobe: Culling continues, issues with Narelle having FB access to the costume messages as they are still going to Leslie, would like to table and discuss at meeting possibly reworking costumes FB page. Costumes process document not completed as yet, hoping to have done for next meeting and put in place for Chicago and Honk. Workshops: no further news.</p>
<p><b>Committee member Lauren Miller</b> Ticketing, Facebook with Rosie Ross</p>	
<p><b>Ex Officio Chris King</b> Marketing, Publicity, Ticketing with Lauren Miller</p>	

**Additional items:**

**Secretary: April Daley-Holmes**

**Treasurer: Karen Johnston**

**Outstanding responsibilities**

Governance,  
Constitution and Handbook  
Copyright