



**COMMITTEE MEMBERS' REPORT TEMPLATE  
FOR THE MONTH OF OCTOBER 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 for Nerida White from Choir on passing of Husband
- Flowers for Chris Hochkins family on passing of Chris' brother

**Laycock Street Community Theatre Advisory Committee**

- Nil activity

**Association of Community Theatre**

- Attended ordinary meeting followed by AGM on Sunday 24 September at North Sydney. I will forward Minutes of AGM for 2016.

**Library**

- Karen to report.

**Choir**

- Everglades concert a huge success.
- Camp Breakaway on 13 October

**Minstrels**

- Rolling along – done 26 shows this year. Want everyone to attend an evening on 23 October at the Mirror room to show us what they do. I mentioned this at the last meeting. Need to make sure every Committee member is available to attend. They are incredibly worried about how much longer they can continue. Feel we don't support them.

**Workshops**

- Still outstanding

**Special Projects**

- **Rotary Gala Concert** – date to be 21 October. To be discussed and arranged. Perhaps we can use something from our 70<sup>th</sup> anniversary concert for this.
- **70th Anniversary** – a fantastic evening which everyone enjoyed. Only complaint was from Julie Jessop who felt she was left out.
- Rang to apologise – I did explain it was only the last ten years of the shop and Julie has not been involved.
- A huge thank you to everyone concerned.

**Redevelopment of Studio 18** – both responses negative.

- Lucy Wicks office – I submitted an application form. Her office has to nominate you as a recommendation for the grant in order to apply. I have done this on Thursday 28 September.

**Contact with members**

- Spoke with Lorraine George in relation to ticketing issue for preview tickets. Lots of complaints about everything to do with preview tickets from Lorraine. I explained preview tickets are to be given to those who work on shows. I also explained that I did not ask Daryl Kirkness to speak to her. Lorraine also complained that DK had given Nate Butler 25 preview tickets for one of our previous shows. Nothing to do with her and incorrect anyway – Chris King provided tickets as well. Nobody is admitting to how many they provided to Nate Butler.
- I met with Daryl Kirkness about this matter and he advises the facts are different from what has been presented. We have a "he said she said" situation. I explained if he did in fact speak to Lorraine about that I am most annoyed and require his confirmation that he will not do that again.

	<ul style="list-style-type: none"> <li>• Darryl Fry is having some difficulties lately and we need to make sure we stay in touch with him.</li> <li>• Also Ben and Natalie Poole need to be kept in touch with also.</li> </ul> <p><b>Keyboards</b></p> <ul style="list-style-type: none"> <li>• <b>Roland keyboard</b> requires re-wiring. I will ask the Shed Manager to look at this. He has looked at it – not an easy fix. When time permits he will look at it.</li> </ul> <p><b>GMS Costumes</b></p> <ul style="list-style-type: none"> <li>• Staff meeting to be held in my absence.</li> <li>• Volunteer numbers still down.</li> <li>• <b>Outgoing bookings</b> - note figures to be supplied</li> <li>• <b>Shop report</b> to be supplied</li> <li>• <b>Business Plan</b> – to be completed.</li> <li>• <b>Manager role</b> – formal documentation to be prepared – letter of offer to be done – outstanding.</li> </ul> <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. Excellent progress made – thanks to Daryl Kirkness for driving this project.</li> <li>• <b>Roof repairs</b> – Shed Manger has requested work to be done.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• <b>Handbook Committee</b> – awaiting feedback.</li> <li>• <b>Program Working party</b> – meeting held – very productive. ADH has provided guidelines.</li> </ul> <p><b>Production Liaison</b> -</p> <ul style="list-style-type: none"> <li>• Met with Daryl Kirkness about Production team and Committee concerns about his being Set Designer as well as Director. He advised the set is large but simple and that it is already designed. He showed me the plans – fly lines etc all done. He has outlined his production team. April and I will assist with the Production Manager role and will train Olivia Rowe, Louise Swan and Benita Kearney. I explained we were concerned about his stress levels and the resulting behaviour – he assures me he is in a better place than he has been previously and that there will be no issues.</li> </ul>
<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>  At our last meeting, the Committee agreed to stage <i>The Wiz</i> as our July junior production.  On Oct 10 interviews will be held for Directors for <i>The Wiz</i> and <i>Shrek</i>.  <b>We should conduct director interviews for our 2<sup>nd</sup> senior show asap.</b></p> <p><b><u>History</u></b>  Continuing documenting past productions.  My aim for 2018 is to complete our visual history and update the entire PowerPoint program. A huge undertaking.</p> <p><b><u>Website</u></b>  All events are up to date.  Unfortunately, our Server has once again made significant changes, which I am trying to decipher.  Unable to put a logo on the main page for <i>We Will Rock You</i> due to the changes. I contacted Matt Carey and he has not been able to work it out either. Hopefully it will be rectified soon.</p> <p><b><u>Honour Board</u></b>  It is important to think about those people who you feel should be considered for the Honour Board. There is an outline on our website that explains the criteria for nominating members.</p>

	<p><b>Nominations should be made by the end of this month.</b></p> <p><b><u>Roles and Responsibilities</u></b> Nothing to report.</p> <p><b><u>Special Projects</u></b> I believe the 70<sup>th</sup> Anniversary at the Leagues Club was successful. Congratulations to all those who were involved in the preparations as well as commitments during the gala evening. A huge undertaking.</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>Things have been quiet for the start of the month for me. Having lots of check-ups on the foot as it has now shown sign of complete healing. I have now put into place the plan to set up stall in Erina fair at Woolies.</p> <p>First weekend was quiet as the Grand Finals were on and it was holidays anyway. I will be there for the three weekends up until bump – in weekend.</p> <p><b>BACKDROP STORAGE:</b> I have to bring up the subject of the above as an incident has occurred last week. It seems that Patti Gleeson had booked the backdrop of “MIKADO” some weeks ago. I was not informed but Frank tried to find it in the house. The backdrops are in a disgraceful state so much so that one could not find anything there. I cannot stay in that house for long for fear infection could get to my foot again, but I had a look as the costume shop were harassed by Pattie for she needed it for the Ballet she had on the Friday. I am wondering if we could have someone to take charge of the backdrops as DK says they are not replaceable and we should keep them in good condition. We hired out the backdrop of “La Cage” and made \$400. Maybe we should treat them as an investment ? Stood in for Ros at the info night of “We Will Rock You” on Friday Night and am impressed by the presentation and the production team. It will be an awesome show !</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> No incidents or hazards have been identified to me in the past month.</p> <p><b>Newsletter</b> The latest issue was released in September, and I am hoping to have another edition released in November.</p> <p><b>Membership</b> We now have 438 members for 2017 (including 40 active life members). All cast members of Chicago and Honk have now paid their membership fees.</p> <p><b>Working With Children Check</b> I now have access to check these numbers myself and have begun working through my list of members to verify these are all current.</p> <p><b>Open Day</b> Following further consultation with Chris King and the staff at LSCT we</p>

	<p>have decided it best to postpone the Open Day until 2018 when we can run the event in conjunction with the 30<sup>th</sup> anniversary of LSCT. I wish to thank all those people who had put up their hand to assist with the event, and I hope they will continue to assist with the event when a new date is announced.</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> nothing to report. <b>Technical Liaison-</b> Nothing to report. <b>Social Committee-</b> 70<sup>th</sup> birthday celebrations a huge success! Well done everyone involved! <b>Library</b> – Nothing to report <b>Dancing lessons for GMS members-</b> Due to increased demands at work and with Chicago, dance classes have been put on hold until Chicago goes on stage.</p>
<p><b>Rosie Ross</b> Catering, Website with Darryl Davis, Facebook with Lauren Miller, Sewing, Wardrobe, Workshops</p>	<p>Minimum to report as have spent a lot of September quite unwell.</p> <p>Catering- Still no space in Shed for new fridge. Can Shed Manager make this a priority once Chicago is bumped in? Happy to help in liaising where needed.</p> <p>Facebook- All going well, Chicago getting regular hits and WWRV info night currently pinned. Will provide Darryl and incoming prod team for upcoming shows with guidelines agreed upon in prior meeting.</p> <p>Lots of commenting on the new Chicago pics and the regular posting, good work to the cast and crew with sharing.</p> <p>FB Page stats as follows;</p> <p>26<sup>th</sup> Sep to 2<sup>nd</sup> Oct</p> <p>1 Mention- Member for Terrigal</p> <p>Page Visits 4738↑23.7%</p> <p>Weekly Total Reach2.62K896↑192.3%</p> <p>People Engaged201158↑27.2%</p> <p>Total Page Likes1.99K1.99K↑0.2%</p> <p>20<sup>th</sup> to 26<sup>th</sup> Sep</p> <p>Page Visits down 44%</p> <p>Weekly Total Reach Down 55%</p> <p>People Engaged Down 60%</p> <p>Total Page Likes 1.98K- Up.3%</p> <p>15<sup>th</sup> to 21<sup>st</sup> Sep</p> <p>1 mention- JC Entertainment</p> <p>Page Visits4624↑91.7%</p> <p>Weekly Total Reach1.95K41↑4,658.5%</p> <p>People Engaged3938↑4,812.5%</p>

	Total Page Likes 1.98K 1.98K ↑ 0.4%
<b>Committee member</b> <b>Lauren Miller</b> Ticketing, Facebook with Rosie Ross	Ticketing - most comp tickets for Chicago distributed. Waiting to hear back from CK re VIPs.  Social Media - Still need to meet with Rosie on updates. Chicago and WWRV advertising going really well. Possibly would like to see more of Honk advertised.
<b>Ex Officio</b> <b>Chris King</b> Marketing, Publicity, Ticketing with Lauren Miller	

**Additional items:**

**Secretary: April Daley-Holmes**

**Treasurer: Karen Johnston**

**Outstanding responsibilities**

Governance,

Constitution and Handbook

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