



COMMITTEE MEMBERS' REPORT TEMPLATE  
FOR THE MONTH OF MAY 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:**

- Nil.

**Laycock Street Community Theatre Advisory Committee**

- Nil activity

**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. Perhaps we can use something from our 70<sup>th</sup> anniversary concert for this.
- **70th Anniversary** – music under way. Need admin meeting to discuss performers, guest list and invitations.

**Redevelopment of Studio 18**

- Awaiting responses

**Contact with members**

- Nothing to report

**Keyboards**

- Requested to play in Sweet Charity for Wyong due to drop out of someone in the orchestra. Have borrowed the silver keyboard and stand.

**GMS Costumes**

- Minutes for March to be tabled prior to meeting.
- No meeting held in April due to illness of staff and workload.
- 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
- **Manager role** – formal documentation to be prepared – letter of offer to be done – outstanding.

**Assets**

- **Somersby** to be addressed as bonfire after cleanout.
- **Props** – working party going well.
- **Water cooler** – now replaced. Thanks to Frank O'Toole, Shed Manager for this being done quickly. Invoice provided for payment and warranty with records in GMS Costumes.
- **Roof repairs** – under way.

**General**

- **Handbook Committee** – awaiting feedback.
- Awaiting final meeting to sign **Agreement**
- **Nate Butler** – happy with MOU – to sign next week.
- **Production Liaison** - was invited to Young Frankenstein Prod

	<p>meeting but unable to attend.</p> <ul style="list-style-type: none"> <li>• Attended first Prod Meeting <b>Chicago</b> – preparations for Information Night. Handed over roles and responsibilities.</li> <li>• Information night went well. I have advised the Production Manager that Alexander Cross has not paid his fees and not been compliant about his script. He will not be able to take part in the show (if he is successful at auditions) until he has paid.</li> <li>• <b>Evita</b> – Also response from Jess King that she had arrangements in place with Production Manager about her script. I am requesting the Treasurer to generate an invoice for Alexander Cross who has not responded about his script.</li> <li>• <b>Wicked</b> – no response re debrief and letter to Gary Keys.</li> <li>• <b>Newsletter</b> – excellent Scott – well done once again.</li> </ul> <p><b>Show selection</b> – a huge thank you to Darryl Davis for his efforts with show selection. Has not been easy. As you are aware I wanted to make show selection choices earlier in the year – Darryl advised us to hold off in case new shows are released and this has proved to be invaluable. Darryl will report on show selection activities.</p>
<p><b>Vice President 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>Show Selection</b> As noted in my last email to Committee members on May 2<sup>nd</sup>, the Show Advisory Group recommended <b>Aida and Mulan Jr</b> to be considered for the July 2018 junior production. It must be noted that <i>Mulan Jr</i> does not come with orchestral parts ... no Disney Jr show does. It uses professional backing tracks instead. As to the senior shows, <b>We Will Rock You</b> had a unanimous vote among the Advisory members and hence believes it would be a great start for the senior season. I have called a meeting for Monday May 8<sup>th</sup> for further discussion to find a suitable show that has a large cast, requires all ages and one that is deemed to be “popular” with GMS members and audiences. Hopefully this choice will be submitted for the Tuesday Committee meeting for discussion.</p> <p><b>History</b> As always, this is continuing.</p> <p><b>Website</b> All up to date. I have asked our mentor Matt Carey if he could work out a format that allows the opening banner to display both the junior and senior July shows.</p> <p><b>Honour Board</b> <b>Honour Board luncheon</b> was held on April 9<sup>th</sup>. Many thanks to Maryann Hamilton and Ros George for their fantastic efforts on the day. It was great for members of our Honour Board to be able to catch up as well as enjoy a terrific chicken luncheon. I think that there were only 3 or 4 members in which I had no contact details.</p> <p><b>Roles and Responsibilities</b> Nothing to report.</p> <p><b>Special Projects</b> 70<sup>th</sup> Anniversary progressing.</p>
<p><b>Vice President Noel Borger</b> Programs, Proof Reading, Australia day, Gosford show, assets, props co-</p>	<p><b>YOUNG FRANKINSTEIN</b> flyers have been provided and inserted in theatre mail-out. Also for the Gosford Show. Attended the Gosford Show and set up the stand near the committee room which is an excellent position. <u>The choir</u> performed BRING IT ON excerpts in the marquee, as planned, and it went very well both days.</p>

<p>ordinator, leaflets, shed co-ordinator/liaison, storage</p>	<p><u>GMS Juniors</u> performed an athletic act in front of the packed grandstand and received great applause. Our static display stand was very successful and received many questions about our Productions and membership. I have knowledge of about 12 who want to join and have a member signed up and paid !</p> <p><u>DEXTER, the robot</u> was a big drawcard which did a lot to attract attention to our stand as planned.</p> <p>I want to thank Frank O'Toole for his help with the trailer and also helping with the stand, and also Ros English for her support.</p> <p><u>SHED KEYS</u> : I have been pro-active in rounding up the sets and will gradually have a program for the issuing and recording them.</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 am of the understanding that there was a small injury to one of the men working in the shed recently but that it did not result in any significant treatment being required. Aside from that one incident, I am not aware of any further incidents or safety issues requiring immediate attention.</p> <p><b>Newsletter</b> The April bi-monthly newsletter has been completed and was e-mailed to current members on my newsletter e-mail listing just after Easter. Preparations are now under way for the next newsletter in June.</p> <p><b>Membership</b> We now have 348 members for 2017 (including 41 active life members). There are currently 9 cast members from Bring It On and 11 cast members from Young Frankenstein who are yet to pay their fees for 2017.</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> 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.</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> Beck Johnston contacted me regarding the upkeep of the mirror room. Chairs are still being stacked against mirrors despite signs. This compromises the mirrors and is unsafe for performers to be rehearsing near due to trip hazard. Mirror room is our <b>ONLY</b> rehearsal space and needs to be kept clean and clutter free for rehearsals. This includes Tuesday guys to put things back in working order after they have used the room for painting. No back drops to be left in mirror room please. In no way can this space be left in an unsafe manner prior to any rehearsal. The risk of someone tripping and falling on backdrops, chairs and props is high if this space is not kept clear for rehearsing.</p>

	<p><b>Technical Liaison-</b> Dean Harrington contacted me to ask if BIO and Young Frankenstein are needing Damian for lighting design as there had been no communication to date. Both teams contacted and lighting discussed with decisions being made to use Damian and Dean. Prod managers confirming this with the Laycock st theatre tech guys.</p> <p><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!</p> <p><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.</p> <p><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.</p> <p><b>Dancing lessons for GMS members-</b> great turn out with positive feedback. Some old members re-joining GMS. Will need other teachers to help out when I am in Chicago auditions and away O/S coming up.</p>
<p><b>Rosie Ross</b> Catering, Website with Darryl Davis, Facebook with Lauren Miller, Sewing, Wardrobe, Workshops</p>	<p><b>Catering: Nothing new, will request a meeting with Maryanne to touch</b> base in June and roll out her JD, Stocktake List and Shopping List for caterers.</p> <p><b>FB: Gosford Musical Society Pace-</b> 1696 Likes to date. In last month- 206 visits. Most people reached for a single post- 1328- Cast list for young frank, second to 1064 for Chicago info night. GMS Group 1226 Members to date. Request for Prod teams to not provide a whole PowerPoint to put on FB post info night, rather provide a summarised statement RE the info night, what they are looking for and possibly character breakdowns that can be posted across a number of posts. I can then also add a link to the GMS website to push traffic there and have less issues with the upload of a PowerPoint.</p> <p><b>Sewing:</b> Nothing to note</p> <p><b>Wardrobe:</b> Nothing to report</p> <p><b>Workshops:</b> Nothing done, can I request a separate committee meeting to take place asap to discuss open day and what workshops we need to run.</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