



**PORTFOLIO
REPORTS**

**COMMITTEE MEMBERS' REPORT TEMPLATE
FOR THE MONTH OF JUNE 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 Nancye Booth – shoulder operation
- Flowers to Scott Goodacre – loss of Mother

Laycock Street Community Theatre Advisory Committee

- Nil activity – this item to be removed.

Association of Community Theatre

- Following up insurance – meeting being arranged.

Library

- No further action – to request Raie Brady to move forward with Noel Berger

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 70th anniversary concert for this.
- **70th Anniversary** – music under way. Meeting held with all stakeholders to move forward.

Redevelopment of Studio 18

- Awaiting responses

Contact with members

- Nothing to report

Keyboards

- **Roland keyboard** requires re-wiring.

GMS Costumes

- No meeting held in May due to illness and absence of staff and volunteers.
- April Minutes attached
- Volunteer numbers still down.
- An issue with Wardrobe Mistress being only present for approximately 28 weeks per year. Need strategy to address this.
- **Payslips still irregular.** Need to be received regularly.
- **Outgoing bookings** see attached – note figures now financial year comparisons
- **Shop report** see attached.
- **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.
- **Roof repairs** – completed. Requires payment

General

- **Handbook Committee** – awaiting feedback.
- **Agreement** forwarded to Theatre and has been sent up the line for signature. Not expecting any problems. Need clause about

	<p>50:50 hire of the projector for community groups.</p> <ul style="list-style-type: none"> • Nate Butler – happy with MOU – to be signed. • Production Liaison - was invited to Young Frankenstein Prod meeting but unable to attend. • Young Frankenstein – communicated cast disappointment at behaviour of Musical Director and absence of practice material. Suggestions made for better use of resources. • Chicago – have had difficulties with receipt of material for rehearsal. No information pack received to date. Note that Alexander Cross has now paid his fees and has finally returned his script for Evita. Now returned to Licencing House. • Newsletter – excellent Scott – well done once again. • Show selection – Darryl Davis will report.
<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><u>Show Selection</u> As noted in my email to Committee members on May 2nd, the Show Advisory Group recommended <i>Aida and Mulan Jr</i> 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, <i>We Will Rock You</i> had a unanimous vote among the Advisory members and hence believes it would be a great start for the senior season. The July show caused some consternation, because we did not have an obvious choice. Although <i>Gypsy</i> had the most votes, the majority was not in favour. At a subsequent meeting, <i>Hello Dolly</i> was selected as a back-up although not with a great deal of enthusiasm. ** We have since learned that <i>My Fair Lady</i> is now available for licensing. The Show Selection group now recommends it as our show for July 2018. I shall also be talking about a possible show for Oct / Nov. 2018 at our meeting on June 13th</p> <p><u>History</u> I am presenting a talk about GMS for U3A next week. Always good to spread the word about our Society.</p> <p><u>Website</u> 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. He has not contacted me for a few weeks, so I shall ask once again.</p> <p><u>Honour Board</u> Honour Board luncheon was held on April 9th. 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><u>Roles and Responsibilities</u> Nothing to report.</p> <p><u>Special Projects</u> 70th Anniversary progressing. The format has been discussed and we now have a working model. A meeting is to be held Saturday June 10 to finalise casting and songs that will be presented. Since we have such a LARGE number of GMS members, it has been necessary to be subjective in determining who will perform on the night. Like Spotlight Parade (which opened our Shed), Let's Celebrate (opening of LSCT) and the NIDA performance, a</p>

	<p>group of performers was chosen. We have tried to cast a wide net on ages and have included a few numbers made up entirely of juniors.</p>
<p>Vice President Noel Borger Programs, Proof Reading, Australia day, Gosford show, assets, props co-ordinator, leaflets, shed co-ordinator/liaison, storage</p>	<p>Programs I have attended Bring It On and had a meeting with Harriet and April re the program layout and the progress. I am happy to report that they are on track with the program. Art work has been forwarded to Kevin at SNAP for preview tickets. These have now been completed. I have had a meeting with Kevin at SNAP printing regarding one step process for graphic material required for show materials.</p> <p>Gosford Show Gosford show was very successful.</p>
<p>Committee member Scott Goodacre Work Health & Safety with Karen Snook, Newsletter, Membership, Working With Children Check</p>	<p>Work Health & Safety I am aware of an incident involving one of our volunteers in costumes who suffered a fall and hit her head. I have spoken about this matter with Karen Snook and we have discussed ways that this type of injury can be prevented in future. No other incidents have been brought to my attention. I have advised the Chicago cast members and Production Team to advise Karen Snook or myself of any incidents or injuries.</p> <p>Newsletter Preparations are now under way for the next bi-monthly newsletter which should be released in the next couple of weeks.</p> <p>Membership We now have 370 members for 2017 (including 41 active life members). There is only 1 cast member from Bring It On that hasn't paid, and there is only 1 cast member from Young Frankenstein that hasn't paid but that person has spoken to us about financial difficulties. Rehearsals for Chicago started last week but I have only been able to get to one rehearsal so far to collect memberships. There are 18 cast members from Chicago yet to pay their memberships.</p> <p>Working With Children Check 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>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. Nothing further has been done to progress this programme since last month.</p>
<p>Committee member Karen Snook Social Committee, Library, signage, Technical Liaison, Technical Workshops, Work Health & Safety with Scott Goodacre</p>	
<p>Rosie Ross Catering, Website with Darryl Davis,</p>	

Facebook with Lauren Miller, Sewing, Wardrobe, Workshops	
Committee member Lauren Miller Ticketing, Facebook with Rosie Ross	
Ex Officio Chris King 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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