

GOSFORD MUSICAL SOCIETY

TUESDAY 11TH APRIL 2017 @ 7:00PM

THE STUDIO

LAYCOCK STREET, GOSFORD



ATTENDANCE: Roslyn English, Darryl Davis, Noel Borger, April Daley-Holmes, Karen Snook, Scott Goodacre, Rosie Ross and Chris King

APPOLOGIES; Karen Johnston, Kevin Booth and Lauren Miller,

Meeting began: 7:05pm

Report from Chris King: 7:10 pm

EVITA

- Chris reported EVITA ended up with overall ticket sales of 91% with 80K net from LSCT

BRING IT

- Ticket sales currently sitting at 13% which is where he would expect it to be at this stage.

YOUNG FRANKENSTEIN

- Tickets went on sale yesterday 10.4.17
- CK was seeking clarification that there will be 10 shows as discussed by the production team as this is what has gone on sale. YF will not be having a Saturday night show but a Sunday matinee instead in the production/opening weekend. This was discussed at the information night.
- Committee discussed the ten shows and agreed that it will be more involved with the production team prior to decisions being made. CK added that LSCT will be able to provide comparison data on Young Frankenstein and Music Man as both shows have not had Saturday night shows/ Sunday matinee.
- GQ and CK have drafted and sent out a letter to the group bookers re the show synopsis. CK felt that this was showing initiative to boost interest and ticket sales. RE would like to see a copy of this letter and will discuss with GQ.

CHICAGO

LSCT

- CK highlighted in the best interests of GMS that we may like to look into having a graphic designer for the billboards and the flyers. This has not been as smooth or professional as in the past. RE agreed that this could be considered to keep to time frames and professionalism.
- CK tabled report, would like to recheck figures and resend.
- DD asked about promotional film for BIO/YF, however both licence agreements indicate no rights to any type of filming. We can only look at documentary style of cast rehearsals.

- NB had a question in regards to Gosford Show stage construction and dimensions for the upcoming event 29.4.17 & 30.4.17

This Meeting 7:30 PM

CONFIRMATION OF PREVIOUS MINUTES: Read and accepted by Ros English and Scott Goodacre

Action from previous minutes:

Discussed:

- Finalise new agreement with LSCT held over due to KB and KJ and LM not present tonight.
- Financial report for year ended 30.6.16 tabled. RE added letter from Dept Fair Trading requesting Annual Summary of financial affairs (Form A12-T1) is outstanding and action is required no later than 27.4.17
- 70th Anniversary artwork is going well. BJ & RE have been in consultation. Tickets possibly \$60 per person. Admin meeting for 70th is underway. CK asked to emcee for the evening, CK will need to confirm this, TBA 13.4.17.
- Show selection for our Junior show 2018, HONK has been selected and EIO to direct has been called for.
- Maryanne Hamilton Roles & Responsibilities has been completed by RR and will be emailed to ADH 12.4.17
- Key register is being up dated by NB & ADH sourcing keys from previous production team members. CK will check with DH LSCT re set of keys to GMS.
- Set co-Ordinator guidelines discussed with DK, RE, and ADH 4.4.17, additional notes were taken and will be typed up for future discussion about building and set liaison. RE to send through. WH&S rep to be included in initial meeting. ADH to provide risk assessment to KS&SG for BIO. KS&SG particular concerns regarding correct measurements from shed to LSCT bump in.
- Ticket pricing for 1.7.17 sent through to LSCT for YF ticket sales by KJ. Discussion about special ticket prices for YF still to be discussed and costed out with projections to be considered by committee and prod team.

CORRESPONDENCE IN:

RE – Relay for life palliative care campaign
 Compliment received EVITA
 Receipt of Grant application
 Invitation for community radio
 LM – Stars of CC request for props
 RE – Draft memorandum of understanding NB
 DR/RE- Internal alterations
 NB – program seller roster BIO
 Jasper Wind audition inquiry
 DD – Honour Board Luncheon 9.4.17
 RR- 70th Anniversary Celebration date
 Antique Piano giveaway
 Thank you GMS Dracula Workshop
 BD – Chicago Set Designer – tabled at meeting
 Thank you card – hand delivered from shed crew 11.4.17.

Incident report – hand delivered from Frank O’Toole 11.4.17

Discussed;

- List of Correspondence in briefly discussed in order received, copies tabled with minutes.
- GMS supporting Cancer Council open day 6.5.17. Possibly YF costumes and BBQ
- BD letter re Set Designer, Chicago. Previous motion by committee not to allow set designer or other prod team executive to audition for show. Committee discussion about possible problems and levels of commitment to show. DD to provide committee with a copy of the 2013 GMS committee motion passed outlining production team members are not permitted to audition for a role in the show.
- Thank you card received from shed crew for the lunch now provided by committee each Tuesday.

CORRESPONDENCE OUT:

Melissa Chandler – 2 tickets EVITA
Letter to Jan Well LSCT
Ticket prices 1.7.17 LSCT
Letter to YIPA
Origin – Chicago Piano Scores
ADH - DD/NB Gosford Show
Brenda Donnelley – Piano Score Chicago
ADH- Debrief document
HONK EIO confirmation of time to RR

TREASURERS REPORT:

Report **NOT** tabled at meeting, emailed by Karen Johnston post meeting.
Report moved by
Discussed:

PORTFOLIO REPORTS:

PRESEIDENT – ROS

See report:
Discussed:

- RE thanked everyone for reports on time and being prepared,
- Shop report copies available for committee members. Show hires going well, shop figures down at the moment, however, target for yearly average on track.
- Shop has started a rewards program for corporate bookers. Brochures have been made up for distribution.
- Amanda Woodbine will discuss marketing and BOOST POSTS, even though we have a small budget we will endeavour to see this happen.
- New volunteers in the sewing room.
- New amenities in the shop, thanks to FOT.
- New steam iron and ironing board in the shop purchased at a very good price.
- Letter drafted and read out to committee to Gary Keys re Wicked bump in and WH&S committee rep 2016. Committee in agreement to draft letter. RE to send to GK.
- Letter drafted and read out to committee to Nathan Dale, Wicked debrief stating that we acknowledge the comments made by the prod team. RE will send copy to ADH for file.

- RE working on terms of reference for Conduct unbecoming committee, copy to be provided.
- Grant application funding, copy of receipt and acknowledgment for our records filed with ADH. We are also encouraged to source council grants available through Stronger Communities, Central Coast Council (A. Abbott & C. King conflict of interest declared)
- RE asked CK about the Advisory Committee. CK nothing.

VICE PRESIDENT – DARRYL

See report: attached

Discussed:

- Show selection process, no further advancement at this stage and the next meeting is scheduled for 24.4.17. DD commented that the research is good, however, not many new shows are available.
- Honour board luncheon was a very successful event to honour the service and commitment of GMS members past and present.
- DD discussed the mail out procedure of the Honour Board invitations, confirming that no members had been left off the list and that DD did not take kindly to the negativity being circulated about this matter. Further discussion about members interactions and behaviours was had around our duty of care to all members. These need to be reviewed in our Code of Conduct policy and our terms of reference for conduct unbecoming.

VICE PRESIDENT – NOEL

See report: attached

Discussed:

- Change of date for mail outs Centre Stage, next week.
- Gosford Show we will have a marquee

Not in attendance

FLOOR MEMBER – LAUREN

See report: not provided

Discussed:

Not in attendance.

FLOOR MEMBER – KAREN

See report: attached

Discussed:

- Stage floor repairs from EVITA now fixed.
- Issues Paper – Dance classes to discuss in general business
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FLOOR MEMBER – SCOTT

See report: attached

Discussed:

- CK confirmed to SG that the leak above the stage was now fixed as of 12.4.17 by LSCT.

FLOOR MEMBER – ROSIE

See report: attached

Discussed:

- Costume process now fixed.
- RR to become an admin for the GMS costume page for social media.
- RR will be able to provide stats for us at GMS meetings
- 70th Anniversary is now a created event, we have lots of interest already.

PRODUCTION REPORTS

BRING IT ON

- Verbal report given by ADH
- RE has attended prod meeting and has watched some of the rehearsals
- Set design meeting with DK, DR, ADH, KJ, BJ & RE Saturday 8.4.17
- Cheer practice very beneficial for safety of lifts for the specific skill required in this show.
- CK mentioned DR wanted to measure up during LSCT bump in, correct protocol to be followed.
- KS mentioned that another parent had commented about the number of Sunday rehearsals
- KS/SG would like to attend meeting with DR/DK re WHS aspects of the set construction.

YOUNG FRANKENSTEIN

- Report tabled at meeting
- YF pull up art work with BJ, Kevin at SNAP printing needs to have art work sent over in "*illustrator* or *CS*"
- CK feels that graphic artist used by LSCT could benefit GMS.

CHICAGO

- Verbal report given by KS
- First prod meeting to be held Wednesday 12.4.17 RE to attend.
- Information night will be Friday 5.5.17 LSCT
- Piano score has been requested early ADH.

WORK HEALTH & SAFETY:

- **Issues raised in portfolio reports and general business.**

GENERAL BUSINESS:

- Water Cooler – issues paper presented, committee approved replacement cooler to be purchased and installed.
- Roof repairs –issues paper presented, committee approved repairs to be done asap.

- Dance classes – issues paper presented, committee approved for classes to commence 18.4.17. 6:15pm- 7:00 pm senior members only, beginner level dance. RR to advertise on social media.
- RE would like to do music for beginners.
- EVITA debrief overview; CK would like to attend any debrief meeting in his marketing capacity. ADH to add to debrief documentation. Future debrief date to be circulated to ensure everyone can attend. Scripts and scores problem with erasing notes and returns.

BUSINESS WITHOUT NOTICE:

- FOT – fall in shed today, incident report tabled at meeting.
- CK – complaint about audition process for YF. Piano accompanist very under prepared and off putting to person auditioning. More direction was needed. Reading should have been beside person auditioning. Junior in lead role
- Further discussion about future ideas for managing scripts and scores, i.e bonds or fees for the issue of the script, terms and conditions to be explained fully to cast members. Checklist for Director and Prod Mgr to be on same page.
- WH&S; no issues to report at this meeting.

Meeting closed: 10.30pm Next meeting: 9th May 2017, 6:45pm