



ANNUAL GENERAL MEETING 2021

Committee reports

President:

Thank you to each of you for taking the time to be with us at our 2021 AGM. It has been an interesting year for us all in many different ways, and the impacts that have been felt across the performing arts industry are heart breaking. We were faced with something that no one could have been prepared for, and we are so fortunate to not have been impacted to the extent of many others.

In July when this Management Committee was elected I put together a collective task group, focused on the building and delivering of a COVIDsafe plan to take us into the new Covid way of living. The plan was built and then implemented with great support from all our members and patrons. We moved from 50% capacity to 100%, 16 people in the green room to 32, and the cast and volunteers had their temperatures taken each night. This COVIDsafe plan has become part of our normal now, and any changes are adopted quickly. It was my commitment when stepping into this role that I would ensure we had a strong plan in place to ensure we kept everyone that came to GCLT safe, and we have certainly succeeded. We must always remain on our toes and be ready to react when needed, and we will with the same passion and determination we show each and every day.

With the limitations and unknowns we were faced with last year, Amy and the Production Committee bought our stage to life again with the successful Mini Series, a successful season of mini concerts giving people the opportunity to come to the theatre again, whether it be watching or performing. These shows brought with them many challenges across many different areas of the theatre, as rules and regulations changed, we all came together to support and work through these challenges. It was an incredible experience watching the group of people working through these hard times come together and work through all the hurdles, having the theatre's success our main focus.

With a successful Mini Series and the hard work that went into the year, and knowing that we were not able to hold the usual Dolphin Awards, I decided we still needed to celebrate the great people we have in our theatre, and so the Rony Awards were born. A celebration of our volunteers, members, committees and performers. The night was then struck by the Brisbane lock down, however, in true GCLT spirit the night went on and was a true reflection of the community that is GCLT.

Now we are looking to the future, we have started the year with the sell out season of Bye Bye Birdie, directed by our Chair of Productions Amy-Louise Anderson. No one could have imagined when we auditioned in January 2020 that we would perform it in February 2021. This was a huge commitment by all, and to all those who stuck through the long haul and to the new additions that were welcomed in October when rehearsals began again, a huge thank you. You launched us into 2021 with a lot of colour and even more fun!

Thank you again everyone for sticking by GCLT during some very difficult times and a big thank you to the Management Committee and Production Committee for the hard work and commitment to GCLT during this past year. Without each and every one of you we would not have

Gold Coast Little Theatre respectfully acknowledges the Yugambeh People who are the traditional owners of this land on which we meet. We pay our respects to their Elders both past and present, and to all Aboriginal and Torres Strait Islander peoples.

achieved the successes we have through this trying time. We are ready and set to make 2021 a year to remember and a year where we push GCLT further than ever before.

Stuart Morgan
President
24 March 2021

Honorary secretary:

At the AGM on 26 July 2020, members elected a management committee (Mancom) of Stuart Morgan, president; Julanne Shearer, vice president; Roger McKenzie, immediate past president; Ralph Lenton, honorary secretary; Peter Lloyd, honorary treasurer; Isabelle Sutton, assistant secretary; Wendy Barnes, assistant treasurer; Rob Kenna, building director; Lawrie Esmond, technical director; Henk Steenhuis, social convener; Stuart Morgan, publicity officer; Jeffery Walker, bookings officer; Bob Watson, FOH manager; Shirley Whitehouse, wardrobe manager; and Lyn Smith, librarian.

Rob resigned on 12 August, Stuart resigned as publicity officer on 19 August, Roger also resigned on 19 August and Peter resigned on 13 December, although he continued managing the accounts until 17 February.

Using the authority conferred by Clause 14 of the Constitution, Mancom appointed Kate Learmonth publicity officer on 19 August and Todd Jesson honorary treasurer on 17 February 2021. The positions of immediate past president and building director remain vacant. As happened last year, the building director's role was shared among other Mancom members.

Mancom met each month as required by the Constitution and held an extra meeting in September called primarily to discuss and decide hire charges and generally tighten up our procedures for hiring the theatre.

On average, 10 members attended each Mancom meeting.

At the last AGM, members agreed that Julanne, Peter and Ralph should apply for a Covid recovery grant from Gold Coast City Council. The application was successful and we obtained a grant of \$5,000 to offset cleaning and marketing costs.

Because of Covid, we engaged a professional cleaning company to ensure cleaning was of a standard required under the health regulations and to give us recourse if anything went wrong. To date, the cleaning has been generally satisfactory.

Mancom carried out a review of members' job descriptions and these have now been updated ready for new members elected at this AGM. We have also reviewed our security systems. There is still more to do here but we have put further work on hold because of the cash flow situation caused by Covid.

Moncrief MP Angie Bell advised us of the Central Gold Coast Volunteer Awards she was hosting. Mancom successfully nominated the booking office team for an award. While presenting the award, Ms Bell invited us to apply for a federal grant towards new stage curtains. This we have done. It could take another two months before we hear the result. The grant will not cover the full cost of the curtaining so we will have to dip into our reserve.

Changes to our car parking arrangements have been forced on us. We are not in a strong position to negotiate with the car park owners but we continue to work on getting the best deal possible for members and patrons.

Just a couple of days ago, we were approached by the people who painted the outside of the theatre for us in 2019. They have another team looking for work experience and we are talking to them about work that needs doing around the theatre.

It has been another challenging time but Mancom members have worked together well and I feel we are in a good position to meet what the next year may bring. I have had great support from all Mancom and Procom members and I record my gratitude for their assistance. Once again, I am indebted to Julianne Shearer whose help and advice in her capacity of honorary solicitor has been invaluable.

Ralph Lenton
Honorary secretary
24 March 20221

Honorary treasurer:

Covid-19 had a huge impact on the financial resources for the Gold Coast Little Theatre during 2020.

The income for the year was well down on previous years and due to this the cost of maintaining and running the Gold Coast Little Theatre took a toll on our funds.

Our reserves had to be managed with utmost care as we never knew when the theatre could resume operating again due to the pandemic.

Due to this fact we sustained an overall loss of \$56,437 for the year.

Attached to this report I have included the production analysis showing how the various productions contributed to the year overall.

Todd Jesson
Honorary treasurer
25 March 2021

Technical director:

A few technical notes from the 2020/2021 season.

2020 program

Dream Role/Miscast/Idol/Love Letters:

All of the above productions were very low key events from a technical point of view, and were very well received by patrons starved for a return to theatre following the Covid shutdowns. There were no major failures or damage to audio/lighting inventory.

Bye Bye Birdie:

This production featured a very high technical degree of audio and lighting operation. All the audio systems and microphone cues were handled by computer and in a digital format, and the lighting was the most advanced lighting rig we have used at GCLT. There were a few minor issues with microphone failures, and a new lighting fixture failure, but nothing of major concern. New headsets will be ordered to replace the damaged units, as needed.

General:

We need to have a serious conversation on the upgrading and modernisation of audio and lighting equipment at GCLT. We need to begin with lighting, and replacement of the LED lighting. The basic theatre lighting grid is dependent on these lights, and since May 2017, there have been 8 failures. To this point, these failures have been covered by hire. We need to build up our inventory and become less dependent on external hire. True, we would still need to hire "specials" (like moving lights) but moving forward we need to begin the replacement and modernising of theatre technical equipment.

Audio system servicing and upgrades will be completed prior to *American Idiot*.

Test and tag of all theatre equipment will begin after Easter.

The purchase of the new hazer has been approved and will take place also after Easter.

Finally, let me thank all the technical crew and management team for your support during the past 12 months. If anyone has any questions don't hesitate to get in touch.

Lawrie Esmond
Technical director
26 March 2021

Social convener:

Covid-19 restrictions made it impossible to arrange social events during the period under review.

Chair of Productions:

Publicity director:

Bookings officer:

The box office has seen major changes in this financial year.

We have upgraded from the Sabo ticketing system to TicketSearch by transferring across our customer database.

This was necessary because Sabo was turned off and replaced by a newer, more efficient system.

The box office staff of Barry, Del and Nellie and myself have endured a heavy volume of training to learn this new system and its features.

Many thanks for their dedication and hard work. A wonderful team who won the Volunteer of the Year Award which was recently presented to us by Angie Bell MP.

The last year's transaction data was transferred successfully from Sabo to TicketSearch in case of financial queries.

Annual and Life Memberships are now all online through TicketSearch and reports are available when required. Customers can now purchase or update a membership through the Internet.

Other improvements have been an upgrading of our phone and internet services (NBN)

Due to Covid restrictions, we had to alter our seating capacity 3 times, which meant drawing up many different seating plans to accommodate restrictions.

We are now back to 100% capacity.

Our Mini series of shows provided a much needed cash flow and were well received.

Audiences enjoyed *Love Letters*, *Miscast*, *Idol* and the Christmas Show to formally end the year.

Bye Bye Birdie was a smash hit with audiences flocking back to the theatre. Every performance was SOLD OUT. Thanks to the box office team for successfully accommodating everyone in these busy times.

Our next show is *No Sex Please, We Are British* and is in full swing.

Thank you to all our members, friends and supporters who have supported us during an unusual and challenging year.

Jeffery Walker
Bookings officer
25 March 2021

Front of House manager:

During the period activities were affected by the continued Covid-19 lockdown and the number of patrons permitted to attend performances when the lockdown was partially lifted. Revenue in the bar was impacted but spending per head was maintained within expectations.

A training program was started allowing volunteers to interchange roles and to help out in all FOH positions. This is working extremely well and will be expanded further during 2021.

The Covid-19 patron registration (*a government health requirement*) on arrival at the theatre was implemented. Patrons were happy with the process and no long delays were recorded. Commencing in the 2021 year a QR app registration and a patron check sheet supplied from box-office sales will be fully implemented which should help speed up the check-in process further.

Thank you to all of the FOH volunteers for their help and support during 2020. We couldn't have done it all without you.

The year ahead looks promising and the FOH team is ready to meet any challenges.

Bob Watson
Front of House manager
March 2021

Librarian:

2020 was unlike any year we have experienced in living memory.

We had an exciting program set to go with all rights acquired. Dates were set and rehearsals for *Bye Bye Birdie* were underway. Digital rehearsal music had been delivered.

Then came rumours of a new virus circulating in the Northern Hemisphere and soon Australia was impacted too via the Ruby Princess debacle.

Shortly afterwards all theatre productions were shut down. GCLT went dark. All plays were suspended indefinitely. Theatrical agents sent out statements regarding suspension of contracts, payments etc. They mostly shut down with skeleton staff working from home.

It soon became clear that nothing would be staged for the bulk of 2020. GCLT management decided to transfer our entire program to 2021. This involved advising all agents, following government regulations regarding audience sizes, implementing Covid 19 protocols and waiting for ever-changing regulations and border changes.

Towards the end of 2020 we were able to stage a short program series which allowed us to earn some funds to see us keep our heads just above water.

As the rights acquisition person I then had to renegotiate contracts taking in new audience sizes and new dates.

Luckily, we have been able to shift our 2020 program to this year. *Bye Bye Birdie* took to the stage and was an outstanding success.

2021 promises to deliver an interesting variety of shows to whet the appetites of our audiences.

We have already begun the search for new plays to present in 2022.

Lyn Smith
Librarian and Rights Acquisition
23 March 2021

Wardrobe manager: