



Hunters Hill Theatre
2023 AGM Minutes
11 AM, March 6, 2023
Held at Club Ryde

1. Members present noted

Appendix 1

2. Quorum determined

Confirmed by Marisa Galiazzo

3. Apologies noted

- i. Ian Ackland
- ii. Lois Marsh
- iii. Lynn Trainor
- iv. Gay Shannon
- v. Joanna Yetsenga
- vi. Michael Richmond
- vii. Jan Johnson
- viii. Susan Mozell

4. Minutes of the previous meeting confirmed

Read: (Circulated prior to meeting) taken ~~as~~ read+

Moved: Marisa Galiazzo

Seconded: Jenny Barnes

5. 2022 President's report

Appendix 2

Read: Marisa Galiazzo

Moved: Marisa Galiazzo

Seconded: Liz Grindley

CARRIED

6. 2022 Treasurer's report

Appendix 3

Read: Christopher Hamilton

Moved: Christopher Hamilton

Seconded: Joan Rodd

7. Election of Office Bearers

President:	Marisa Galiazzo
Treasurer:	Grant Fraser
Committee Members:	Kimberlea Smith Liz Grindley Annabel Norris Chrissie McIntyre Jennifer Barnes Penny Korths

All were sole nominations and elected unopposed.

8. Election of Public Officer

Liz Grindley was elected Public Officer unopposed.

9. Other Business

- 9.1 Storage - Joan Rodd suggested having a sale day for items in storage and advertising through Community Theatre.
- 9.2 Jennifer Willison enquired about play selection for 2024, which will be discussed at the next Committee Meeting.
- 9.3 Joan Rodd enquired about the process of selecting Directors for future plays and was advised that this process will also be discussed at the next Committee Meeting.
- 9.4 Liz Grindley enquired about the process of obtaining rights to produce plays and was advised of the process.

10. Meeting closed

Marisa Galiazzo adjourned the meeting at 11:40 am.

Appendix 1



ANNUAL GENERAL MEETING

6TH MARCH, 2023

Attendance Register

NAME	SIGNATURE
ANNABEL NOBLE	Annabel Noble
GRANT FRASER	[Signature]
CORALIE FRASER	[Signature]
PENNY KORTHS	[Signature]
MARISA GALIAZZO	[Signature]
JEANIE BARNES	[Signature]
CHARSIE MCINTYRE	[Signature]
MAGGIE SCOTT	[Signature]
C HAMILTON	[Signature]
Simon Clarke	[Signature]
J Wilson	[Signature]
Lynslea Smith	[Signature]
Penny Church	[Signature]
Catherine Potter S Potter	[Signature]
Stobhan	[Signature]
LIZ GRINDLEY	
Joan Ross	[Signature]
Liz Grindley (Adcock)	[Signature]

Appendix 2

**PRESIDENT'S REPORT
HUNTERS HILL THEATRE AGM
5 MARCH 2023
REPORTING PERIOD: JAN- DEC 2022**

Good morning everyone. As the President of Hunters Hill Theatre, it is my pleasure to present to you the annual report for 2022.

I am proud to say that it has been a remarkable year for our theatre and we have achieved a great deal thanks to the many volunteer hours from our valued members and despite COVID threatening to close us down on a couple of occasions. As Director Jasper Kyle proved during Australia Day ~~if~~ you can't beat them join them ~~and~~ ..and so resulted Chester (played by Kirit Chaudhary) attending the Australia Day Committee meeting via Zoom . as you do.

You will be interested to know that as of 27 February 2023 we had 60 financial members (an increase from 41 same time last year). 11 of our members are life members.

As always, one of our primary objectives for the year, was to provide quality productions to our community, at affordable prices, and we did just that. Here in our new venue we staged four successful plays averaging greater than 80% capacity for each season. We received excellent reviews from the audience and theatre critics which was a testament to the hard work and dedication of our cast and crew.

In addition to our productions, we also hosted ~~THE~~ THE UPPER CRASS PLAYERS+who used the venue on several occasions to stage their comical improv nights.

Throughout the course of the year the Committee met monthly and held an all day Saturday planning session in August. The key decisions, directions and achievements to come from Committee level this year include:

- Setting up a centralized DropBox file, calendar and webmail to organize our day to day operations and administration.
- A decision to reinstate a play selection sub-committee. this will be in place in time for our 2024 selection.
- Revision of our Front of House Procedures and roles including OH&S responsibilities in this (new) venue. I'd like to thank Jennifer Barnes and Penny Church for leading this task
- A decision to roster 4 people on each FOH shift from now on in order to have adequate coverage of all entrance points to the venue, provide extra assistance to patrons with mobility issues and a FOH person on duty inside the theatre during each performance
- Recognition of the need to review and document the Roles and Responsibilities of the:
 - Director
 - Assistant Director
 - Production Coordinator
 - Stage Manager

Jen Barnes has made a start on the role of the Director. The other role descriptions are a work in progress.

- A decision to revise our 2023 Ticket Pricing to keep up with increasing costs. Ticket prices have been adjusted to \$32 for concessions and \$35 non-concession. The booking fee has also been increased from \$2.50 to \$3.00.
- The need to rationalize and reduce our storage arrangements for props / furniture and costumes. To this end our Artarmon storage unit was emptied and handed back. Next will be NATS storage unit at Gladesville where the amount we pay per month in rent and insurance exceeds the value of the contents therein
- We commissioned a mini website review. We engaged a web designer who provided 7 hours work for a subsidized amount of \$220. This resulted in some rearranging and realignment of our pages and content. A longer-term refresh of our content, messaging and branding is yet to be undertaken
- We have developed a marketing and publicity workplan and dialed up our Social media presence by allocating this task to Kimberlea Smith. Thankyou Kimberlea for all your efforts in that critical promotional space

We have now established a good relationship with Club Ryde's Chairman Peter Simmons, CEO Dennis Skinner and Duty Manager Jeff Cullen who have all been very supportive of our shows and helpful in accommodating our needs and requests. In June, Club Ryde received a ~~±~~ Highly Commended ~~q~~at the Clubs and Community Awards for its ~~s~~ innovative partnership with our Theatre. Christopher and I were honored to be invited to the Awards night with our Club Ryde friends which further underscored the strong start to our relationship with the Club.

In October we held a very well attended 2023 season launch with an official welcome delivered by our Patron Amanda Muggleton. Incoming Directors Maggie Scott, Catherine Potter, Elaine Hudson and Jennifer Willison gave an overview of their productions and happily took questions from the audience at the end.

Subscription sales and group bookings opened immediately after the directors ~~s~~ presentations . thankyou Maggie Scott for administering this task. As at today we have about 8 regular groups (mostly probus groups) who book between 10 and 25 tickets per group per show and 145 subscribers.

I would now like to thank a number of people for their valuable time, expertise and generosity over the past 12 months:

Firstly I wish to thank the four 2022 Directors:

- Maggie Scott for ~~£~~4 Charing Cross Rd ~~q~~
- Jennifer Willison for ~~£~~Female of the Species ~~q~~
- Jasper Kyle for ~~£~~Australia Day ~~q~~
- Vivien Wood for ~~£~~Secret Bridesmaids ~~q~~Business ~~q~~

These productions were supported by a team of hard-working behind the scenes champions . so a big thankyou to our Assistant Directors, Production Managers, Stage Managers and Assistant Stage Managers, set designers and builders, lighting designers, sound and music designers, special effects

designers, costumiers, Box Office Managers Maggie Scott and Anabel Norris and Front of House Managers Penny Church and Jennifer Barnes

And our work experience students
Karina Kuk
Pariss Ainis
Natalie Thomas

I'd also like to say a special thanks to:

To Wayne Chee for his expertise on all things lighting and tech and for taking the time to patiently teach myself, students and others on how to operate the BIOBOX. In December the Committee approved the upgrade of our QLAB platform and Apple Mac laptop. Wayne researched, sourced and installed this latest equipment which should not only see us through for the next 10 years but provide increased capability when it comes to lighting our productions. This is an investment in the quality of our shows and the Patrons experience.

To Dan Ferris and his dad Paul, for their photography of our productions through the year. Dan managed to capture the mood and characters for our productions providing a library of imagery for use in our publicity campaigns.

Also thankyou to Grant Fraser for also orchestrating a keepsake of each production and to he and Coralie for continuing the never ending but very important archiving work , preserving our unfolding story over the years.

To Michael Richmond for our Proscenium Board. Michael efficiently updates this sign at the entrance to the theatre as new Donors come on board.

To the Committee:

- Christopher Hamilton . our esteemed Treasurer, website maintainer and Stage Writeq administrator amongst many other hats you busily wear. I'd like to say a special thankyou to Chris for all his hard work behind the scenes as he now steps down from the Committee to take a well-earned break.
- Annabel Norris . our Vice-President and Marketing and Publicity Lead. Annabel's sales and marketing background has brought a fresh focus to our promotional campaigns and stakeholder engagement
- Jennifer Barnes . our super organized Secretary including Membership administrator and keeper of our Central Calendar
- To Penny Korths who works closely with Erica Porter in bringing together our stand out original imagery for each production in the form of banners, posters, post cards and programs. Penny has also continued to be our key contact with our brochure and program sponsors and advertisers.
- To Liz Grindley, Chrissie McIntyre, and Susan Mozell . for your ongoing work, support and input to the committee and your sense of humour to preserve our sanity. Susan has decided to step down from the Committee this year to devote some more time to her family and caring duties.

Sadly, as most of you will have heard, we recently lost 2 of our long-term devoted members.

Ian Claridge passed away on 2 February. Ian was involved with HHT from 1987 until 2008. He directed 9 productions and also turned his hand to lighting, set design and construction, photography, sound and publicity. His 21-year tenure with the theatre was filled with dedication, commitment and enthusiasm. Our condolences have been conveyed to Ian's family.

Jennie Bezell passed away on 15th February. Jennie joined HHT in 1987. Over the years Jennie appeared on stage in 10 plays, directed 4 plays and was involved back-stage or crew on 15 others. She also contributed significantly in the management of our Theatre and contributed to and MC'd our 80th Anniversary in 2010. Jennie will be sadly missed and our sincerest condolences have been passed on to Tim.

In conclusion, it has been another successful year for our Community Theatre, and I would like to extend my heartfelt thanks to all our members, volunteers, sponsors, and donors for their contributions. I would also like to congratulate the new committee members and wish them success in the coming year. I have greatly enjoyed the privilege of undertaking the role of President and keen to be involved in another successful and eventful year in our new home.

Thank you.

Marisa Galiazzo



Appendix 3
TREASURER'S REPORT
Financial Year 2022
Annual General Meeting 5th March 2023

INCOME

Income generated through:

1. Ticket Sales

SHOW	TICKETS	PERFORMANCES
84 CHARING CROSS ROAD	1033	15
THE FEMALE OF THE SPECIES	853	11
AUSTRALIA DAY	982	12
SECRET BRIDESMAIDSø BUSINESS	652	11
TOTAL	3520	49
Average	880	12

2. Grants

- a. Federal Government – Bennelong Stronger Communities = \$16,762
- b. Federal Government – Volunteer Grant = \$1,000

3. Donations

- a. Proscenium Program – \$3,343

EXPENDITURE

Artarmon workshop vacated.

General Insurance (covering equipment, costumes, props etc) renegotiated to reduce premium.

CHRISTOPHER HAMILTON
TREASURER
March 5th, 2023

END OF YEAR FINANCIAL SUMMARY 2022

INCOME	
Ticket Sales	74,060
Booking Fees Collected	1,844
Donations / Grants	21,105
Advertising	4,000
Membership Fees	1,870
Interest Received	306
Miscellaneous Income	1,404
Total Income	104,589

EXPENSES SUMMARY	
Cost of Shows	26,654
Depreciation	6,816
Rents	41,815
Insurance	3,708
Admin	7,877
Total Expenses	86,870

Profit	17,719
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Funds at Bank as of 31st December 2022

Comm Bank: Main Account	39,813
Comm Bank: Production Account	535
Comm Bank: Term (security)	39,510
Comm Bank: Term Deposit	59,963
Floats	\$215
Total	140,036