



**THE SPOTLIGHT THEATRICAL COMPANY
ANNUAL GENERAL MEETING
MINUTES**

**Tuesday 20th August 2024 at 7.00pm
Held in The Halpin Auditorium
185 Ashmore Rd, Benowa, Queensland**

ATTENDANCE: President: Duncan Sims (LM), Vice – President: Erica Graham (LM), Secretary: Noreena Wines

Members: Pina Omeros, Ann Williams, Russell Williams, Lea Vosti (LM), Leonnie Jones, Darryl Nisbet, Jon Allwood, Helen Maden (LM), Nada (red) Cvetkovic, Deborah Bolt, Lorrae Sims, Valerie Leftwich (LM), Harry Leftwich, Kay Hawker (LM), Brian Graham, Karel Thompson, Dianne Lamb, David Valks, Kathryn Henderson, Nicky Fisser, Jamie Watt, Andrew Kassab, Sue Salamacha, Michael Sutton (LM), Clay English, Michelle May, Shirley King (LM), Peter Maden.

APOLOGIES: Michelle Edwards, Melissa Dorge, Alana Shockman, Helen Reeves, Leigh Kealton, Michelle Edwards, Marilyn Culell, Ethan Speight, Olivia Hardcastle, Sarah Hunt, Georgia Ogge.

MEETING START: 7.04PM

Chairman President Duncan Sims declared the meeting open at, welcomed all present and acknowledged those absent.

He then Proceeded to acknowledge the passing of our beloved Zoe Nourse (LM), the love we have for her, her contributions to the Theatre and how greatly she will be missed. Out of due respect the entire Auditorium rose and gave Zoe a Standing Ovation.

MINUTES of previous Annual General Meeting

Minutes of Annual General Meeting held August 2022 were distributed electronically prior to the meeting. Moved Minutes be accepted, by Nicki Fisser, Seconded by Jon Allwood, Carried, Received and Adopted by all.

BUSINESS ARISING: NIL

PRESIDENTS REPORT:

Presidents Report
The Spotlight Theatrical Company
AGM 20 August 2024

Good evening and welcome to the 2024 Annual General Meeting of The Spotlight Theatrical Company. Thank you all for your attendance tonight.

This AGM highlights and reports on the financial year from 1 July 2023 until 30 June 2024.

Tonight, gives us a chance to reflect on the past year and the financials pinpoint a particular moment in time for accounting purposes.

It has been a much more difficult year to manage as cost-of-living pressures affected everybody. We had hoped that the difficulties we experienced during Covid were behind us however as you can see from the Financials turnover was down and expenses were up. It is always difficult to pinpoint why the revenue declines and relatively easy to understand expenses going up. The Financial report will give more details and explain the trading loss we incurred this year. Our Finances are still in a good position and are a reflection on the dedication of our Bookkeeper Deb Bolt and our Treasurer Michelle Edwards. Their diligence has made sure that we still have a healthy bank account so that we can continue to do what we need to do. Our much-appreciated thanks go to them both.



Our Patrons always tell us they want to see something different and new, and the Production committee spent many hours searching for new productions as well as classic shows. They did an excellent job getting the mix right and bringing to Spotlight a comprehensive playbill that included new plays and playwrights as well as musicals that have never been seen in Queensland as well as a Classic. This unfortunately didn't enable us to put up the sold-out sign as many times as we would like however all productions provided a much-needed surplus. With our limited revenue streams when less people attend shows we take less income from the bar and raffles as well.

As I have reported previously the buildings and equipment are ageing and are now needing regular repairs to keep them working and safe and with the rising costs of materials and labour these costs have escalated. This will be an ongoing issue as more equipment and materials reach their end of use time. We all need to be aware and report to the management committee if you see items that are worn or may need repairing so that we can act quickly to prevent costs blowing out.

As I reported last year a major decision will need to be made about the Basement Theatre / Costume Hire building as any alterations or modifications to it will mean that it would have to comply with the current building regulations. This will impact enormously on the costs to comply. As a small example of some of the requirements urgently needed it would require a disability toilet be installed. The doors will need to be widened. All these requirements are essential and needed so that we can enable people with disabilities to access our basement theatre.

Our patrons expect a lot more than they used to and if we are going to continue to attract them to our shows and complex, we have to keep improving the facilities and service. Although we are a community theatre the paying public demand so much more from us these days.

We have been trying to raise enough funds through our raffles to fix up the Car Park which as you can all see needs to be dug up and resurfaced properly. We have been granted permission to remove the large tree that is causing trip hazards and uneven surfaces and are currently looking at whether we can create a kiss and go area whilst modernising but still keeping a pleasant landscape and ambience.

Our Focus and vision now must be on the future of the company and how we maintain and improve so that we can keep community theatre alive and relevant to the aspirations of our cast, the needs of our patrons and the exceptional standard that is now expected from a production at Spotlight.

Spotlight survives and flourishes due to the tremendous commitment and dedication from so many people. This Management Committee, The Production Committee, the staff, the teachers, the administrators, the directors, the cast, the backstage crew, the sound team, the lighting team. The dressers, the set builders, our creatives, our workshop manager, our production manager and all the wonderful front of house volunteers. Without you all the Company cannot do what it does and keep at the forefront of Community theatre. Your commitment and dedication to the theatre is very much appreciated by the wider community.

As we can see from the reports presented, we do have a wonderful group of very talented and committed people who give tirelessly of their time to make sure that the company is the best community Theatre around and sometimes we don't always remember to thank them so to each and every one of you I thank you for your continuing contribution and dedication to your assigned craft and the Company.

I would like to thank the Current Management Committee for the dedication and commitment you have shown this year to make sure we maintained the theatre to the standard expected. I would like to mention Erica Graham and Noreena Wines for the many hours that they put in every single day of the week to make sure that things get done in a timely manner. Thank you both for the outstanding effort you both put in every day, and it is truly appreciated.

The next generation of Members now need to step up to the tasks that lie ahead as leaders for the Company if we want to continue doing what we are doing. We need to start the succession plan so us that are ageing can take some time out.



Finally, I would like to take this opportunity to thank the current committees and delegates for their ongoing commitment to the company and their outstanding efforts through this difficult year and a very special thank you to my wife Lorrae, for her love and constant support which enables me to be part of this as it is such an honour and privilege to serve as your President.

Thank you,

Duncan Sims

TREASURERS REPORT AND AUDITOR'S FINANCIAL STATEMENTS

AWA Auditors, Independent Auditors Report for 2023 was available to members, that attended.

TREASURERS REPORT AND AUDITOR'S FINANCIAL STATEMENTS were read out by Duncan Sims on behalf of Michelle Edwards.

AGM 2024

Treasurers Report

Michelle Edwards: Treasurer

The Spotlight Theatre 2024 Financial Year has been both successful and challenging.

The variety and outstanding quality of our Productions and our thriving Youth Theatre program has continued in 2024.

Spotlight's continued success would not be possible without the incredible hard work, support and dedication of volunteers.

As both buildings are aging we are required to spend more of our savings on repairs, maintenance and replacements.

AWA Auditors have completed our annual Audit. They have continued with the simplified format to report revenue and expenses for the 2024 Financial Year

2024 Summary

Revenue: \$ 900,634

Expenses: \$ 929,024

Loss: (\$28,430)

The major reason for the loss is movement of Fixed Assets to Expenses, Depreciation and movement of prepaid expenses. General running costs have increased such as electricity, materials and consumables have also contributed to the loss. Every effort is made to keep to budget and cut down regardless some increases are out of our control for example electricity tariffs.

Funds from last years profit have enabled us to carry out the following improvements and replacements and we did not have to move funds from the ING account.

Improvements and Replacements during 2024

- Roof Repairs to the Halpin Building was a major project, costing over \$21,000
- Air conditioner replaced in Basement Theatre a new one in Costume Hire
- New Sound Equipment – in the past we have borrowed equipment, now we own our own.



- New Lighting Equipment including a much-needed new lighting desk and computer equipment.
- The WIFI system has been upgraded to cover all areas in both buildings

Summary of notable income and expenses in 2024

- ❖ Costume Hire revenue has decreased – Expenses have also decreased substantially – Staff is at a minimum and their responsibilities include many Theatre duties including phone Ticket sales and many other tasks
- ❖ Major Production sales were down from the 2023 financial year; nevertheless, expenses were down significantly even though we have prepaid all our productions up to December this year.
- ❖ Youth Theatre Tuition and Production income have also decreased – Expenses have risen; however, all of our upcoming shows were paid in the 2024 FY and ticket sales to date are extremely good.
- ❖ Raffle and fundraising revenue, only down slightly from the 2023FY but always makes a good profit; just over \$27,000.
- ❖ During 2024 the container exchange project has raised \$1,242 and in total since started it has raised \$6,300 this amounts to 63 thousand bottles and cans recycled by Spotlight. A wonderful outcome.

To summarise the 2024 has been another great year for The Spotlight Theatrical Company. The time effort and dedication of all involved is much appreciated.

Michelle Edwards
Treasurer

Presidents report and financials were passed as a true and accurate record. Accepted by Val Leftwich Seconded by Pina Omeros. Carried by all members.

Gold Coast Theatre Alliance – Joel Beskin

THE SPOTLIGHT THEATRICAL COMPANY
Gold Coast Theatre Alliance – Delegate Report to AGM August 2024.
Spotlight is proud to be a founding member of the Alliance.

Spotlight Theatre is represented at the Gold Coast Theatre Alliance Inc by Erica Graham and Joel Beskin

The Gold Coast Theatre Alliance formed in 1997 to provide a voice for our performance community and is active still in the 27- odd years to now of continued support, where wide national and local recognition is enjoyed.

President is energetic Nathan Schulz (The Drama Merchant) with Secretary being Dianne Robinson (Murwillumbah Theatre Company). Treasurer remains Sonis Gava. Joel Beskin (at an advanced age) is desperately trying to retire as an active arts worker.

The current Executive of the GCTAI believe that a continuation of Theatre Service Awards be maintained. It is thankful to Spotlight for spotlight's continued support.

Congratulations to Erica Graham is in order as a recipient of the 2023 Community Theatre HERO award for her outstanding dedication and contribution to community theatre.

Reminder: The Gold Coast Theatre Alliance and its Executive management committee is run entirely by volunteers. It particularly thanks Spotlight Delegate for their attendance and support during 2024. Much appreciated, for it makes the job easier and more effective.

Joel Beskin
Spotlight Delegate.



OTHER REPORTS: all Distributed Prior to Meeting and available upon request.

Production Managers Report – Michael Sutton

Small Properties and stage furniture co-ordination – Russell and Anne Williams

Youth Report – Val Leftwich

Social Media Report – Clay English

Lighting – Leonnie Jones

Charity Nights Report – Helen Maden

Costume Hire/Administration – Michelle May

ELECTION OF NEW OFFICE BEARERS

All positions were vacated. Leanne Binns has been appointed for the second year as the Returning Officer. Leanne conducted election for Management Council of The Spotlight Theatrical Company requiring 4 Executive Members and 4 Councillors. Four nominations were received for Councillors, they have been elected unopposed. The three Executive Members (President, Vice- President and Secretary) nominated unopposed, so no voting was necessary.

Michelle Edwards has stood down as Treasurer due to a new job over seas for 6 months. She is more than happy to stay on if Nobody nominated. There were no Nominations for position of Treasurer. Leanne proposed to the members that Michelle stay on until a person was found to take up the position of Treasurer. This was passed by Andrew Kassab, seconded by Karel Thompson and agreed unanimously by all members.

The Management Committee elected for the 2024-2025 season:

President	Duncan Sims
Vice President	Erica Graham
Secretary	Noreena Wines
Treasurer	Michelle Edwards (interim)
Councillor	Jon Allwood
Councillor	Nicki Fisser
Councillor	Kathryn Henderson
Councillor	Pina Omeros

GENERAL BUSINESS

Shirley King –

Has returned all the boxes of spotlighthers that were donated to the theatre, Helen and Peter Maden have now taken them home to catch up and document the history of Spotlight.

Helen Maden -

Helen Maden nominated Duncan for The Senior Australian of the year. He was one of 3 finalists. The Calibre of the people that were finalists was very high. Helen congratulated Duncan as a hardworking, dedicated captain of this ship and she also thanked his team for all they do. She presented a beautiful plaque to be hung on the wall in the Auditorium for everyone to admire.



They wrote

Duncan Sims is recognised for his 30-year commitment and dedication to community theatre on the Gold Coast. Originally starting as a volunteer back in 1993, he is now Spotlight Theatre's longest serving President whose tireless and selfless dedication has seen the theatre thrive financially, technically and artistically during his tenure. He was the driving force behind the renovation and building improvements, bringing in digital technology, implementing marketing initiatives to promote the theatre and identifying alternative fund-raising opportunities. Under his direction, it is now a resilient, robust community theatre due to his leadership, guidance and the countless voluntary hours he has given to build a strong theatre family.

In 2020, Duncan was inducted into the Australian Association of Community Theatre's "Hall of Fame". A great honour acknowledging his long-standing commitment to community theatre.

His ongoing contribution and leadership have given new life to not only Spotlight, but all other local theatre groups on the Gold Coast who he has nurtured so that they all work together with a common goal.



Helen Maden and Duncan Sims – this can
Be viewed in The Halpin foyer.

ANNOUNCEMENT OF LIFE MEMBERS

2024 Life Member: Jamie Watt

Jamie first came to Spotlight Theatre well over 13 years ago and we have been blessed ever since.

Jamie is an exceptionally talented, compassionate, vibrant person. A few of his special traits that come to mind when thinking of him are energetic performer, an incredibly amazing director/Producer/ choreographer, a caring mentor to other Directors/Performers/set designers, a perfectionist, a bright and shining lighting designer to name just a few. He has an eye for the smallest of details that will blow your mind and will be the first person to put his hand up to help anybody with anything they require, from set building to just listening to giving advice.

A production that Has Jamie's Name involved you know will always be of an incredibly high standard. He is one performer/director that is respected by everyone that has crossed paths with him.

He has held positions on the Spotlight Theatrical companies' management committee and Production Committee 's and been responsible for all the social Media formats for many years.

But the most important and unforgettable role is the one we get to refer to him as, is that of a friend, a confidant and The Biggest of all, a cherished family member.

We are honoured to be able to announce Jamie with the recognition that he deserves as a Life Member of the Spotlight Family.



Duncan Sims, Jamie Watt and Erica Graham.
Spotlight Theatre Life Members.



Jamie and his cake made by the amazing
Lisa Finneran.

Cake and Supper supplied.

Pending date for the next Annual General meeting is Tuesday 19th August at 7pm.

Meeting Closed: 7.57pm