

ANNUAL REPORT 2018



MAITLAND
REPERTORY
THEATRE

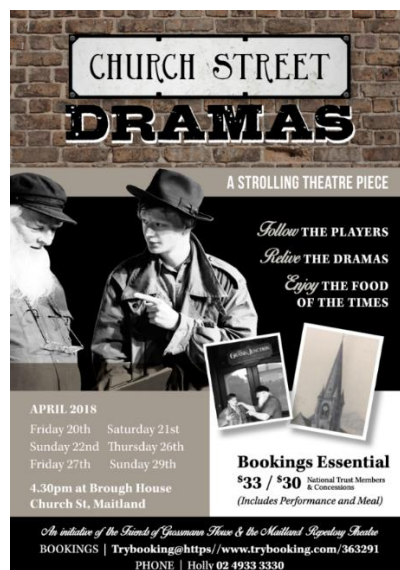




Annual Report 2018

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PRESIDENT'S REPORT

It is sometimes good to see ourselves through other people's eyes.

Following a recent performance of *Strictly Murder*, I showed some theatre people from Newcastle around some of our facilities. They were impressed. We may think our props, furniture and costume areas need some work, but they commented on how well ordered they were. They commented on the space we have in our rehearsal and dressing room and thought it was a great idea to have a cast shower. So much of this we tend to take for granted. We should take this as a reminder to look after what we have and to constantly review how we can improve.

It is good to see that improvements mentioned in last year's reports as being "on the way" have happened. These are air conditioning in the supper room and solar panels which are now making a major contribution to cutting our power bills.

Of course, our main concern is providing fine theatre experiences for the people of the Hunter Valley and we continued to do this in the last year. I am particularly pleased with the variety in our performances: farce, a murder mystery, Shakespeare, comedy and to end the year, something a little different in a radio play. We have already started 2019 with a thriller which attracted great audience numbers.

I would like to express my appreciation to all committee members, especially our hard-working secretary Ian Robinson. It was also good to see some new and younger faces behind our ticket counter, ushering and serving refreshments to our audience. Keep up the good work.

I would like to make a special mention of our Life Member Frank Freeman. After many years dedicated service, Frank has decided to step down from the committee. He will be missed but I am still hoping to persuade him to make the occasional appearance on stage and to help with his experience in directing, make-up, etc. Thank you, Frank, for your support and friendship.

Robert Comber, President



SECRETARY'S REPORT

2018 was another busy and successful year for our theatre. Here are a few of the highlights.

We performed 7 plays in 58 performances at the theatre to audiences of more than 4,200. Our members met regularly for social play readings.

We joined with the Friends of Grossmann House when Life Member Frank Oakes and a group of our actors performed *Church Street Dramas* in historic Church Street. We also joined with MRAG Members to create *Soup and Shakespeare* for the opening night of *All's Well That Ends Well* in August. We had a visit from about 100 pupils of Kurri Kurri Public School who were enthralled to see some of the behind the scenes action on our stage.

Our Acting Class Head Tutor Leilani Boughton and tutors conducted about 220 acting class sessions to about 90 students, and a wide range of summer workshops were organised and presented in January 2019.

Our Life Member Training Scholarship Scheme continued and a number of members benefitted from drama training and a record number of members across a wide age range attended the Association of Community Theatre Conference at NIDA in September.



Five of our actors were nominated for CONDA Awards:

- *Excellence by a male actor in a supporting role* -
 - Alex Simpson (*All's Well That Ends Well*)
 - Michael Smythe (*Kiss Me Like You Mean It*)
- *Excellence by a female actor in a supporting role* -
 - Maria Bardakos (*Kiss Me Like You Mean It*)
 - Jamahla Barron (*Lost in Yonkers*)
- *Excellence by a female actor in a leading role in a drama or comedy* -
 - Helen Comber (*Lost in Yonkers*)

We received grants for solar panels, air conditioning for the supper room and an awning at the box office and this work has been completed.

On a day to day basis, we employed cleaning and mowing contractors to help maintain the theatre. We also continued our long standing involvement with the Maitland Community Corrections scheme which provides community service workers each Saturday morning for our working bees.

We only continue to thrive with ongoing support from our members and the community – thank you all.

Ian Robinson, Secretary



TREASURER'S REPORT

I have pleasure in presenting to this Annual General Meeting the financial report for the year from 1 January to 31 December 2018. Briefly, the results for 2018 are as follows:

1. *Total Income* was \$83,788
2. *Total Other Income* increased by \$9,803*
3. *Total Cost of Sales* increased by \$6,371*
4. *Total Expenses* increased by \$8,124*
5. Balance of *General Funds* (Current Assets) stood at \$114, 936
6. *Total Equity* stands at \$737,794
7. *Net Profit* for 2018 was \$18,569

* See Notes to the Accounts

Maitland Repertory Theatre produced and performed a total of seven productions in 2018. A detailed analysis of the results of each production is listed in the separate sheet, *MRT Main Performance Profit and Loss Statements 2018*. Here is a summary:

Production	Month	# Shows	Attendance	\$ Net Profit*	% Net Profit / Income
Out of Order	Feb	8	747	\$9,218	63.6
Kiss Me Like You Mean It	Mar	5	178	\$353	13.0
The Hollow	May	9	859	\$10,445	62.4
The Girl With The Golden Locks	Jul	10	983	\$12,475	66.5
All's Well That Ends Well	Aug	8	380	\$3,794	42.0
Lost in Yonkers	Sep/Oct	9	514	\$4,639	39.1
It's A Wonderful Life	Nov/Dec	9	555	\$6,921	47.0

* a) No indirect costs (i.e. power, rates, etc) are allocated to the shows for the purpose of this Net Profit calculation.

b) Season ticket values have been allocated to each show on a pro-rata basis.

Maintenance Expenses included:

- a) Routine six monthly testing and tagging of electrical equipment and emergency lights and exit signs
- b) Weekly contract cleaning of the theatre
- c) Yard and lawn contract maintenance on an as needs basis

The financial comparisons between of end of year shows from 2014 to 2018 is as follows:

	The Butler Did It 2014	Mumberley Inheritance 2015	Nunsensations! The Musical * 2016	Caught in the Villain's Web 2017	It's A Wonderful Life 2018
Attendance	613	545	610	502	555
Total Income	\$21,315	\$19,560	\$15,688	\$18,572	\$14,750
Catering Cost	\$6,428	\$4,745	\$3,086	\$2,942	\$1,181
Total Cost of Sales	\$9,427	\$7,738	\$6,066	\$5,947	\$5,185
Net Profit	\$10,020	\$9,980	\$7,326	\$10,172	\$6,921
% Net Profit / Total Income	47%	51%	47%	55%	47%

* There were a total of nine performances of this production. The figures shown above are for the six performances for which MRT was responsible.

Allocation of Season Ticket Value to Shows

Production	Season Tickets Sold MVIC	Percentage of Total	\$ Value Allocated
Out of Order	159	26.7	\$3,025
The Hollow	153	26.0	\$2,946
The Girl With The Golden Locks	74	12.6	\$1,427
All's Well That Ends Well	82	14.0	\$1,586
Lost in Yonkers	121	20.7	\$2,346
Totals	589	100.0	\$11,330

2018 has been yet another positive and productive year for Maitland Repertory Theatre. I would like to thank everyone who contributed to the success of our theatre by giving their valuable time and help throughout the year.

I would also like to extend my personal thanks to our hard working Secretary for his assistance and support to me during the year.

I look forward to 2019 being another successful year with a program of interesting and entertaining productions.

Terry Allen, Treasurer

Income Statement (unaudited)¹
for the year ending 31 December 2018

Income Statement (unaudited)¹
for the year ending 31 December 2018

		2018	2017
Income	<i>Notes</i>	\$	\$
Ticket Sales		68,838	82,109
Season Tickets		10,007	9,130
Catering at Shows		4,943	5,226
<i>Total Income</i>	<i>2</i>	<i>83,788</i>	<i>96,465</i>
 Cost of Sales			
Catering (Production)		4,736	5,942
Production Advertising		17,302	17,516
Royalties and scripts		9,761	6,022
Production costs (other)		174	26
Commission on tickets	<i>3</i>	4,676	5,176
Set		4,098	3,136
Lighting / Sound		1,505	0
Costumes		2,765	956
Makeup and Hair		130	0
<i>Total Cost of Sales</i>	<i>4</i>	<i>45,145</i>	<i>38,774</i>
 Gross Profit		 38,643	 57,691

Income Statement (continued)
for the year ending 31 December 2018

		2018	2017
	<i>Notes</i>	\$	\$
Gross Profit		38,643	57,691
Other Income			
Membership			
Reamus Youth Theatre		-	245
Acting Classes		36,340	27,955
Membership - Subscriptions		517	505
		36,857	28,705
Other			
Donations		4,187	3,145
Interest Income		1,983	1,282
Miscellaneous Income		0	92
		6,170	4,519
<i>Total Other Income</i>	5	43,027	33,224
Expenses			
Membership			
LMTSS and Training		1,615	1,371
		1,615	1,371
Employment Expenses			
Wages and Salaries		25,746	16,797
Other employer expenses		1,235	930
		26,981	17,727
Occupancy Expenses			
Maintenance Improvement		1,268	4,227
Insurances		6,837	5,692
Maintenance Expenses		11,170	13,621
Electricity and Gas		6,651	6,331
Rates		7,835	7,032
Water		1,697	1,928
Telephone and Internet		1,266	1,163
Equipment less than \$1,000		1,802	1,066
General Amenities		1,144	1,510
		39,670	42,570
Administrative			
Postage		-	244
Printing and Stationery		2,856	2,289
Audit and Administration		2,057	1,287
Donations	6	1,198	1,266
Bank and EFTPOS Fees		564	154
Software Maintenance		1160	1069
		7,836	6,309
<i>Total Expenses</i>	7	76,101	67,977
		5,569	22,938
Grants	8	13,000	17,327
Net Profit (Loss)		18,569	40,265

Balance Sheet (unaudited¹¹)
as at 31 December 2018

		2018	2017
	Notes	\$	\$
Equity			
Retained Earnings		719,225	678,960
Profit (Loss)		18,569	40,265
Total Equity		737,794	719,225
Represented By:			
Assets			
<i>Current Asset</i>			
Cash		250	250
Cash at Bank		100,857	102,240
Building Fund	9	13,829	13,611
Sundry Debtors			
<i>Total Current Assets</i>		<i>114,936</i>	<i>116,101</i>
<i>Non Current Assets</i>			
Land and Building	10	374,015	374,015
Plant, Equipment, Furniture		248,854	229,421
<i>Total Non Current Assets</i>		<i>622,869</i>	<i>603,436</i>
Total Assets		737,805	719,537
Liabilities			
<i>Current Liabilities</i>		-	291
<i>Total Current Liabilities</i>		<i>0</i>	<i>291</i>
<i>Non Current Liabilities</i>		-	-
<i>Total Non Current Liabilities</i>		<i>0</i>	<i>0</i>
Total Liabilities		0	291
Net Assets		737,805	719,246

Building Fund (unaudited¹¹)**Activity for the Year Ending 31 December 2018**

	\$	\$
Balance as at 1 January 2018		13,611.11
<i>Income</i>		
Grant	13,000.00	
Interest	-	
<i>Add Sub Total</i>		
<i>Expenditure</i>	12,782.34	
<i>Minus Sub Total</i>		<i>Nil</i>
Balance at 31 December 2018		13,828.77
Balance in Bank Account at 31 December 2018		13,828.77

Notes to the Accounts 2018

1. This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act of New South Wales. The committee has determined that the association is not a reporting entity.

The financial report has been prepared on a cash basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

- a. Cash and cash equivalents include cash in hand, deposits held at call with financial institutions, and other short term highly liquid investments with original maturities of six months or less.
 - b. Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.
 - c. Revenues, expenses and assets are recognised inclusive of the amount of GST, as the Theatre is not registered for GST.
2. Total Income decreased by \$12,677 due to decreased ticket sales in 2018.
3. Commission of \$4,676 (2017 \$5,176) represents 5% (counter sales) / 7.5% (web sales) of gross ticket sales through Maitland Visitor Information Centre plus GST.
4. Cost of Sales increased by \$6,371. The main components of this change were an increase in Royalties due to prepaid 2019 royalties and increased play production costs (set, lighting/sound, costumes).

5. Total Other Income increased by \$8,152. The main component was the increase in Acting Class income of \$8,385 which reflects increased participation in Acting Classes.
 6. Donations were made in 2018 to MDCEA \$1,198 (2017 \$1,266).
 7. Total Expenses increased by \$8,124. The main components of this change was \$8,949 increased expenditure on Wages and Salaries (reflecting increased participation in Acting Classes).
 8. The Theatre received grant funding of \$13,000 from:
 - CBP Grant for Solar Power and Airconditioning \$13,000
 9. Refer to the separate Building Fund Activity Statement for details of Building Fund.
 10. Land and Buildings are reported at cost. As at 28 February 2019 the buildings are insured for \$1,493,500 and contents for \$267,800.
 11. Keith Compton of Comptons Accounting Pty Ltd will audit the financial records. Expected completion April, 2019.
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Statement by the Management Committee

The Management Committee of Maitland Repertory Theatre Inc. is responsible for the preparation and fair presentation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporations Act of New South Wales 2009 and is appropriate to meet the needs of the members. The committee's responsibilities also include such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

MRT ACTING CLASSES UPDATE

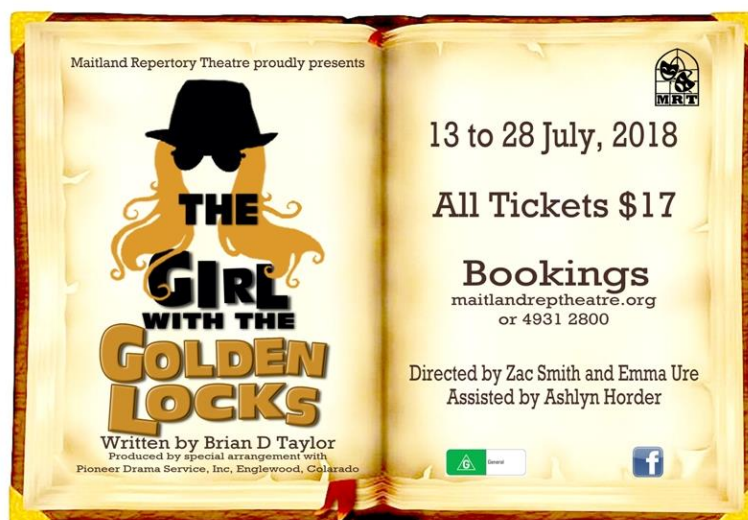
Maitland Repertory Theatre Acting Classes continue to grow and expand. We are focusing on high quality and fun content in our classes to help shape skilled and passionate young creatives.

We are focusing on improving policy and procedure around child safety and the yearly production and have employed an administration officer to assist with the huge amount of work that goes on behind the scenes.

We currently have 90 students enrolled in 5 drama classes and 2 musical theatre classes. We are employing 6 tutors on regular hours and 3 relief tutors to cover absences.

Our 2018 junior production of *The Girl With the Golden Locks* was another fun and engaging production, with good audience numbers and our students learning a lot. Our 2019 production of *Snow White* is already under way and we look forward to another year of hard work and theatre!

Leilani Boughton, Head Tutor



REAMUS YOUTH THEATRE UPDATE

In 2018 Reamus lost some members and gained a whole new group of young people who are passionate about theatre. Several of these new members came in from our Facebook posts early in the year that targeted people aged 16 – 25 who were interested in getting involved in our 2018 production of Shakespeare's *All's Well That Ends Well*. Some of these new members also brought a friend along.

This meant that the majority of our cast members for the 2018 show were very new and had no experience with Shakespeare. Some of them had never been in a show before. For our 2018 show we also took on the challenge of period costumes, which is something that could not have been possible without the help of the wonderful Kadisha Patterson. All Reamus members worked very hard in rehearsals and many also worked closely with Kadisha making costumes.

To cover the costs of the costuming, Reamus raised \$1,400 through Cadbury chocolates sales and soliciting businesses to sponsor the show. We also participated in the Maitland Aroma Festival - members of the cast dressed in costume, performed scenes from the play and we were able to hand out flyers to promote the show.

2018 also saw the first Reamus CONDA nomination which went to Alex Simpson for *Excellence by a Male Actor in a Supporting Role*.

With the start of the new year we have again posted on Facebook targeting youth looking to get involved in theatre and again we have attracted fresh members. We are currently coming to the end of an 8 week Sonnet project where members have been working on Shakespeare's sonnets with the aim of video recording the work at the end of the project.

Members have also been involved in broader Maitland community events. Several members participated in a recent *Maitland Verses* event (organised by member Alex Simpson) and presented their sonnets in a public setting. Many members have also been active in the monthly youth event *VIBES*, run by member Phebe Hague.

Joanne McAndrews



PLAY SELECTION COMMITTEE REPORT

The Play Selection Group have continued their search for good plays in a variety of places, such as in bookshops, on play websites, or seeing them performed at other theatres. Members occasionally suggest plays they have enjoyed and would like to see produced.

We read a variety of plays and meet regularly to discuss them.

Recently we have passed some plays on to be read aloud at the Social Play Reading meetings, and those attending are able to comment and give their opinions. If they wanted to, they could fill in one of our play evaluation forms, which can be found on our website, and pass their completed form and score out of 100 on to us.

There are many things to take into account when evaluating plays – the genre, cast size, cast ages, set requirements, costumes, plot, theme and anticipated audience response, which are all given careful consideration. Some outstanding plays have excited us, but are far too complex for our small stage, casts and show budget.

The plays we feel would work for MRT are put on a short list and recommended to the Management Committee, which then makes the final decision for the following year's play seasons. The Management Committee members are encouraged to read all short-listed plays, so that they can make an informed decision.

We always welcome hard copies of scripts you have enjoyed or play ideas and suggestions. We also like to hear from potential directors with ideas for plays they would like to produce.

We have received many positive comments on our plays which were produced in 2018, and also for the selection of plays in production for this year.

Col Kirkman has joined us this year and is often with us at the social play readings. We hope she will have recommendations for some more great plays.

Frank Freeman, Steve Ryan, Matthew Collins, Brendon Harris, Col Kirkman, Dimity Eveleens and Anne Robinson

WARDROBE AND COSTUME SHED REPORT

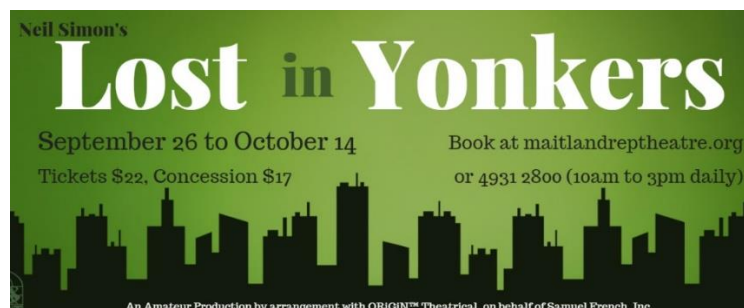
Last year costumes were supplied for all of our productions – *Out of Order*, *Kiss Me Like You Mean It*, *The Hollow*, *The Girl with the Golden Locks*, *All's Well That Ends Well*, *Lost In Yonkers* and *It's A Wonderful Life*. We appreciated the great effort made by parents for the MRTAC production of *The Girl with the Golden Locks* and Kat made a supreme effort with costumes for *All's Well That Ends Well* and produced beautiful handmade costumes for that production.

As usual, we've had a busy year in the costume shed and now would be a good time for a working bee to get the costumes back into their correct containers and bring the shed back into order. It would be wonderful to get some support and assistance from directors and cast members once their show is over. Costumes are pulled out from their storage spots a few weeks before a show starts. Anything that looks suitable is hung on a rack for particular shows and any gaps assessed. Once a show is over any costumes not used need to be returned to their own spot, and any costumes that have been used, once washed and returned, also need to be assessed for reuse and then stored. It seems that at the end of last year all costumes, both used and unused, were returned in the same month and Kat and I have begun the struggle to bring the costume shed back into order.

We have been fortunate in receiving many donations of clothes and accessories recently from members, friends and audience members which has expanded our collection, so there is more sorting and storing waiting to be done.

We are hoping to bring the costume shed back to its previous tidy and organised look shortly, but it takes constant work. We delayed having a working bee over summer because of the regular heatwaves, but help at any time of the year is always appreciated. Let us know if we can give you a call to come in and help out.

Anne Robinson and Kadisha Patterson
The Costume Team



PUBLICITY REPORT

This is what we routinely do to promote our theatre productions:

- Media releases to many local media outlets
- Liaison with The Herald, The Maitland Mercury and the Hunter Independent
- Posters and flyers distributed when volunteers are available
- Mailouts to about 970 supporters on our mailing list
- Corflute signs at the theatre and our supporters locations
- Regular mailchimp emails to about 770 recipients, with more frequent weekly emails during productions
- Regular updates of our website
- Facebook posts – we have over 2,000 likes now
- Instagram posts – we have 170 followers now
- Promoted Facebook events
- Advertisement in Meander (a Maitland tourism booklet)
- Liaison with MyMaitland and TheatreNewcastle websites to promote plays
- Opening night refreshments, and charity fundraiser nights on the opening night or weekend of plays
- We rely on cast and crew spreading the word about each show.

While we still mail out over 900 postcards for most shows this continues to be grandfathered and no more addresses are being added to the list except for season ticket purchasers.

A special thanks to Tony Vidray of AV Chartered Accountants who has been supporting us by printing high quality programs for us. Thanks to all who volunteer their time to distribute our posters and flyers and spread the word about our plays. And also special thanks to Anne for working on and supervising graphic design, and Leilani for her social media promotion. Also, thank you to our volunteer photographers David Elliott and Anne Robinson.

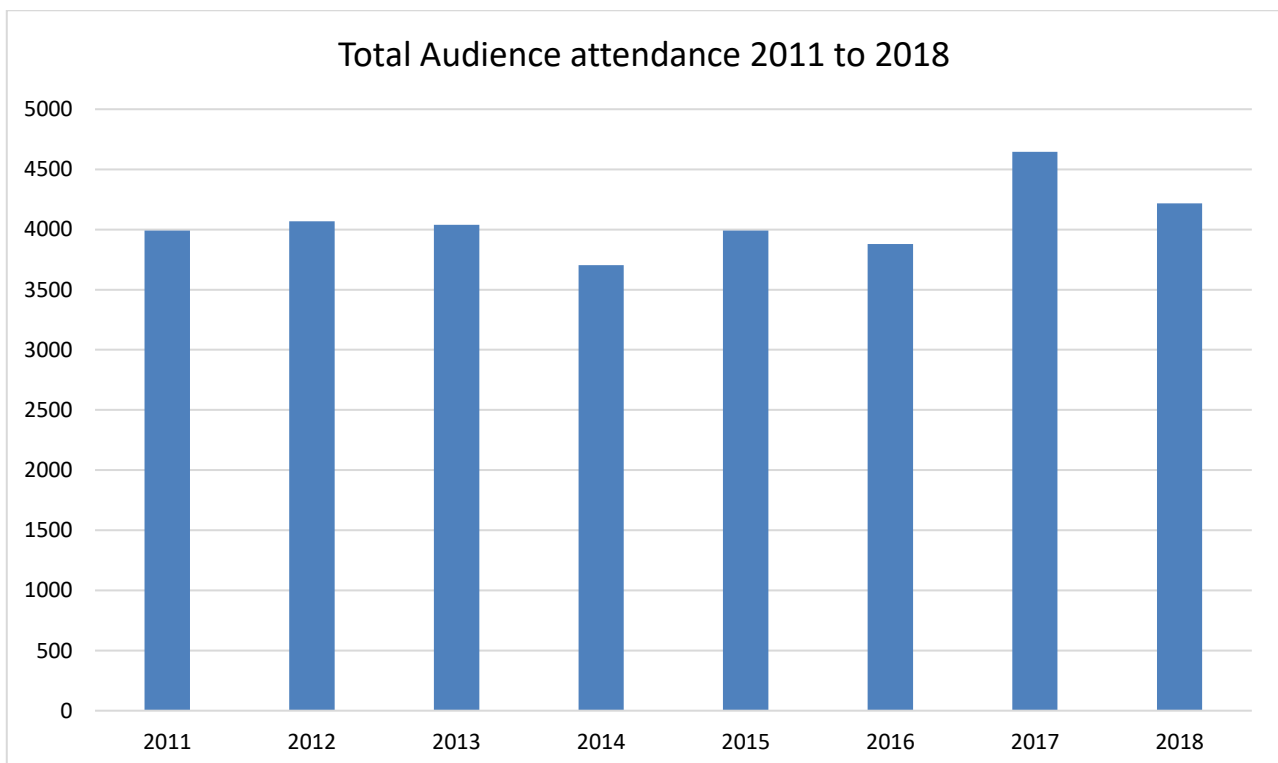
Ian Robinson, Head of Publicity



AUDIENCE REPORT

Overall attendance at plays in 2018 was down by 429 compared to 2017.

	2017	2018	Change
The Girl with the Golden Locks (Acting Classes)	1,086	983	-103
All's Well That Ends Well (Reamus Youth Theatre)	522	380*	-142
End of Year Show	502	555	+53
Mainstream and short season plays	2,535	2,298	-237
TOTAL	4,645	4,216	-429
* there were no RYT school performances in 2018			



COMMITTEE ATTENDANCE REPORT**Committee Meetings Held in 10 April 2018 to 12 March 2019**

Committee Member	Meetings Attended
Kat Patterson	12
Anne Robinson	12
Ian Robinson	12
Robert Comber	11
Colin Delaney	11
Frank Freeman	11
Terry Allen	10
Joanne McAndrews	10
Colleen Kirkman	9
Dan Shaunessy	8
Aimee Cavanagh	7
Steve Minter	7
David Smith (Alternative Committee Member)	6
Lesley Coombes (resigned March 2018)	Nil
Alastair Anderberg (Alternative Committee Member)	Nil

About Maitland Repertory Theatre

Maitland Repertory Theatre is an Incorporated Association and was founded in 1947. The Annual General Meeting (AGM) is usually held in March. The office bearers and management committee of 12 are elected at the AGM to manage the theatre on behalf of its members. Members who are elected to committee, subcommittees and other formal positions are expected to make a serious commitment to their role for one year, to attend meetings and carry out other duties as required.

Our Mission

To stage inclusive high quality theatrical productions for the artistic aspirations of our members and for the entertainment of the Maitland community.

Patrons

Jenny Aitchison MP	Mayor Loretta Baker
Mr Keith Cockburn	Bob Geoghegan
Mrs Margaret Sivyer OAM	Ms Meryl Swanson MP

Life Members

John Morris	Dorothy Morris	Frank Oakes
Doug Pyle	Nell Pyle	Elaine Webb
Dulcie Mullard	Hal Cheetham	Frank Freeman
Helen Comber	Robert Comber	Dimity Eveleens
Anne Robinson	Ian Robinson	

Presidents

1947 – 1948	James Allison	1968	Tim Youldon
1949 – 1952	Geoff Barden	1969	Fran Dawson
1953 – 1954	Ray Cocking	1970 -1971	George Emery
1955 – 1956	George Emery	1972 – 1975	John Morris
1957 – 1958	Ruby Evans	1976 – 1982	Doug Pyle
1959	John Pickstock	1983 – 1989	Frank Oakes
1960	Ray Cocking	1990 – 1992	Doug Pyle
1961	Dulcie Mullard	1993 – 1994	Neil Campbell
1962 – 1965	George Emery	1995 – 2008	Frank Oakes
1966	Frank Cook	2009 – 2011	Dan Shaunessy
1967	George Emery	2012 – now	Robert Comber

