

ANNUAL REPORT 2020



MAITLAND
REPERTORY
THEATRE



Annual Report 2020

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We acknowledge the Wonnarua People as the Traditional Owners and Custodians of the land upon which Maitland Repertory Theatre stands.

PRESIDENT'S REPORT

A year ago we were looking forward to a great year.

2020 had started with *Australia Day* and planning was well under way for the rest of the year. Then the virus hit. We still had performances of *Mr Melancholy* but other shows had to be cancelled.

Nevertheless, we didn't despair. Reamus still went ahead with *Twelfth Night* with video recordings and one live performance for family and friends. We also took the opportunity to carry out some renovations. The auditorium was painted and our dressing room had a much needed renovation thanks to a lot of hard work from Ian, Anne, Danny, Dimity, Alexandra and Alex Simpson.

Before 2020 ended regulations relaxed a little and we were able to stage Ibsen's *A Doll's House*. A great performance and very well received. Already in 2021 we have had Agatha Christie's *The Mousetrap* on stage. Audience numbers were still restricted but having all performances booked out before the season opened and staging an extra performance (also booked out) was something I have never experienced in this theatre. The audience reaction to this show points to a good year ahead.

On a sad note, during the year we lost a number of original members. John Morris was present at the first meeting to form what became Maitland Repertory Theatre and over the 70 plus years since performed sterling work as actor, director, committee member and volunteer. Shortly after, we heard that Dorothy Morris had also passed away. Dorothy also performed a lot of work for this theatre over many years, most notably as musical director. Pat Barden was in our earliest plays in the 1940s and sadly passed away recently.

I would like to thank all committee members, especially our secretary Ian Robinson, for their work during the past year.

We survived the crisis and are looking forward to better times to come.

Robert Comber
President

SECRETARY'S REPORT

While performances were put on hold from mid-March one year ago, there was a lot of excellent work behind the scenes at our theatre in 2020.

In particular, excellent work by Leilani, Alex and our tutors in transitioning our theatre classes to online classes, keeping the classes running and keeping our student community engaged for a very long and difficult year. The Reamus Youth Theatre team kept members engaged by adapting *Twelfth Night* to video despite the COVID-19 disruption.

2020 saw the first full year of managing our own ticketing and customer service run by our volunteers. The transition has given the theatre much more control of our own destiny but also significantly more responsibility. Our plan is to review our ticketing suppliers during 2021.

One of the positives that came out of our disrupted year was an increased focus on theatre maintenance and improvements. Volunteers were kept busy working on a new paint storage shed and renovating the dressing room. Contractors were employed to paint the hall and renovate the foyer restrooms, install new roof guttering, protect our stained glass windows and install new air conditioning systems in the auditorium.

Financial support received from Local, State and Federal governments has meant we were able to carry out these improvements and finish the year still financially sound.

We adapted to a COVID safe way of operating and once we were able to, we finished 2020 and started 2021 with two extremely successful runs of *A Doll's House* and *The Mousetrap*. Both plays were extraordinary in their own way – *A Doll's House* because the young team lead by Nick Thoroughgood put the show together so quickly, and *The Mousetrap* which had started rehearsing before COVID hit had taken so long to come to fruition. The audience support we received for both productions shows us there is a real demand for good community theatre in Maitland.

One of our theatre's aims for 2021 will be to encourage membership involvement and growth so that we can continue to provide our community and our members quality entertainment and creative outlets.

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 2020. Briefly, the results for 2020 are as follows:

1. *Total Income* was \$136,353 (includes JobKeeper subsidy of \$75,000)
2. *Total Other Income* was \$105,759*
3. *Total Cost of Sales* was \$10,759, a decrease of \$26,999*
4. *Total Expenses* was \$70,839, an increase of \$1,256 *
5. Balance of *General Funds* stood at \$112, 392, a decrease of \$12,499
6. *Total Equity* stands at \$744,875, a decrease of \$6,021
7. *Nett Loss* for 2020 was \$6,021, a reversal of \$19,103 from 2019

* See Notes to the Accounts

Due to COVID-19, Maitland Repertory Theatre produced and performed only three productions in 2020. A detailed analysis of the results of each production is listed separately, *MRT Main Performance Profit and Loss Statements 2020*. Below is a brief summary:

Production	Month	No of Shows	Attendance	Avg Per Production	\$ Net Profit*	% Net Profit/Income
Australia Day	February	9	512	57	\$5,346	51.90
Mr Melancholy	March	4	156	40	\$1,048	35.05
A Doll's House	December	8	499	62	\$7,263	60.00
* a) No indirect costs (e.g. power, rates) are allocated to shows for the purpose of this calculation. b) Season ticket sales have been allocated to each show on a pro-rata basis.						

Maintenance and Maintenance Improvement Expenses increased by \$20,253 and included:

- a) a new paint storage shed
- b) painting the hall
- c) painting and renovating the foyer restrooms
- d) renovating the dressing room
- e) new roof guttering
- f) routine testing of electrical, emergency lights, and fire gear
- g) weekly contract cleaning of the theatre
- h) lawn contract maintenance on an as needs basis

COVID-19 Support Received in 2020

1. JobKeeper Subsidy to MRTAC Tutors	\$64,800
2. Australian Government stimulus payments 1, 2 & 3	\$20,000
3. Australian Government JobKeeper top-ups excess over wages	\$10,200
4. NSW Government COVID-19 Recovery Grant	\$ 2,200
5. NSW Government Rescue & Restart	\$ 5,000

Funds Invested:

Term Deposit at The Mutual: \$50,000 at 0.75% until 10 November, 2021

Unpaid Significant Commitments as at 31 December, 2020

1. Buttress/Wall repair & stabilisation	\$10,000 <i>plus</i>
2. Front stained glass window covering	\$ 4,250
3. Slate roof repairs (50% of \$3,859 covered by grant)	\$ 1,925
4. Balance of Hall Air Conditioning upgrade (3 units)	\$10,752
TOTAL	\$26,927 <i>approx</i>

2020 has possibly been one of the most difficult and challenging years Maitland Repertory Theatre has had to endure. With a lack of income from productions, we have had to rely on grants and mainly COVID-19 support from the Federal and State Governments. This has enabled MRT to survive 2020 and be well-placed to look forward to 2021 with confidence.

I would like to thank everyone who contributed to the success of our Theatre in 2020 by giving their time and help throughout the year.

Terry Allen
Treasurer

Income Statement (unaudited¹⁰)
for the year ending 31 December 2020

		2020	2019
Income	<i>Notes</i>	\$	\$
Ticket Sales		18,987	71,194
Season Tickets		10,315	15,397
Catering at Shows		1,292	4,260
<i>Total Income</i>	<i>2</i>	<i>30,594</i>	<i>90,851</i>
 Cost of Sales			
Catering (Production)		1,326	4,457
Production Advertising		3,173	16,366
Royalties, copyright and scripts		1,827	6,806
Production costs (other)		-	185
Commission on tickets	<i>3</i>	2,012	4,752
Set		915	3,611
Lighting / Sound		641	135
Costumes		544	1,193
Makeup and Hair		322	246
<i>Total Cost of Sales</i>	<i>4</i>	<i>10,759</i>	<i>37,750</i>
 Gross Profit		19,834	53,101

Income Statement (continued)
for the year ending 31 December 2020

	Notes	2020 \$	2019 \$
Gross Profit		19,834	53,101
Other Income			
Membership			
Jobkeeper Subsidy		75,000	-
Acting Classes		27,933	41,753
Training Sessions		-	1,888
Membership - Subscriptions		544	410
		103,477	44,051
Other			
Donations		1,384	1,827
Interest Income		898	1,701
		2,282	3,528
<i>Total Other Income</i>	5	105,759	47,579
Expenses			
Membership			
Life Member Scholarships and Training		600	1,755
		600	1,755
Employment Expenses			
Wages and Salaries		92,451	39,518
Other employer expenses		2,252	1,636
		94,703	41,154
Occupancy Expenses			
Maintenance Improvement		10,898	1,932
Insurances		7,277	7,009
Maintenance Expenses		24,542	13,255
Electricity and Gas		2,445	4,388
Rates		8,537	8,245
Water		1,355	1,545
Telephone and Internet		1,466	1,239
Equipment less than \$1,000		1,437	3,503
General Amenities		34	1,549
		57,990	42,665
Administrative			
Postage		2,196	50
Printing and Stationery		1,769	989
Audit and Administration		279	1,912
Donations		-	2,229
Bank and EFTPOS Fees		453	532
Software Maintenance		1,874	1,263
		6,571	6,975
<i>Total Expenses</i>	6	159,864	92,549
		(34,271)	8,132
Grants	7	28,250	4,950
Net Profit (Loss)		(6,021)	13,082

Balance Sheet (unaudited¹⁰)
as at 31 December 2020

		2020	2019
	Notes	\$	\$
Equity			
Retained Earnings		750,896	737,815
Profit (Loss)		(6,021)	13,082
Total Equity		744,875	750,896
Represented by:			
Assets			
<i>Current Asset</i>			
Cash		350	250
Cash at Bank		104,588	110,812
Building Fund	8	7,454	13,829
Sundry Debtors			
<i>Total Current Assets</i>		<i>112,392</i>	<i>124,890</i>
<i>Non Current Assets</i>			
Land and Building	9	374,015	374,015
Plant, Equipment, Furniture		260,734	252,164
<i>Total Non Current Assets</i>		<i>634,749</i>	<i>626,179</i>
Total Assets		747,141	751,069
Liabilities			
<i>Current Liabilities</i>		2,266	173
<i>Total Current Liabilities</i>		2,266	173
<i>Non Current Liabilities</i>		-	-
<i>Total Non Current Liabilities</i>		-	-
Total Liabilities		2,266	173
Net Assets		744,875	750,896

Building Fund (unaudited¹⁰)**Activity for the Year Ending 31 December 2020**

	\$	\$
Balance as at 1 January 2020		13,829
<i>Income</i>		
Donations	500	
<i>Add Sub Total</i>		
<i>Expenditure (Painting of hall)</i>	6,875	
<i>Minus Sub Total</i>		<i>Nil</i>
Balance at 31 December 2020		7,454
Balance in Bank Account at 31 December 2020		7,454

Notes to the Accounts 2020

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 \$60,257 due to decreased ticket sales in 2020 due to COVID-19 production disruption.
3. Commission of \$2,012 (2019 \$4,752) represents 3.75% + \$0.99 per Eventbrite transaction, 2.50% of JoinIT/Stripe subscriptions and payment fees.
4. Cost of Sales decreased by \$26,990. The main component of this change were a decrease in all production costs due to COVID-19 production disruption.
5. Total Other Income increased by \$58,180. The main component was income from the Australian Government Jobkeeper Subsidy.

6. Total Expenses increased by \$67,315. The main components of this change was increased expenditure on Wages and Salaries due to the COVID-19 Jobkeeper subsidy and Maintenance Expenses and Maintenance Improvements. Maintenance and improvements included a new paint shed, painting the hall, foyer ad foyer restrooms and renovating the dressing room.
7. The theatre received grant funding of:
 - a. \$20,000 Australian Government COVID-19 Cash Stimulus
 - b. \$5,000 NSW Government CreateNSW Rescue and Restart Grant
 - c. \$2,200 NSW Government COVID Response Grant
 - d. \$1,050 Maitland City Council Heritage Grant
8. Refer to the separate Building Fund Activity Statement for details of the Building Fund.
9. Land and Buildings are reported at cost. As at 28 February 2021 the buildings are insured for \$1,526,000 and contents for \$282,000.
10. Keith Compton of Comptons Accounting Pty Ltd will audit the financial records. Expected completion May, 2021.

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

2020 was certainly a challenging year for our classes but our incredible tutors worked extremely hard to keep students learning and involved in drama even when stuck at home. In Term 1 we welcomed a number of new students and many of our classes were near capacity. The shut down of the theatre did lower those numbers but our Zoom lessons were greatly appreciated and well attended, including our extra workshops and other activities our tutors ran during this time.

We also cast and began rehearsals on our next production via Zoom. Whilst this presented some challenges, it was great being able to still work on performances and interact with our cast, even though we weren't sure if we would ever get to perform in person. We are incredibly proud and grateful to our tutors who stepped up during 2020 to still bring high quality lessons to our students, and are continuing to keep them safe now we are back.

Although our numbers are currently a bit smaller than usual, we are confident that 2021 will be a great year. *Escape from Ragnarok Mountain* will be an exciting and entertaining production and we look forward to being able to share this with everyone.

Alex Comber

Classes Administrator





Matt Cameron's
MR MELANCHOLY
Directed by Morgan Clyne

13 - 15 March, 2020

Bookings
Maitlandreptheatre.org
or 0466 332 766

Tickets \$18



REAMUS YOUTH THEATRE UPDATE

Auditions for our 2020 Shakespeare production Twelfth Night coincided with COVID shutting down our theatres. After discussions with our Reamus members the decision was made to still move forward with auditions and work on the play in any capacity we could during the lockdown to ensure our members had access to a creative outlet in a time of isolation.

Knowing that our annual run of public performances was not going to happen we began meeting online to work through the play and begin rehearsals with the idea that we would figure out a way to film our work.

When lockdown restrictions lifted we were able to return to face to face rehearsals in the theatre. Public performances were still out of the question but we could now pursue our work for filming.

As we got closer to the end of our Twelfth Night journey, further restrictions had been lifted and we were now allowed to have a small audience in the theatre.

While all of our work and staging had been done for film rather than a live audience, we took the opportunity to share the last several months of hard work with our close friends and family at a special, one night only, free performance of the show on Monday November 2nd, 2020.

Being the only live performance, the theatre was just a few seats shy of a full house. The cast didn't waste the opportunity and gave it everything they had.

Filming finished several weeks later and we are waiting to see the final video product.

Joanne Lawler
Reamus Leader

PLAY SELECTION COMMITTEE REPORT

We were so pleased with our 2020 selection of plays for our main shows, that we decided we should give two of them another chance. When *The Mousetrap* and *The Effect of Gamma Rays on Man-in-the-Moon Marigolds* were unable to be produced because of COVID-19, we decided we'd try again in 2021. We've also added *The Importance of Being Earnest*.

Australia Day was a great success, followed by *Mr Melancholy* (as a short production) and *The Mousetrap* was already in rehearsal in early 2020, but was then postponed twice.

The Play Selection and Discussion Group will continue to meet in 2021 and we will find plays suitable for our audiences for 2022.

Some of the plays we read are passed on to the Social Play Reading group for group readings. These are always enjoyable readings, with no pressure to learn lines. Contact Ian Robinson (0427 933 280) if you are interested in attending these evenings at the Theatre.

Script suggestions for possible plays from members are always welcome, but because we have strict guidelines for selecting plays, not all suggestions will be passed on to the management committee and recommended for production. We also consider unpublished plays, but our guidelines specify that they need to be well-crafted, proof-read to a high standard and production-ready before they can be considered.

If you would like to know more about the Play Group, then leave a message on 0466 332 766 and we will return your call, or email info@maitlandreptheatre.org.

Dimity Eveleens, Brendon Harris, Col Kirkman, Matt Collins, Danny Shaunessy and Anne Robinson



WARDROBE AND COSTUME SHED REPORT

Although 2020 did not turn out to be a busy year for preparing, sewing and sourcing costumes, we have still been doing some costume organisation. Many donations have been received and are still being sorted out. Some people may have spent their lockdown time rationalising their wardrobe and we are grateful for what has been donated.

Anne supplied costumes for *Australia Day* and Kadisha supplied costumes for *Mr Melancholy* and for *Twelfth Night*. Reamus Youth Theatre were not able to put on performances of *Twelfth Night* at the Theatre because of COVID-19, so they decided instead to film their production. We look forward to seeing the video of their performance and Kat's costumes soon.

Kadisha began sourcing costumes for the planned performance of *The Mousetrap* in early 2020 and these were set aside until a production was able to be organised.

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. There is often someone working in the costume shed on Saturday mornings, during our weekly working bees, so if you are free to come in for an hour and help, we'd love to see you.

Email info@maitlandreptheatre.org or contact us on 0466 332 766 (and leave a message) to offer help at other times.

The Costume Team - Anne Robinson and Kadisha Patterson

PUBLICITY ACTIVITIES REPORT

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

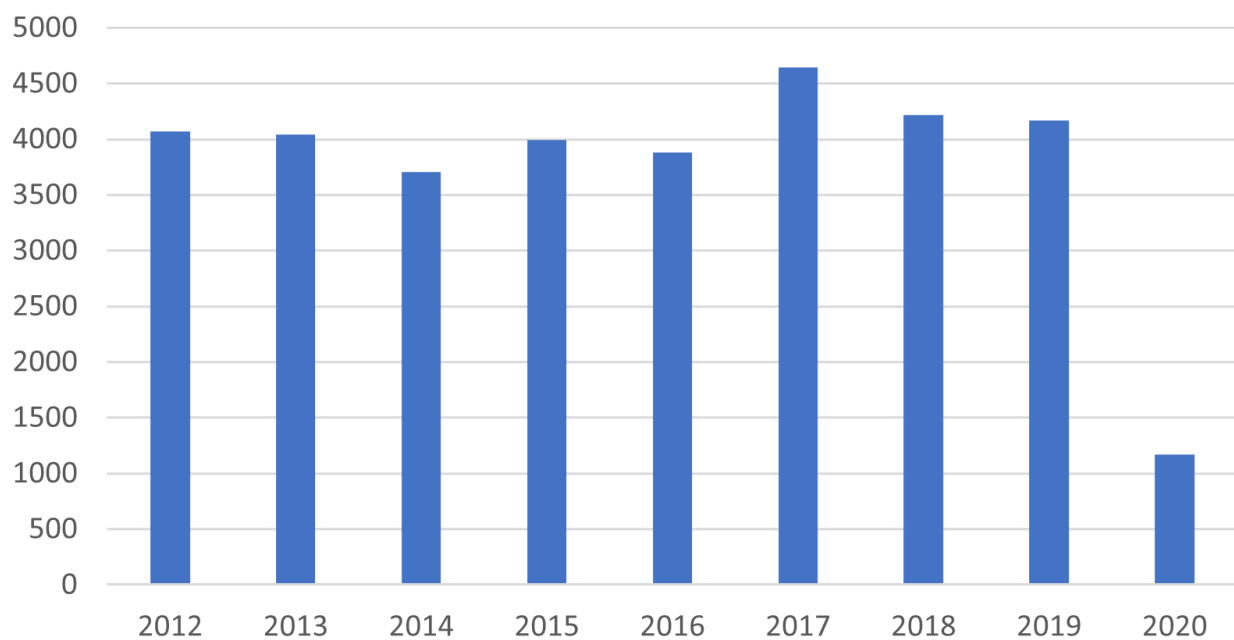
- Media releases to many local media outlets
- Liaison with The Herald and The Maitland Mercury
- Posters and flyers are handed out to central points including the Visitor Centre and libraries
- Mailouts to about 960 supporters on our mailing list
- Corflute signs at the theatre and our supporters' locations
- Regular mailchimp emails to about 900 recipients, with more frequent weekly emails during productions
- Regular updates to our website
- Facebook posts – we have over 2,500 'likes' now
- Instagram posts – we have about 300 followers now
- Promoted Facebook events
- Liaison with MyMaitland and TheatreNewcastle websites to promote plays
- When possible, opening night wine and refreshments, and charity fundraiser nights on the opening weekends of plays
- Cast and crew spread the word about each show.

A special thank you to our supporter, Tony Vidray of AV Chartered Accountants, who organises the printing of high quality programs for us. Thank you to our volunteers who distribute our posters and flyers locally and thank you to Alex Comber and Leilani Boughton for social media promotion and to Anne Robinson for contributions in graphic design, photography and proof-reading.

AUDIENCE REPORT 2020**2020 Attendance**

Australia Day	512
Mr. Melancholy	156
A Doll's House	499
TOTAL	1,167

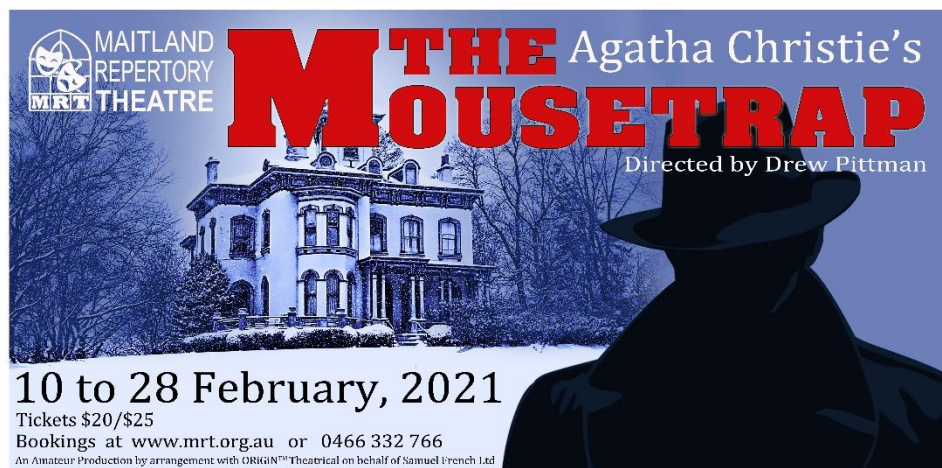
Total Audience attendance 2011 to 2020



COMMITTEE ATTENDANCE REPORT**Committee Meetings held from March 2020 to March 2021**

(13 monthly meetings and 2 special meetings)

Committee Member	Meetings Attended
Robert Comber	15
Joanne Lawler	15
Ian Robinson	14
Anne Robinson	14
Dan Shaunessy	14
Dimity Eveleens	14
Matt Scoles	14
Terry Allen	12
Colin Delaney	10
Lesley Minter	6
Steve Minter	6
Joseph Manning (Alternative Committee Member)	6
Col Kirkman	4
Alex Simpson (Alternative Committee Member)	2
Matt Collins (Alternative Committee Member)	-



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 Management Committee of twelve and three Alternative Committee Members 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 Building

The theatre values our building – an integral part of Maitland's heritage - and we are fortunate that our members of the 1960s had the foresight to purchase this beautiful resource.

We are also fortunate to have formed a relationship with Mark Fenwick, heritage architect of Newcastle and the management committee is working towards a long term plan for the maintenance and renewal of our 1850s building.



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	Mrs Margaret Sivyer OAM
Ms Meryl Swanson MP	

Life Members

John Morris (dec'd)	Dorothy Morris (dec'd)	Frank Oakes
Doug Pyle (dec'd)	Nell Pyle	Elaine Webb (dec'd)
Dulcie Mullard (dec'd)	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

