



The Association Of Community Theatre Inc.

NOTICE OF 2026 ANNUAL GENERAL MEETING

The Association will hold its 33rd Annual General Meeting on Saturday 19th September, 2026

This AGM will be held at NIDA, Anzac Parade, Kensington in conjunction with our weekend Conference at NIDA—Stage Craft 2026. A delegate from your group who is attending the conference will be able to represent you at the AGM if you are a financial member of The Association.

If you are unable to attend the Conference but still wish to attend the AGM, you are able to do so and join us for lunch following the AGM (lunch from 12.15 to 1.45) **but please let us know if you are doing this by Friday 11 September** for catering purposes & email to secretary@communitytheatre.com.au with the registration request as per listed on the bottom of the CEO's Report or from the email received.

Registration for the AGM will be from 8.30am to 9.30am in the NIDA foyer.

This will be a great opportunity for you to meet our Corporate Sponsors who will have display stands in the NIDA foyer during lunch and they will be pleased to meet you.

Election of the Executive Committee

In accordance with the rules of the Association, all committee positions will be declared vacant during the course of the AGM and an election will take place to fill the positions listed below:-

*Chief Executive Officer, Vice President, Treasurer, Secretary
and a Committee of maximum 6 persons (2 of which will hold positions of What's On
Co-ordinator and Communications Officer).*

Nominations are invited from members of Financial Member Groups who should email their nomination to: secretary@communitytheatre.com.au with the name of the theatre group they represent and the position they are nominating for.

Nominations must be received by Friday 11th September. Nominations will be accepted from the floor on the day of the AGM only for positions for which no written nomination is received.

Please complete the nomination form listed in the ACT Website www.communitytheatre.com.au



It's time to register to attend the Stage Craft 2026 being held at NIDA in Kensington 19-20 Sept if you haven't already done so. Registration information is on the website at the following link www.communitytheatre.com.au/conference/

Bookings can be made & paid for through the TryBooking link on our website, or you can download a registration form from the website and complete & post your form and cheque to the Secretary & send it to the address on the application form.

The Association of Community Theatre Inc.

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ABN 69 986 634 265



33rd ANNUAL GENERAL MEETING

9.30 am Saturday 19th September, 2026 at NIDA, Anzac Parade,
Kensington, NSW as part of the Stage Craft Conference.

AGENDA

9.30 am – Welcome & Introductions

9.45 am – Guest Speaker Simon Ward & Keynote Speaker Jay Laga'aia

Actor and psychologist **Simon Ward** will bring practical tips to help build wellbeing from rehearsal to closing night. For performers, crew, musicians, creatives and committees. **Jay Laga'aia** - Why community theatre is vital to the ecosystem of the performing arts.

AGM

- Welcome & Apologies
- Previous Minutes of the 32nd AGM 20Sep25
- Business arising from the minutes
- Chief Executive Officer's Report
- Treasurer's Report – Finance
- Communication Officer's Report
- What's On Report
- ACT Grants
- General Business

- Election of Officers and Committee

Positions are:-

- ♦ **CEO**
- ♦ **Vice President**
- ♦ **Secretary**
- ♦ **Treasurer**
- ♦ **Committee** – A committee of 6 Floor members,
(2 of which are Communications Officer and
What's On Coordinator).

Close by 12.15 pm

The Association of Community Theatre Inc.

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Sydney NSW 1230

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Email: Secretary: michellem@ozemail.com.au

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Minutes of 32nd Annual General Meeting

20th September, 2025 –11.00 am

Held at The Concourse Chatswood, NSW

- **AGM opened at 11.10 am by Chief Executive Officer, Ros English**
Present at the Venue:- Ros English (ACT CEO), Michelle Mitchell (ACT Secretary), Martin Mitchell (ACT Financial Officer), David Spicer (ACT Communications Officer), Neil Litchfield ('What's On' Co-Ordinator), Andrew Davis, Roger McKenzie and Sean Clarke (ACT Committee Members).
ACT Members present:- Carol Wimmer (Richmond Players Inc.), Jessica Scanlan (North Shore Theatre Co.) and Steve Wimmer (Richmond Players Inc.).
Members on-line via Zoom:- David Booth (Gosford Musical Society), Julie Bruce (ACT Committee) and Leesa Hazlewood (ACT Committee).
Guest Speakers via Zoom: Simon Calabrese and Shaneel Gounden from Marsh Insurance.
Apologies:- Amanda Oscuro (Engadine Musical Society), Col Peet (Miranda Musical Theatre Co.), Deborah Fabbro (Brighton Theatre Co.), Kate Kelly (Pymble Players), Nathan Schulz (Gold Coast Theatre Alliance), Noreen Wines (The Spotlight Theatrical Co.), Tim Dennis (Miranda Musical Theatre Co.) and Warren Blood (Pymble Players).
Absent:- Chelsea Willis (Young People's Theatre Newcastle), Christine Heard, Hannah Cullen & Matthew Dorahy (North Shore Theatre Co.), Jim Cheesley (Highlands Theatre Group Bowral) and Meredith Laverty (Engadine Musical Society).
- **Welcome to the 32nd AGM**
 - * Ros welcomed all and thanked everyone for attending the 32nd Annual General Meeting.
 - * Ros acknowledged the Traditional Custodians of the various areas of country on which we meet today.
- **Insurance Update**
 - * A warm welcome online to Simon Calabrese and Shaneel Gounden from Marsh Insurance.
 - * Simon advised that when he first started working with The Association he was in his late 20's and is now in his early 50's. He has always been proud to work with ACT and have been to many conferences and to see what ACT does with the community is fantastic.
 - * Simon gave an update on the package in case it is not known by all, is that we have a package for 3 different policies that are exclusive to The Association of Community Theatre which are Public Liability, Voluntary Workers Personal Accident and Money Cover. You cannot purchase those 3 policies as a package anywhere else in Australia. Not only is it very cost effective but the Public Liability has a lot of bells & whistles compared to others such as wrongful allegations which is very important especially in the arts area where you may be working with young people and the Voluntary Workers has a limit of 100 years old.
 - * Simon advised that Marsh are going through the renewal process at present and our expectation is that the premiums will remain the same for next year.
 - * Shaneel handles ACT enquiries on a day to day basis. It is good to work with all the members and looks forward to working with many more members.
 - * The scheme has continued to grow each year. The claims have been pretty good over the last 20 years but you still get the high claims every now and again. Every new member that comes on, \$20 goes back to The Association and that of course helps the industry. Marsh also get involved in the conference and sponsor that each year.
 - * Question from the floor from Jessica from North Shore Theatre Co. regarding contents insurance - They recently had flooding at their storage facility and nearly lost their set a couple of days before bump in. Is this covered in their insurance or is it something that can be added on? Simon advised that is a different

separate product and we certainly have a purpose built product for that. As he has been an active musician, Simon built a special policy for sets, props, audio visual, microphones, musical instruments that are comprehensively covered worldwide. These are covered when at the show, in transport, in storage and for flood as well. We will give Simon contact details for Jessica so that he can prepare a quote for this.

- * Ros asked a question regarding members who don't have their own storage facility, how do they work around insuring their assets if they have no fixed place of their own in which to store their assets? Simon advised that the separate policy mentioned above is for general property and transit cover built with the entertainment industry in mind. Contact Marsh Insurance if an additional policy is required.
- * Another question from one of our members was regarding the age limit for insurance. Simon advised it goes up to 80 years and benefits reduce slightly from 80-100 years. Under 18 is also at a reduced coverage.
- * Question from the floor from Andrew Davis – is there an obligation to declare numbers over 80 years of age or numbers under 18 years of age prior to taking out an insurance policy? Simon advised that there is no obligation and no need to split it up into age categories, you just need to advise how many you have.
- * Ros thanked Simon and Shaneel and thanks them for their great support. Simon advised all members to feel free to contact them at any time at ACT.Insurance@marsh.com if you have any questions at all regarding insurance.

- **Minutes of the 31st AGM 2024**

- * The minutes of the previous Annual General Meeting were circulated, read and accepted - moved by Roger McKenzie, seconded by Andrew Davis and carried. Nil business arising from previous minutes.

- **C.E.O.'s Report – Roslyn English**

- * The 2025 C.E.O.'s report was previously circulated to members and accepted as read. Moved by Ros English, accepted by Neil Litchfield, seconded by Sean Clarke and carried.
- * We have 157 financial members nationwide, which is very good to see after the low figures we had in previous years after Covid.
- * A yearly reminder to ensure you are all using the ACT logo in all your programmes, and communications to your members and corporate connections. Our profile is making more groups aware of us so please insert the logo into your programmes along with the following lines: “(Your Theatre Group) is a proud member of The Association of Community Theatre Inc.”. Please email the ACT Secretary Michelle Mitchell, at michellem@ozemail.com.au and she will happily supply the logo in the correct format. Keep spreading the word. Thank you.
- * As most of the people involved with community theatre are volunteers, especially our committee members, I offer my sincere thanks. Please continue to follow your passion for theatre and the arts. Encourage others and mentor our young people so that community theatre can continue to provide entertainment to our community patrons. So many of our members have gone forward into professional careers. We are a most significant part of the social fabric of our communities and I urge you all to pursue your dreams and enjoy what community theatre has to offer all of us
- * I look forward to hearing of your successes and learnings during the year and trust that you will continue in the same fashion.

- **Financial Report & Membership 2024/25 – Martin Mitchell**

- * Treasurer's Report for 1st July 2024 to 30th June 2025 was previously circulated, read and accepted. Moved by Martin Mitchell, accepted by Andrew Davis, seconded by Ros English and carried.
- * As at 30th June, 2025 our 2 bank accounts at the CBA were as follows:-

Business Transaction Account (Cheque Account)	\$13318.85
Term Deposit	<u>\$61770.27</u>
	<u>\$75089.12</u>
- * An invoice from Real World for the work on the new website in the amount of \$4,900 has not been paid as yet and will be paid in 25/26 financial year.
- * In calendar years 2022 and 2023 the cost of membership of The Association was kept at the 50% reduced rate of \$50 because of the effects Covid had on societies. We returned to the full cost of membership in

the 2024 calendar year of \$100 per theatre group. The same reduction was used for corporate members whose membership fee for 2024 returned to \$190.00. The cost for membership in 2025 is still at the cost of \$100 per theatre group and \$190 for corporate membership.

- * Many companies close and we are never advised. We have had ACT committee members Julie & Roger chasing membership fees for many companies who have not paid and some to no avail. We will be putting a strategy into that to find a way of handling this for the future.
- * On a personal note, due to ill health over the last couple of years, I will be stepping down from the position of Financial Officer however I have nominated to remain as a committee member of ACT.

- **Communication Officer – David Spicer**

- * The new Website is well underway with Real World and 80-90% ready, it is starting to look good and will be going live at approximately the end of the month. There will be a separate launch date of the new website and this will be advised as soon as it is arranged.
- * Ros shared the zoom screen to show what the home page of the new website will look like.
- * Data still has to be migrated to the new website and we need to import our members list and the What's On information. However, there are still other changes to be made to the website as well which are being worked on at the moment.
- * As per our previous website, you will also still be able to submit What's On. There will also be the capacity to upload imagery for each show on the new website but is very labour intensive.
- * There will be a new 'Jobs Tab' and when anything is posted from a financial member this will be authorised by ACT prior to publishing.
- * You can view a draft of the new website at www.communitytheatre.realworld.net.au
- * David is meeting with the web designer this week to go through further information.

- **'What's On' Report – Neil Litchfield**

- * The 'What's On' report was previously circulated, read and accepted. Moved by Neil Litchfield, accepted by Sean Clarke, seconded by Andrew Davis and carried.
- * It was realised after the report had been circulated that there is a comment 'I look forward to hearing about everyone's 2025 season'. Of course, this should show 2026 seasons and apologise for the error.
- * As I was writing this report, I reminisce back to the first meeting we had for ACT at Homebush, I thought as I was already collecting information for the publication I was involved with at the time, I could provide ACT What's On information. It is a role that I have continued ever since, with the information I collect now used not only for the Association of Community Theatre's brochure but also for Stage Whispers magazine. I am very happy to continue in this role.

- **ACT Grants/Capital Grants Programme**

- * As you are aware we have not had a grant programme this year and that is because the funds that we would normally allocate had been applied to the updating and building a new website this year. We are having a strategy meeting in December and will be looking at moving forward with a grant strategy next year. If anyone would like to give any input on a grant system please do not hesitate to do so. The grant system we are still working on is the one Andrew Davis put forward a few years ago which is \$5,000 pool. We had 56 applicants last year which doesn't go very far when you have so many applicants. So we will be looking at how we go forward with a grants system.
- * Andrew Davis advised that there are many companies out there hurting and need a bit of help. Therefore our criteria may have to change for those applying for grants and this will be looked into at the strategy meeting.

- **Hall of Fame Nominations**

- * A reminder for nominations for Hall of Fame will close 30th June, 2026 so put your thinking caps on and think about people who have been involved with community theatre for a very long time. There is criteria on the current website and we will transfer that to the new website. We will also have a look at that in our strategy meeting to see whether or not we need to change any of the criteria, as it has been in place for quite a while and things may have changed recently.

- * The Hall of Fame presentations will be awarded at the conference in 2026 which should take place at NIDA. We are working with NIDA at the moment about the conference and everyone will be advised as soon as this is organised.

- **Election of Officers and Committee 2025/2026**

- * In accordance with the constitution, the entire committee stood down and Ros English declared the positions vacant and election will be held.
- * Nominations were received in advance for the following positions and a motion was moved that all positions be elected as follows:-

Chief Executive Officer - Ros English
Secretary - Michelle Mitchell
Treasurer - Andrew Davis
Communications Officer - David Spicer
'What's On' Coordinator - Neil Litchfield
Committee - Martin Mitchell
Committee - Julie Bruce
Committee - Leesa Hazlewood

The above positions were accepted by all and they were all duly elected.

- * Voting was conducted for a new position of Vice President between Roger McKenzie and Sean Clarke. Sean Clarke and Roger McKenzie both spoke for a couple of minutes each. Carol Wimmer from Richmond Players Inc. was the scrutineer for the votes. Roger McKenzie was duly elected as Vice President.
- * There was a nomination from the floor for Sean Clarke (Willoughby Theatre Co./Riverside Theatres) to be elected as a committee member – nominated by Neil Litchfield, seconded by Steve Wimmer and Sean was elected as committee member.
- * Ros thanked all on being elected in their positions.
- * Ros also thanked Martin for his time as Treasurer. He has been working as Treasurer for 5 years or so and previous to that he has been CEO for 23 years and committee member prior to that, so he has been with us from the very beginning.
- * Ros thanked Sean for arranging the venue, Neil for his work on What's On, Michelle as Secretary, David for his work on the new website and all other committee members.

- **General Business**

- * Documentation was also circulated with the AGM papers for the survey taken regarding the Stage Craft Conference held at NIDA in September 2024. As per the report from CEO Roslyn English, we are looking into prospective dates for a conference at NIDA next year. The Committee has already begun preparations for our next conference and will take the results of the survey on board when planning our next NIDA conference in 2026. Thank you to those who took the time to respond to the survey. We found 'Intimacy Coaching' to be one of the most popular seminars.
- * We will be looking at amending our emails and having one central point for all correspondence and this will be discussed at a further meeting.
- * Steve Wimmer from Richmond Players Inc. advised he is happy to come to meetings but unfortunately too busy to help committee wise. Jessica Scanlan from North Shore Theatre Co. advised that it was good to be at the meeting to get more of an insight to what The Association does.

We do apologise to the Zoom participants as when it came time for General Business, the Zoom Link dropped out due to the internet connection at the Concourse. Once again, our sincere apologies for leaving you hanging in there.

Ros thanked the members for their input and for joining the AGM.

Meeting closed at 12.40 pm

Patron: Miss Nancy Hayes A.M.