

**PUKEKOHE LIGHT OPERA CLUB INC**  
**Minutes of the Annual General Meeting held at Harrington Hall, Pukekohe**  
**at 7.30pm on Thursday 28 April 2005**

**PRESENT**

Jean Arscott, Jack Burford, Kath Coffin, Tony Davison, Fleur de Farias, Jim Denly, Anne Doddrell, Richard Doddrell, Bob Gray, Mary Gray, Bob Lack, Shady Lane, Kevin Maddern, Heather McLeod, Peter McRobbie, Margaret Pirrit, Gail Riddell, Wendy Ritchie

**APOLOGIES**

Gail Askew, Anita Briggs, Amanda Caldwell, Doug Kern, Jill Lane, Coralie Maddern, Margaret Matheson, Joan Thomson.

Tony Davison moved that apologies be accepted. Seconded by Fleur de Farias. Carried.

**MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING held on**

**Wednesday 31 March 2004** was circulated and time allowed for reading them.

Peter McRobbie moved that they be accepted as a true and accurate record. Seconded by Wendy Ritchie. Carried.

**MATTERS ARISING FROM PREVIOUS MINUTES**

Kevin Maddern advised that the replacement rules passed at the previous AGM have been filed with the Registrar of Incorporated Societies and the Inland Revenue Department. Any other actions required have all been carried out.

**REPORTS**

- President's Report presented by Bob Gray was circulated and time allowed for reading it. There was no discussion on the report. Bob Lack moved that the report be accepted. Seconded by Peter McRobbie. Carried.
- Treasurer's Report and Financial Statements for the year ended 31 January 2005 presented by Anne Doddrell. Auditors Report from Campbell Tyson dated 22 April 2005 was included in the Financial Statements. The following matters in relation to the Financial Statements were discussed:
  - Bob Gray apologised to the meeting that the accounts had not been made available to members at least 14 days before the meeting as required in the rules. The accounts and audit report have only just been completed earlier in the week and the AGM is required to be within 3 months of the annual balance date of 31 January. There were some matters that the new auditors asked about which caused a delay but it is anticipated that this should not happen next year.
  - The auditors raised the matter of improving the audit trail by providing a detailed list of expenses against receipts for show advances and reimbursement of expenses. The treasurer will arrange an expenses claim form that will be used in all future cases.
  - Bob Lack was under the impression that as director of *Man Alive* the show's net income was approx. \$6,000 but the accounts show \$3,989 on page 4. Anne Doddrell replied that there could be a misallocation of income and expenses. She would endeavour to get the breakdown of the income and expenses for the shows as has been provided in previous years.
  - The large increase in insurance premiums from \$2,060 last year to \$8,205 this year was highlighted by Bob Lack. Bob Gray advised that this year's premium was based on a registered insurance valuation, which increased the hall value from \$300,000 to \$1.2m and included contents which had not previously been covered.
  - The treasurer's honorarium approved at the previous AGM of \$500 does not show as a separate item in the accounts and Anne Doddrell is to find out where it is included.

- Bob Gray proposed that the Treasurer, Anne Doddrell, be paid an honorarium of \$500.00 in respect of the past financial year. Seconded by Mary Gray. Carried.

Mary Gray moved that the Treasurer's Report, Financial Statements and Auditor's Report be accepted. Seconded by Bob Lack. Carried.

- Building Sub-Committee Report presented by Shady Lane, who highlighted the main points. There is a need for a locally-based person who can manage the various tasks under the supervision of Shady Lane. Please contact him if anyone is able to assist. Bob Gray moved that the report be accepted. Seconded by Richard Doddrell. Carried.
- Show Sub-Committee Report verbally presented by Shady Lane. Tony Davison moved that the report be accepted. Seconded by Bob Lack. Carried.
- Grants Funding Report was presented by Tony Davison. Mary Gray raised the matter concerning the need for dishwashers/sterilisers. This will be raised at the next committee meeting. Fleur de Farias moved that the report be accepted. Seconded by Mary Gray. Carried.
- In the absence of Amanda Caldwell there was no Old Vic Report available. Mary Gray proposed a vote of thanks go to Amanda Caldwell for taking on the role of coordinator of the Old Vic. Seconded by Anne Doddrell. Carried.

## AWARDS

- Shady Lane thanked Berta Nicoll and Maria van der Gulik for their coordination of the Old Vic costume hire over recent times. In recognition of their contribution the club was pleased to present them and their partners a night out at the Little Tai Restaurant.
- The committee recently nominated Bill Chessum for a MTNZ Merit Award for his contribution to musical theatre. This was presented at this year's AGM and Conference of the MTNZ in Ashburton and Bob Gray was pleased to announce this to this AGM. In the absence of Bill Chessum, Mary Gray suggested that we consider a "Green Room" type afternoon and formally present the award. The committee will discuss this as well as look at what assistance the club could provide the Chessum's with, perhaps in conjunction with other local clubs.
- The committee recommended to this AGM that life membership be granted to Mary Gray. This was seconded by Anne Doddrell. Carried with a display of unanimous applause.

## ELECTION OF OFFICERS

**Patron:** Ernie Alexander Proposed Bob Gray. Seconded Peter McRobbie  
**President:** Bob Gray Proposed Wendy Ritchie. Seconded Shady Lane  
**Vice President:** Shady Lane Proposed Anne Doddrell. Seconded Jim Denly  
**Secretary:** Kevin Maddern Proposed Mary Gray. Seconded Shady Lane  
**Treasurer:** Anne Doddrell Proposed Shady Lane. Seconded Peter McRobbie

## ELECTION OF COMMITTEE MEMBERS

The following seven candidates were proposed to fill the committee roles and in the absence of further nominations, they were therefore declared to have been elected: Tony Davison, Jim Denly, Leonard Irving, Heather McLeod, Gail Riddell, Wendy Ritchie, Joan Thomson.

## ELECTION AND REMUNERATION OF AUDITOR

Bob Gray proposed that we accept Campbell Tyson as auditors on a honorary basis for two years that they offered at our last AGM. Seconded by Jim Denly. Carried. A letter is to be sent by the Secretary to the Auditors thanking them for their audit this year and confirming their appointment for the next year.

**ANNUAL SUBSCRIPTIONS:**

The committee proposed that the subscriptions for this financial year remain unchanged at: Individual \$30.00; Family \$60.00; Senior \$20.00; Senior Family \$40.00; Child under 18: \$20.00. Jim Denly moved that the committee’s proposal be accepted. Seconded by Bob Lack. Carried.

**GENERAL BUSINESS**

- Kevin Maddern highlighted the following matters from the previous year’s committee meetings:
  - Security continues to be a problem around the hall and the committee have agreed to have still cameras installed on the outside of the hall as well as continue it’s efforts of being security conscious. Members are requested to also be aware of this issue.
  - To assist with safety around the hall, no parking lines have been installed on the road curb outside the front entrance. There will also be a no parking zone marked outside the stage side door.
  - A safety audit was conducted during the year and various issues fixed. There remains an electrical tagging exercise to be done and if any member is able to assist please contact any committee member.
  - The club has IRD approval to issue donation receipts for tax purposes. This however does not apply to subscriptions.
- Margaret Matheson in her absence, conveyed by email to the AGM, her sincere thanks for the wonderful support received from PLOC committee and members for their assistance in staging the highly successful charity show *We’ll Meet Again*.
- Wendy Ritchie raised the matter of the relatively unsuccessful club nights arranged during the last year. It was agreed that this could be persevered with but perhaps personal invitations are required to get people to come along.
- Bob Lack mentioned that it is a real pleasure to be involved in the forthcoming production of *Ghost Writer* for which dress rehearsals are next week. Assistance is required with publicity as ticket sales are very slow and also a big clean up in the hall before the show.

There being no further business the meeting was declared closed at 8.40pm.

**NEXT MEETING: 2006 on a date and at a time to be determined by the Committee.**

**President**

**Secretary**

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