

GLOBE THEATRE: NEWSLETTER: April 2012

104 London Street, P.O. Box 5334, Dunedin 9058 [03] 4773274 [www.globetheatre.org.nz](http://www.globetheatre.org.nz)

FRIENDS OF THE GLOBE THEATRE INCORPORATED

ANNUAL GENERAL MEETING, 2012

The Annual General meeting of the Friends of the Globe Theatre will be held in the Theatre, on

SUNDAY, May 6th 2012, at 2 pm.

All members are invited to attend.

Apologies to secretary ([brirose@ihug.co.nz](mailto:brirose@ihug.co.nz) or phone 4780 248 / 021 208 6695)

BUSINESS OF MEETING

1. Minutes of AGM, held on May 1<sup>st</sup> 2011 [Attached]
2. Matters arising
3. Annual report [To be tabled at Meeting]
4. Treasurer's report [Attached, Financial statement]
5. Election of Executive Committee membership [Attached, nomination forms for committee membership]
6. Appointment of Auditor
7. Proposal to revise Rules and Constitution of the Friends of the Globe Theatre Inc. [Attached, proposed revision of the Rules and Constitution]
8. Nomination for honorary membership [To be advised at Meeting]
9. General Business

Note: You have received this notice because you are or have been during the last 3 years a member of the Friends of the Globe. However, only those who are financial members may nominate or be nominated for committee membership or take part in the business of the AGM. If you have not yet renewed your membership status for 2012 we would be delighted to receive your payment, being sure to identify yourself, either by cash or cheque to the above address or by bank transfer into the Globe's account, 03 0903 0451937 00.

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Other matters:

1/ Rehearsals for our next production, *Lovepuke* , which will on-staged from 17-26 May, are proceeding well. More information will be given in our May Newsletter.

2/ TrustPower National Awards. We were very pleased to represent Dunedin at the national awards 2012, which were held this year in South Canterbury. (Part of our presentation, the film created largely from Globe archival material may be accessed via the Globe's Facebook website.) While we were not fortunate enough to win one of the national awards, we did get to hear some wonderful stories about the passion, dedication and commitment of so many different community groups working throughout the country that we felt very privileged indeed to have been a part of the occasion.

**FRIENDS OF THE GLOBE THEATRE**  
**Minutes of the Annual General Meeting of the Friends of the Globe Theatre,**  
**held on May 1st 2011**

**APOLOGIES:**

Betty Rawlings, Natalie Ellis, Kath Beattie, Roz McKechnie, Jan & Bernie Crayston, John & Helen Watson, Phil Cole, Yvonne Jessop, Lois lawn, Jacob parsons, Terry MacTavish, Dave Keen, Doug Leggett, Alan Wright, Charmian Smith

**PRESENT**

Don Knewstubb (acting chair), Brian & Rosemary Beresford, Jeffrey Vaughan, Roslyn Nijenhuis, Lynne Keen, Phill Todd, David Corballis, Jan Snowden, Robert Wilson, Rachael McCann, Geoff Lambourne, Gemma Waite, Phill Todd, Sofie Welvaert, Millie Lovelock, Wayne & Brenda Sutherland, Lloyd Smith, Beth Evans, Nigel Ensor, Joe Cecchi,

**MINUTES OF LAST ANNUAL GENERAL MEETING:**

Having been previously circulated, were taken as read.

**Approved.**

**MATTERS ARISING**

A Globe Theatre Facebook site has now been set up.

**ANNUAL REPORT:**

Previously circulated, and also read out to the meeting.

**Received**

**TREASURER'S REPORT:**

- Having been previously circulated, and after a detailed comparison of income/expenditure with that of the previous year was summarised, this was opened for discussion.

Noted:

- More money spent on the theatre itself than on productions during the year
- Expensive curtains purchased but not hung – because roof leaks over where they should be hung
- No (major) funding applications made during the year – waiting until Conservation Report completed. (Have been given \$5000 from DCC Heritage Fund to help pay for this).
- Rates relief now obtained for the theatre
- Advertising costs for productions are high; cannot be sure whether increased advertising produces higher audience numbers but do know from surveys of two productions this year that advertising was an important factor in attracting people into the theatre.
- Could consider getting a current valuation for 104 London St; this could be different from Quotable Value figure – might be helpful in attracting funding?

The report was then **ADOPTED**

A vote of thanks then moved by chair for treasurer who is retiring from the committee.

## **ELECTION OF EXECUTIVE COMMITTEE:**

The nominations of the following persons were approved:

President/Chair	(not appointed)
Treasurer	(not appointed)
Secretary	Rosemary Beresford
Committee members	Brian Beresford
	Don Knewstubb
	Sarah McCallion
	Rachael McCann
	Roslyn Nijenhuis
	Phill Todd
	Sofie Welvaert

The committee may choose to co-opt additional members as necessary and will appoint a treasurer at its next meeting.

## **GENERAL BUSINESS**

1/ **Appointment of auditor** -Lorraine Bruce reappointed; a letter of thanks to be sent.

2/ **State of building**

A copy of the draft conservation report had been circulated to members with other AGM notices and the engineering/fire report not completed at the time of the draft, having now been received by the committee, was summarised to the meeting. After some discussion about what might or might not be preferable, what might or might not be possible, it was moved that:

**The incoming committee will call a Special General Meeting to discuss the future of the Globe Theatre once it is in possession of all the facts.**

### **APPROVED**

3/ **Friends of the Globe Theatre Constitution**

This has remained relatively unchanged since it was first written almost 40 years ago and may need to be reconsidered given the differences between the ways in which the theatre is managed now compared with then. Any proposed changes, however, would need to be approved by a Special General Meeting. It was thus moved that:

**The incoming committee takes steps to review the Constitution.**

### **APPROVED**

**Meeting closed at 3.45 pm**

## Friends of the Globe Theatre (Inc.)

### 2012 Annual Report

I am pleased to present to Members the Annual Report of your Committee. It is customary for this report to be prepared by the President, but as you know, we were unable at the 2011 AGM to elect anyone to that post. Since then, because I have chaired committee meetings, I have been regarded as “Acting Chairperson”.

On behalf of the committee I should like to thank here all of the people who have made themselves available to support the staging of our productions – whether as directors, cast and operational crew, or working in wardrobe, props, set-building, publicity, or front-of-house. Their enthusiasm and hard work is appreciated. However it is often a challenge to find a full team of appropriately skilled people. All too often there is a gap in personnel, and severe anxiety about filling it, until far too late in the production schedule. While your committee (and others before it) have taken every opportunity to recruit skilled or enthusiastic people, and we have several new and enthusiastic members this year, we remain pretty thin on the ground in some production support areas. It is to the credit of all concerned that we have been able to stage the number and quality of productions that we have.

We staged five full productions during the year: *Carluccio and the Queen of Hearts*, by George Rosie; *Prufrock's Love Song*, written and directed by Elsa May; *Waiting for Godot*, by Samuel Becket (this won Best Production, and for Richard Huber Best Director, at the Dunedin Theatre Awards); Noel Coward's *Blithe Spirit*; and *Worse Things Happen at Sea*, by Joy Green and Adam Dobb. Terry McTavish and Jocelyn Harris brought us the reading *Women Behaving Badly*, presenting Jane Austen and several of her characters. In addition, several (mainly young) Globe performers supported the launch of Keith Scott's book *Dear Dot, I must tell you*.

As well as staging our own productions, the Globe has served as a venue for other theatre practitioners: Carol Kreuger's school holiday productions, Helen Moulder and Rose Beauchamp's *The Legend Returns*, the Dunedin cabaret group *Cab Sav*, and six productions for the 2012 Dunedin Fringe. Also, for most weeks during term time, Anita Cummings holds children's classes in the theatre.

As winners of the 2011 Dunedin TrustPower Community Awards, we were very pleased to represent Dunedin at TrustPower's 2012 National Awards. Our presentation there was well received, and part of it, the film created largely from Globe archival material, may be accessed via the Globe's Facebook website.

During the year the fire exit doors from the auditorium and stage were replaced; and we have purchased a new lighting desk (this latter largely paid for with a grant of \$3000 from the Bendigo Valley Foundation).

We received another grant of \$1000 from the DCC Creative Communities fund, towards production costs and toward the cost of our Conservation Report, and a grant of \$1300 from the University of Otago Humanities Fund, towards the royalties for *Waiting for Godot*. We also managed to obtain DCC rates relief of \$704-60, arising from the DCC's Community Initiatives Plan. We acknowledge and thank these donors. We have also been given monetary donations from some of our own members, which is unexpected but gratifying, and a very serviceable second-hand piano was donated by Rachael and Robb McCann, to replace our aging and decrepit one. We thank these members for their gifts.

**Constitution update** – We are indebted to ex-committee members Lynne Keen and Jeffrey Vaughan who volunteered to make an initial draft for a replacement Constitution, following on from the discussion at last year’s AGM. Their initial draft was then worked on and modified by the committee, resulting in the proposed replacement Constitution which has been circulated to you for your consideration at this AGM. Our thanks to Lynne and Jeffrey for their hard work on this important matter. (But of course any errors are the responsibility of the committee!)

**The buildings** – Last year’s AGM also asked the committee to gather information on the state of our buildings and potential future costs of keeping them from deteriorating, so that members can have an informed discussion on possible strategies for the future of our organisation. While we do have some broad information, we have not been able to cost any of the major work as yet, and so have not been in a position to call a Special General Meeting to have the discussion envisaged at last year’s AGM. A big problem is the reluctance of builders to quote for that which they cannot see. We also lost some time exploring with builders what would have been a very attractive option, rebuilding the leaking stage roof to a simpler and more practical design, but (after a longish wait) received advice from both the DCC and the Historic Places Trust that we will not be allowed to change the design of the roof, principally because the building complex is listed on both the DCC register of Historic Places and with the Historic Places Trust. We can only repair or replace the roof in the same style.

Caring for our aging buildings presents a major challenge, the extent of which I suspect may be not well recognised, but it is one we must address. In addition to the general maintenance requirement which is to be expected for an old building, we have some particular problems, outlined below:

- The leaking hexagonal dome roof above the stage area (and above the front four rows of seats) is an obvious and pressing problem because it directly affects productions. A couple of years ago a temporary plastic water-chute was urgently constructed below the ceiling across the stage to catch the worst of the leaks. It is still there (hidden behind a black cloth), but in extended wet weather it is not adequate. Expensive new black curtains, purchased shortly before that leak became suddenly worse, cannot be hung because of it. Also now, in threatening weather, we habitually cover the first four rows of seats with tarpaulin to keep drips off.

This roof’s idiosyncratic design means that water “ponds” around the base of the hexagon in several places; such a roof must always be skinned with a watertight sheath or membrane. That type of membrane, if applied under ideal conditions, has a life expectancy of about 20 years. I understand ours was replaced about 23 years ago. Advice from builders is that water leaking through the aging membrane over a long time has almost certainly caused rot in the timber framing supporting it. Because of the roof’s design it will be difficult, and very expensive, to fix. It is a major building job, and of course could impact on our ability to use the theatre during that time.

- Some other roofing jobs must be done but are more straightforward :
  - The roofs of the upstairs bay windows have deteriorated badly; these should be re-clad at the same time as repair of the stage roof is undertaken (because both jobs require scaffolding);
  - The spouting / downpipe system for discharging roof water from the auditorium and box-office roofs has failed and needs renewal;

- Workshop guttering requires replacement; clear plastic panels in the workshop roof are also leaking and require replacement.
- Another serious but little-known matter is that the lower back wall of the house (the original timber weatherboard wall) has been compromised by having earth piled up against it many years ago. (So much so that if you stand in the Green Room, by the telephone, the earth on the outside of the wall is higher than your shoulder.) This earth cannot be excavated now without first taking steps to stabilise the boundary retaining wall, which is less than one metre from the house. Although it appears there was some attempt to keep the earth fill slightly separated from the weatherboards, the timber wall has been compromised by damp and pressure of earth. Advice from a builder is that it would be possible to excavate the earth and rebuild the wooden wall, but it would be a major job.
- Another wall – the front exterior wall of the theatre, between the box-office door and the fire escape, has rotten framing at ground level for much of its length, partly because of the way it was constructed; the wall needs to be opened up and the framing repaired.

Other matters are detailed in an “Inventory” report outlining the state of the buildings, prepared by Robin Miller of Jackie Gillies & Associates, Conservation Architects, and a report from Hadley & Robinson, Civil & Structural Engineers, on the buildings’ structural and fire safety.

Your committee has taken the view that, no matter what the Society may finally decide about continued ownership of the buildings, for the immediate future we must at least keep them operating – and that therefore we must proceed with fixing the roof problems, if that is within our power. For that reason we have concentrated on the roof. Robin Miller of Jackie Gillies Associates has offered to assist us in drawing up specifications so that we can obtain comparative quotes for the hexagonal roof replacement. We are well aware however that that particular job will be expensive, likely costing a six-figure sum, and so fundraising will be difficult and may take a long time. In the meantime, it is still important to pursue fixing the other, less expensive roof/stormwater repairs. These also are likely to require fundraising by way of grants, but may be achieved more quickly.

Most of us value the Globe’s premises – not least because it is the place where the Globe had its beginnings with Patric and Rosalie Carey. But it is not clear that we have the collective ability, in terms of people, time, expertise, and fundraising capacity, to continue presenting theatrical productions at the level we do, at the same time as looking after these aging historic buildings. I would like to think both might be possible, but it will require a much bigger level of effort, personal commitment, and perhaps financial input, from all of us as a group than we presently undertake.

While we are not yet ready to hold the Special General Meeting mooted at last year’s AGM, I encourage members to give careful thought to these matters, with a view to discussing them in the not too distant future.

Finally, thanks are due to all committee members, for their hard work on committee. Particular thanks are due to our Secretary, Rosemary Beresford, who in the absence of a Treasurer took on those duties in addition to her secretarial ones. I should also like to take this opportunity to farewell two committee members who are not standing for re-election: Rachael McCann, who is resigning because of family commitments, and Sarah McCallion, departing for Australia. Thanks to both for your good work in this and previous years.

*Don Knewstubb*

*For the Committee, Friends of the Globe Theatre*  
*May 2012*

FRIENDS OF THE GLOBE THEATRE: FINANCIAL STATEMENTS 2011-2012

STATEMENT OF RECEIPTS AND PAYMENTS

For the period to 31-Jan-12

Receipts	2012	2011
Members subscriptions	\$ 2205.00	\$ 1470.00
Donations	\$ 1792.00	\$ 242.50
Box Office	\$ 22731.00	\$ 18608.63
Refreshments/Suppers	\$ 1152.40	\$ 539.40
Wardrobe Hire	\$ 160.00	\$ 265.00
Theatre Hire	\$ 6918.00	\$ 5655.00
Members Events	\$ 60.00	
Grants	\$ 13163.67 *	\$ 540.00
Sundries	\$ 145.00	\$ 1721.00
Interest	\$ 233.12	\$ 145.26
Globe 50th	\$ 1412.00	\$ 638.00
<b>Total Income</b>	<b>\$ 49972.19</b>	<b>\$ 29824.79</b>
<b>Payments</b>		
Advertising/programmes	\$ 7706.31	\$ 10827.00
Royalties/Scripts	\$ 2744.90	\$ 3991.28
Sets/props	\$ 882.39	\$ 1414.77
Wardrobe/Makeup	\$ 252.29	\$ 85.73
Phone/P O Box	\$ 941.39	\$ 908.94
Electricity/Water	\$ 4112.28	\$ 3788.72
Insurance/Rates	\$ 3007.32	\$ 3529.95
Equipment/Maintenance	\$ 14274.02	\$ 8803.56
Refreshments	\$ 691.48	\$ 390.41
Stationery/Letter/Post	\$ 602.23	\$ 310.88
Caretaking/cleaning	\$ 1031.44	\$ 1703.48
Sundries	\$ 2483.50**	\$ 1664.71
Water		\$ 310.23
Website	\$ 292.95	\$ 176.95
Globe 50th	\$ 1333.96	
Bank Fee	\$ 1.50	
<b>Total Expenses</b>	<b>\$40,357.96</b>	<b>\$ 37,906.61</b>

\* Includes payment of \$5000 from Dunedin City Council for “Layers of Gold” event

\*\* Includes \$650.86 for expenses incurred for “Layers of Gold” event

**STATEMENT OF INCOME**

For the period to	31-Jan-12	2012	2011
<b>INCOME</b>			
Box Office takings		\$ 22731.00	\$ 18608.63
Members Subscriptions		\$ 2205.00	\$ 1470.00
Interest		\$ 233.12	\$ 145.26
Refreshments		\$ 1152.40	\$ 539.40
Sundries		\$ 145.00	\$ 1721.00
	Subtotal	\$ 26466.52	\$ 22484.29
<b>GRANTS AND DONATIONS</b>			
Hireage/wardrobe sales		\$ 160.00	\$ 265.00
Theatre Hire		\$ 6918.00	\$ 5655.00
Donations		\$ 1792.00	\$ 242.50
Grants/sponsorship		\$ 13163.67	\$ 540.00
Globe 50th celebration		\$ 1412.00	\$ 638.00
Members night		\$ 60.00	
	Subtotal	\$ 23505.67	\$ 7340.50
	<b>Total Income</b>	<b>\$ 49,972.19</b>	<b>\$ 29,824.79</b>

**STATEMENT OF EXPENDITURE**

For the period to	31-Jan-2012		
<b>STATEMENT OF EXPENDITURE</b>			
Professional Fees/Royalties		\$ 2744.90	\$ 2268.00
Sets/Props/Script		\$ 882.39	\$ 3138.05
Wardrobe/Makeup		\$ 252.29	\$ 85.73
Advertising		\$ 7706.31	\$ 10827.00
Refreshments		\$ 691.48	\$ 390.41
Globe 50th		\$ 1333.96	
	Subtotal	\$ 13611.33	\$ 16709.19
<b>GENERAL EXPENSES</b>			
Bank Fee		\$ 1.50	\$ 2.00
Stationery/Letter/Post		\$ 602.23	\$ 310.88
Sundries		\$ 2483.50	\$ 1664.71
Website		\$ 292.95	\$ 174.95
	Subtotal	\$ 3380.18	\$ 2152.54
<b>PROPERTY OVERHEADS</b>			
Rates		\$ 2244.76	\$ 2783.98
Maintenance/Equipment		\$ 14274.02	\$ 8803.56
Phone/PO Box		\$ 941.39	\$ 908.94
Insurance		\$ 762.56	\$ 745.97
Electricity/Water		\$ 4112.28	\$ 4098.95
Cleaning/Caretaking		\$ 1031.44	\$ 1703.48
	Subtotal	\$ 23366.45	\$ 19044.88
Total Expenditure		\$ 40357.96	\$ 39729.06
Add Depreciation		\$ 1320.73	\$ 1822.45

**Total now**

**\$ 41,678.69**

**\$ 39,729.06**

**SCHEDULE OF DEPRECIATION AND FIXED ASSETS**

For the Friends of the Globe Theatre for the year ending 31st January 2012

Depreciation

Item	Opening Book Value	Depreciation Rate	Amount	Closing Book Value
Land	\$ 18,145.00			\$ 18,145.00
Buildings	\$ 27,999.84	3%	\$ 840.00	\$ 27,159.84
Fixtures/Fittings	\$ 259.26	20%	\$ 51.85	\$ 207.41
Wardrobe	\$ 307.10	10%	\$ 30.71	\$ 276.39
Emergency Lights	\$ 248.34	9.50%	\$ 23.59	\$ 224.75
Heat Pump	\$ 630.00	20%	\$ 126.20	\$ 504.00
2006 Heat Pump	\$ 1,242.88	20%	\$ 248.58	\$ 994.30
Total Value	\$ 48832.42		\$1320.73	\$ 47,511.69

FIXED ASSETS

Land at cost	\$ 18,145.00	\$ 18,145.00
Building Less Deprec	\$ 27,160.00	\$ 28,000.00
Fixtures/fittings	\$ 1930.00	\$ 2380.00
Wardrobe	\$ 276.00	\$ 307.00
Nett Assets	\$ 47,511.00	\$ 48,832.00

**To balance the Income and Expenditure as at 31st January 2012**

Balance as at 31st Jan 2011	\$4,047.62	\$ 12,129.44
Add Income over Expenditure	\$9,614.23	
Less Excess Expenditure		\$ 8,081.82
Balance as at 31st Jan 2012	\$13,661.85	\$ 4,047.62

Bank accounts made up as follows

On Line Saver	\$9,275.33	\$ 2,935.03
Westpac Cheque	\$4,386.52	\$ 1,112.59

These have been confirmed by bank statements received.

I have checked the records for the Friends of the Globe Theatre Inc and have found them to be a true record of the transactions for the year.

**FRIENDS OF THE GLOBE THEATRE**

**ANNUAL GENERAL MEETING, May 6<sup>th</sup> 2012**

**Globe Theatre, 3pm**

**Nominations for membership of Executive Committee, 2012**

<b>Name of nominee</b>	
<b>Position sought</b>	
<b>Signature of nominee</b>	

**Proposed by** \_\_\_\_\_ (Signature)

**Seconded by** \_\_\_\_\_ (Signature)

**The closing date for nominations for ALL positions is Tuesday 1 May 2012  
Please post to P.O. Box 5334, Dunedin or email to [brirose@ihug.co.nz](mailto:brirose@ihug.co.nz)**

**Executive Committee members (2011) were as follows:**

(Acting) President/Chair	Don Knewstubb
(Acting) Treasurer	Rosemary Beresford
Secretary	Rosemary Beresford
Committee members	Brian Beresford
	Sarah McCallion *
	Rachael McCann *
	Roslyn Nijenhuis
	Ellie Swann
	Phill Todd
	Sofie Welvaert

**(Please note:**

- **Asterisked names will not be standing for Committee membership in 2012**
- **Nominees, their proposers and seconders must all be current financial members of the Globe Theatre. HOWEVER, we understand that some of you who may wish to stand for election may not know who is currently a financial member. We will therefore accept nominations from individuals and will seek support for these nominations from appropriately qualified persons before the AGM.**

# **Rules and Constitution of the Friends of the Globe Theatre Incorporated**

## **1.0 Name**

- 1.1 The name of the Society is “The Friends of the Globe Theatre Incorporated” (“the Society”).
- 1.2 The Society is constituted by resolution dated 22 August 1963.

## **2.0 Registered Office**

- 2.1 The Registered Office of the Society is 104 London Street, Dunedin.

## **3.0 Purposes of Society**

- 3.1 The purposes of the Society are to:
  - (a) To foster dramatic, musical and theatrical arts for the society’s own purposes or for any charitable or other purposes decided upon by the Committee.
  - (b) To co-operate with any person, association or incorporated body having similar purposes to those of the society.
  - (c) To co-operate in such a manner as the committee may from time to time think fit with any properly constituted civic, educational or recreational organisation.
  - (d) To conserve and protect as far as is reasonably possible the premises at 104 London Street, which is now classified as a Category I Historic Building by virtue of its architectural and cultural significance.
  - (e) To do all such things as are incidental or conducive to the attainment of the foregoing purposes.
- 3.2 Pecuniary gain is not a purpose of the Society.

## **Management of the Society**

### **4.0 Managing Committee**

- 4.1 The Society shall have a managing committee (“the Committee”), comprising officers and other committee members elected at the Annual General Meeting. The committee will consist of a:
  - (a) Chairperson
  - (b) Deputy chairperson
  - (c) Secretary;
  - (d) Treasurer;and
  - (e) Up to five other persons.
- 4.2 Only members of the Society may be committee members.

- 4.3 not A request for nominations for members of the Committee shall be notified to members less than 14 days before the Annual General Meeting. Each candidate shall be proposed and seconded in writing by members and the completed nomination delivered to the secretary by 5pm, 5 days before the Annual General Meeting. Nominations may also be accepted from the floor at the Annual General Meeting but only if required. All nominations must have first gained the consent of the nominee.
- 4.4 If the position of any officer becomes vacant between Annual General Meetings, the committee may appoint another committee member to fill that vacancy until the next Annual General Meeting.
- 4.5 If the position of any committee member becomes vacant between Annual General Meetings, the committee may appoint another Society member to fill that vacancy until the next Annual General Meeting.
- 4.6 A committee member may resign during the year by giving written notice to the committee.
- 4.7 If any committee member is absent from three consecutive meetings, without leave of absence, the committee may declare that person's position to be vacant.

## **5.0 Role of the Committee**

- 5.1 Subject to the rules of the Society ("The Rules"), the role of the Committee is to:
- (a) Administer, manage, and control the affairs of the Society;
  - (b) Set membership subscriptions, types of subscriptions and privileges
- 5.2 The Committee acts on behalf of the Society, subject to its Rules.
- 5.3 Decisions of the committee bind the Society, unless the committee's power is limited by these Rules or by a majority decision of the Society.

## **6.0 Roles of Committee Officers**

- 6.1 The chairperson is responsible for:
- (a) Ensuring that the Rules are followed;
  - (b) Convening and chairing meetings;
  - (c) Overseeing the operation of the Society;
  - (d) Providing a report on the operations of the Society at each Annual General Meeting.
  - (e) Setting committee meeting agendas in conjunction with the secretary.
- 6.2 **The deputy chairperson is responsible for:**
- (a) Taking over all or any of the chairperson's responsibilities in his/her absence or at his/her request
- 6.3 The secretary is responsible for:

- (a) Recording the minutes of meetings;
- (b) Keeping the register of members;
- (c) Holding the Society's records, documents, and books, ensuring that they are safely and suitably archived, except those required for the treasurer's function;
- (d) Receiving and replying to correspondence as required by the committee;
- (e) Providing written notice to members of Annual or Special General Meetings, by post and/or electronic means;
- (f) Forwarding the annual financial statements for the Society to the Registrar of Incorporated Societies upon their approval by the members at an Annual General Meeting.
- (g) Advising the Registrar of Incorporated Societies of any changes to this Constitution.

6.4 The treasurer is responsible for:

- (a) Keeping proper accounting records of the Society's financial transactions to allow the Society's financial position to be readily ascertained;
- (b) Providing financial information to the committee as the committee determines
- (c) Preparing annual financial statements for audit and presentation at each Annual General Meeting.
- (d) Providing a financial report at each Annual General Meeting;

## **7.0 Committee Meetings**

- 7.1 Committee meetings may be held via video or telephone conference, or other formats as the committee may decide;
- 7.2 The quorum for a committee meeting shall be no less than half the total number of committee members. No committee meeting may be held if it is inquorate.
- 7.3 In the absence of the chairperson or deputy chairperson, the committee shall elect a committee member to chair that meeting;
- 7.4 Decisions of the committee shall be by majority vote. In the event of a tied vote, the chairperson shall have a casting vote;
- 7.5 Only committee members present at a committee meeting may vote at that committee meeting;
- 7.6 The person chairing a meeting may adjourn it, if considered necessary;
- 7.7 Subject to these Rules, the committee may regulate its own practices.

## Society membership

### 8.0 Categories of Members

8.1 Membership comprises different categories, as follows:

- (a) Subscribing membership
- (b) Honorary membership

8.2 (a) A subscribing member is one who has been approved by the committee and who is currently up-to-date with his/her annual subscription, and who is thus eligible to exercise and receive membership privileges. These include nominating and/or seconding another member for office; standing for and being elected as an officer or other committee member; voting at meetings; and receiving other membership privileges as decided from time to time.

(b) An honorary member is one who is entitled to all the same privileges as subscribing members but who is not liable to pay a subscription. Honorary membership may be awarded only to those persons who have made a significant contribution to the Society, will be nominated by the committee and presented to an Annual General Meeting for its consideration.

8.3 Members have the rights and responsibilities set out in these Rules.

**8.4 A cast or crew member of a Society production who is not a member must first be approved by the committee.**

### 9.0 The Register of Members

9.1 The secretary shall keep a register of members which contains the names, postal and email addresses and telephone numbers of all members, and their membership status.

9.2 If a member's contact details change, that member shall provide these to the Secretary.

9.4 Membership details shall remain confidential to the Society

### 10.0 Cessation of Membership

10.1 Any member may resign by giving written notice to the secretary.

10.2 A person will cease to be a member if they remain non-financial for 2 or more years

10.3 Membership may be terminated if the committee is of the view that a member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society. The Committee shall give written notice of this to the member, which will:

- (a) Explain how the member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society;
- (b) State what the member must do in order to remedy the situation; or request reasons why the Committee should not terminate the membership;

- (c) State that if, within 21 days of the member receiving this notice, the committee is not satisfied, it may immediately terminate the membership.

## **11.0 Obligations of Members**

All members shall promote the purposes of the Society and shall do nothing to bring the Society into disrepute.

## **12.0 Membership Subscriptions**

- 12.1 The annual membership subscription shall be set by the committee and approved by the Annual General Meeting, prior to the start of the new subscription year.
- 12.2 The Secretary will give written notice to members that the annual subscription is due
- 12.3 All annual membership subscriptions shall fall due on 1 January.
- 12.4 A member who has not paid a subscription within 3 months of the due date shall be deemed no longer a financial member and thus be ineligible to hold office or vote at or take part in any of the Society's meetings, or be entitled to any other members' privileges.
- 12.5 The committee shall have at its discretion the power to make a reduction, or extension, in subscriptions and privileges in the case of new members who join the Society within 2 months of the end of the subscription year.

## **Money and other assets of the society**

### **13.0 Use of Money and Other Assets**

- 13.1 The committee, on behalf of the Society, may use money and other assets only if:
  - (a) It is for a purpose of the Society;
  - (b) It is not for the sole personal or individual benefit of any member.
- 13.2 **In circumstances where the committee deems it necessary to raise mortgages or loans, approval must first be sought at a General Meeting of the Society**

### **14.0 Financial Year**

The financial year of the Society begins on 1 February of every year and ends on 31 January of the following year.

### **15.0 Assurance on the Financial Statements**

The Society shall each year at the Annual General Meeting appoint a suitable person as auditor to audit the annual financial statements of the society. The auditor shall report on whether the financial statements are prepared in all material respects with good accounting practice. The Auditor must not be a member of the committee, nor a Society employee. If the Society appoints an auditor who is for some reason unable to act, the committee shall appoint a suitable replacement.

## Society meetings

### **16.0 Annual General Meeting**

16.1 The Annual General Meeting shall be held once every year, no later than four months after the end of the Society's financial year. The date, time and venue for the Annual general meeting shall be determined by the committee.

16.2 The business of an Annual General Meeting shall be:

- (a) Receiving any minutes of the previous Annual General Meeting and of any Special General Meeting since;
- (b) The chairperson's report on the business of the Society;
- (c) The treasurer's report on the finances of the Society, and the audited annual financial statements;
- (d) Election of officers and other committee members;
- (e) Appointment of an auditor;
- (f) Committee recommendations;
- (g) Motions of which due notice has been received;
- (h) General business.

16.3 The secretary shall give to all members not less than 14 days' written notice of the Annual General Meeting and the business to be conducted. However, if the secretary has sent a notice to all members in good faith, the meeting and its business will not be invalidated simply because one or more members do not receive the notice.

16.4 Notices of motion, in writing and with any supporting information, and signed by two members will be accepted by the secretary until two days before the Annual General Meeting.

16.5 The quorum for an Annual General Meeting shall be no less than 20% of the total number of financial members. No Annual General Meeting may be held if it is inquorate.

16.6 If a quorum is not present within half an hour after the time appointed for the Annual General Meeting, it will be adjourned to a date and time determined by the chairperson. At such a re-convened meeting, those members present shall constitute a quorum and may transact the business of the meeting.

16.7 On any given motion the chairperson shall in good faith determine whether to vote by:

- (a) Voices;
- (b) Show of hands; or
- (c) Secret ballot.

However, if any member demands a secret ballot before a vote by voices or show of hands has begun, voting must be by secret ballot.

16.7 Decisions of the Annual General Meeting shall be by majority vote except for decisions on changes to this constitution. In the event of a tied vote, the chairperson shall have a casting vote.

## **17.0 Special General Meetings**

- 17.1 Special General Meetings may be held from time to time. The date , time and venue for any Special general meeting shall be determined by the committee
- (a) A Special General Meeting may be called by the committee at its discretion, to discuss motions presented by the committee;
  - (b) A Special General Meeting must be called by the committee if it is requested to do so by a written request signed by at least eight members. The request must relate to the Rules and outline the reasons for its presentation, and include a notice of motion or motions to be put to the meeting. Such a Special General Meeting shall be held within 60 days of the request being received by the committee.
- 17.2 A Special General meeting will consider only the motion or motions stated in the notice of Meeting.
- 17.3 Notification to members and the conduct of such meetings shall be as for the Annual General Meeting except that:
- (a) If a meeting has been called by the committee and a quorum is not present within half an hour after the time appointed for the meeting, it will be adjourned as for an Annual General meeting; that is, to a date and time determined by the chairperson. At such a re-convened meeting, those members present shall constitute a quorum and may transact the business of the meeting.  
But
  - (b) If a meeting has been convened at the request of members and a quorum is not present within half an hour of the time appointed, the meeting shall be dissolved .

## **18.0 Common Seal**

- 18.1 The committee shall provide a common seal for the Society and may from time to time replace it with a new one.
- 18.2 *The secretary shall have custody of the common seal, which shall only be used by the authority of the committee. Every document to which the common seal is affixed shall be signed by the chairperson and countersigned by the secretary or a member of the committee.*

## **19.0 Altering the Rules**

- 19.1 The Society may alter or replace these Rules at an Annual or Special General Meeting by a resolution passed by a two-thirds majority of those members present and voting.
- 19.2 Any proposed motion to amend or replace these Rules shall either be a motion from the committee or shall be signed by at least eight members and given in writing to the Secretary at least 28 days before the Society Meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.

19.3 At least 14 days before the Meeting at which any Rule change is to be considered the Secretary shall give to all members written notice of the proposed motion, the reasons for the proposal, and any recommendations from the Committee.

19.4 When a Rule change has been approved by a Meeting it will take effect when it has been filed with the Registrar of Incorporated Societies.

## **Bylaws**

### **20.0 Bylaws to govern the Society**

The Committee may from time-to-time make, alter or rescind bylaws for the general management of the Society, so long as these are not contrary to these Rules or to the provisions of law. All such bylaws shall be binding on members of the Society. A copy of the bylaws, kept on file for the time being, shall be available for inspection by any member on request to the Secretary.

### **21.0 Winding up**

If the Society is wound up:

- (a) The Society's debts, costs and liabilities shall be paid;
- (b) Any surplus money and other assets shall be distributed to any organisation or organisations having similar purposes to those of this society, as determined by the Special General Meeting convened for that purpose.
- (c) No distribution may be made to any Member

## Friends of the Globe Theatre (Inc.)

### 2012 Annual Report

I am pleased to present to Members the Annual Report of your Committee. It is customary for this report to be prepared by the President, but as you know, we were unable at the 2011 AGM to elect anyone to that post. Since then, because I have chaired committee meetings, I have been regarded as “Acting Chairperson”.

On behalf of the committee I should like to thank here all of the people who have made themselves available to support the staging of our productions – whether as directors, cast and operational crew, or working in wardrobe, props, set-building, publicity, or front-of-house. Their enthusiasm and hard work is appreciated. However it is often a challenge to find a full team of appropriately skilled people. All too often there is a gap in personnel, and severe anxiety about filling it, until far too late in the production schedule. While your committee (and others before it) have taken every opportunity to recruit skilled or enthusiastic people, and we have several new and enthusiastic members this year, we remain pretty thin on the ground in some production support areas. It is to the credit of all concerned that we have been able to stage the number and quality of productions that we have.

We staged five full productions during the year: *Carluccio and the Queen of Hearts*, by George Rosie; *Prufrock's Love Song*, written and directed by Elsa May; *Waiting for Godot*, by Samuel Becket (this won Best Production, and for Richard Huber Best Director, at the Dunedin Theatre Awards); Noel Coward's *Bliethe Spirit*; and *Worse Things Happen at Sea*, by Joy Green and Adam Dobb. Terry McTavish and Jocelyn Harris brought us the reading *Women Behaving Badly*, presenting Jane Austen and several of her characters. In addition, several (mainly young) Globe performers supported the launch of Keith Scott's book *Dear Dot, I must tell you*.

As well as staging our own productions, the Globe has served as a venue for other theatre practitioners: Carol Kreuger's school holiday productions, Helen Moulder and Rose Beauchamp's *The Legend Returns*, the Dunedin cabaret group *Cab Sav*, and six productions for the 2012 Dunedin Fringe. Also, for most weeks during term time, Anita Cummings holds children's classes in the theatre.

As winners of the 2011 Dunedin TrustPower Community Awards, we were very pleased to represent Dunedin at TrustPower's 2012 National Awards. Our presentation there was well received, and part of it, the film created largely from Globe archival material, may be accessed via the Globe's Facebook website.

During the year the fire exit doors from the auditorium and stage were replaced; and we have purchased a new lighting desk (this latter largely paid for with a grant of \$3000 from the Bendigo Valley Foundation).

We received another grant of \$1000 from the DCC Creative Communities fund, towards production costs and toward the cost of our Conservation Report, and a grant of \$1300 from the University of Otago Humanities Fund, towards the royalties for *Waiting for Godot*. We also managed to obtain DCC rates relief of \$704-60, arising from the DCC's Community Initiatives Plan. We acknowledge and thank these donors. We have also been given monetary donations from some of our own members, which is unexpected but gratifying, and a very serviceable second-hand piano was donated by Rachael and Robb McCann, to replace our aging and decrepit one. We thank these members for their gifts.

**Constitution update** – We are indebted to ex-committee members Lynne Keen and Jeffrey Vaughan who volunteered to make an initial draft for a replacement Constitution, following on

from the discussion at last year's AGM. Their initial draft was then worked on and modified by the committee, resulting in the proposed replacement Constitution which has been circulated to you for your consideration at this AGM. Our thanks to Lynne and Jeffrey for their hard work on this important matter. (But of course any errors are the responsibility of the committee!)

**The buildings** – Last year's AGM also asked the committee to gather information on the state of our buildings and potential future costs of keeping them from deteriorating, so that members can have an informed discussion on possible strategies for the future of our organisation. While we do have some broad information, we have not been able to cost any of the major work as yet, and so have not been in a position to call a Special General Meeting to have the discussion envisaged at last year's AGM. A big problem is the reluctance of builders to quote for that which they cannot see. We also lost some time exploring with builders what would have been a very attractive option, rebuilding the leaking stage roof to a simpler and more practical design, but (after a longish wait) received advice from both the DCC and the Historic Places Trust that we will not be allowed to change the design of the roof, principally because the building complex is listed on both the DCC register of Historic Places and with the Historic Places Trust. We can only repair or replace the roof in the same style.

Caring for our aging buildings presents a major challenge, the extent of which I suspect may be not well recognised, but it is one we must address. In addition to the general maintenance requirement which is to be expected for an old building, we have some particular problems, outlined below:

- The leaking hexagonal dome roof above the stage area (and above the front four rows of seats) is an obvious and pressing problem because it directly affects productions. A couple of years ago a temporary plastic water-chute was urgently constructed below the ceiling across the stage to catch the worst of the leaks. It is still there (hidden behind a black cloth), but in extended wet weather it is not adequate. Expensive new black curtains, purchased shortly before that leak became suddenly worse, cannot be hung because of it. Also now, in threatening weather, we habitually cover the first four rows of seats with tarpaulin to keep drips off.

This roof's idiosyncratic design means that water "ponds" around the base of the hexagon in several places; such a roof must always be skinned with a watertight sheath or membrane. That type of membrane, if applied under ideal conditions, has a life expectancy of about 20 years. I understand ours was replaced about 23 years ago. Advice from builders is that water leaking through the aging membrane over a long time has almost certainly caused rot in the timber framing supporting it. Because of the roof's design it will be difficult, and very expensive, to fix. It is a major building job, and of course could impact on our ability to use the theatre during that time.

- Some other roofing jobs must be done but are more straightforward :
  - The roofs of the upstairs bay windows have deteriorated badly; these should be re-clad at the same time as repair of the stage roof is undertaken (because both jobs require scaffolding);
  - The spouting / downpipe system for discharging roof water from the auditorium and box-office roofs has failed and needs renewal;
  - Workshop guttering requires replacement; clear plastic panels in the workshop roof are also leaking and require replacement.
- Another serious but little-known matter is that the lower back wall of the house (the original timber weatherboard wall) has been compromised by having earth piled up against it many

years ago. (So much so that if you stand in the Green Room, by the telephone, the earth on the outside of the wall is higher than your shoulder.) This earth cannot be excavated now without first taking steps to stabilise the boundary retaining wall, which is less than one metre from the house. Although it appears there was some attempt to keep the earth fill slightly separated from the weatherboards, the timber wall has been compromised by damp and pressure of earth. Advice from a builder is that it would be possible to excavate the earth and rebuild the wooden wall, but it would be a major job.

- Another wall – the front exterior wall of the theatre, between the box-office door and the fire escape, has rotten framing at ground level for much of its length, partly because of the way it was constructed; the wall needs to be opened up and the framing repaired.

Other matters are detailed in an “Inventory” report outlining the state of the buildings, prepared by Robin Miller of Jackie Gillies & Associates, Conservation Architects, and a report from Hadley & Robinson, Civil & Structural Engineers, on the buildings’ structural and fire safety.

Your committee has taken the view that, no matter what the Society may finally decide about continued ownership of the buildings, for the immediate future we must at least keep them operating – and that therefore we must proceed with fixing the roof problems, if that is within our power. For that reason we have concentrated on the roof. Robin Miller of Jackie Gillies Associates has offered to assist us in drawing up specifications so that we can obtain comparative quotes for the hexagonal roof replacement. We are well aware however that that particular job will be expensive, likely costing a six-figure sum, and so fundraising will be difficult and may take a long time. In the meantime, it is still important to pursue fixing the other, less expensive roof/stormwater repairs. These also are likely to require fundraising by way of grants, but may be achieved more quickly.

Most of us value the Globe’s premises – not least because it is the place where the Globe had its beginnings with Patric and Rosalie Carey. But it is not clear that we have the collective ability, in terms of people, time, expertise, and fundraising capacity, to continue presenting theatrical productions at the level we do, at the same time as looking after these aging historic buildings. I would like to think both might be possible, but it will require a much bigger level of effort, personal commitment, and perhaps financial input, from all of us as a group than we presently undertake.

While we are not yet ready to hold the Special General Meeting mooted at last year’s AGM, I encourage members to give careful thought to these matters, with a view to discussing them in the not too distant future.

Finally, thanks are due to all committee members, for their hard work on committee. Particular thanks are due to our Secretary, Rosemary Beresford, who in the absence of a Treasurer took on those duties in addition to her secretarial ones. I should also like to take this opportunity to farewell two committee members who are not standing for re-election: Rachael McCann, who is resigning because of family commitments, and Sarah McCallion, departing for Australia. Thanks to both for your good work in this and previous years.

*Don Knewstubb*  
*For the Committee, Friends of the Globe Theatre*  
May 2012