

## Secretary's Report for 2019

We had so many wonderful actors grace our stage and entertain our audiences in 2019 and they have been directed, dressed, lit and variously enhanced on stage thanks to the dedication of many. There are so many talented people who come together to ensure we maintain and extend the very high standards that this Company is known for. We thank them all for all the design, construction and deconstruction, gathering and sorting, painting, cleaning, tidying, lugging and loading, laddering, organising, sewing and ironing, serving wine... and much, much more. All these people, sung and unsung, are part of the fabric of Williamstown Little Theatre and make it the wonderful place it is.

Your Committee has, collectively and individually, worked tirelessly to ensure the ongoing good governance of the Company and to secure its future. This time last year we welcomed Celia Meehan back to the Committee. She was no stranger to WLT before then, having been President before heading to New York for a long sojourn. She has resumed her great service to the Company and was unanimously appointed as acting Vice President during Barbara Hughes' leave of absence to take up a fabulous opportunity to join the *Billy Elliott* tour.

There were 11 Committee meetings in 2019. Attendances were:

	<b>Attended</b>	<b>Apology</b>	<b>Absence</b>
Brian Christopher	10	1	
Ellis Ebell	7	4	
Roger Forsey	6	5	
Robert Harsley	8	3	
Barbara Hughes	7	ON LEAVE	
Emma Hunt	8	3	
Maria Haughey	9	2	
Celia Meehan	9	2	
Peter Newling	9	2	
Shirley Sydenham	11		
Tony Tartaro	9	2	

Maria Haughey is our Grants Application Queen, having successfully obtained a Hobsons Bay City Council Vibrant Communities Grant for in-house training in 2020. We are fortunate to have a great team doing Front of House, and Emma Hunt has contracted a professional to update their training. Other training to be updated will be First Aid and RSA.

Our upstairs area is looking amazing: tidy and organised, thanks to Wardrobe and Props managers.

Tony Tartaro has successfully built up the costuming team, both sewers and now a pool of people able to take the helm in costuming a production. In 2019 we had for the first time a different costume coordinator for each production, including several new to WLT, mentored by Tony. Again in 2020 there will be five different costume coordinators, including a newcomer to the team.

Celia Meehan has taken over the running of the Props department, ably assisted by Judi Clark. In 2019 a new member, Kerry Nichols, also joined that group and together they made huge inroads in organising our props collection. They have embarked on cataloguing and have begun to build up a gallery of photos and locations so that production props organisers can easily see and find what we have.

Celia has also taken over the maintenance of our website and is now flying solo most capably.

Together, Emma Hunt and Robert Harsley are our Front of House managers. Robert takes care of the purchasing of supplies, including cleaning materials, and especially the wine ordering. Emma is in charge of the Front of House volunteers, including ensuring that the roster is filled and that the excellent customer service standards are maintained.

Robert is also our amazing and long-suffering Ticket Secretary. He has streamlined this huge area of work. He is endlessly contactable by phone or email, and goes to great trouble to seat as many people as possible at every performance. He takes any empty seats as a personal affront.

Emma also teams with Alex Begg in the appointment of backstage personnel: they train and mentor new people and ensure that each production has a stage manager, one or more assistant stage managers and operator. Some of our ASMs will step into SM roles this year, evidence of the wonderful training given by this team. Currently they are looking at increasing the pool of operators.

Roger Forsey continues to tinker with technical things. We don't quite understand anything other than things seem to tick over really well and we're able to introduce more and more technical aspects to our productions, even having Roger adjust stuff from Japan or other parts of the world. Thank you Roger, we're fortunate to have you.

Ellis Ebell has continued to ensure that both our archives and our garden are in excellent condition, thanks to maintenance and judicious pruning in both areas when necessary.

Peter Newling continues to guide the ship and Brian Christopher continues to ensure we stay afloat. They have both helped us inch closer towards the ever-pending refurbishments, an important and positive step to the longevity of this company.

Our monthly newsletter, Cues & News, continues its standard of excellence under the stewardship of Frank Page. The continued excellence and visual splendour of our posters and programs are also the subject of much praise. Janine Evans has been designing our posters for a long time, and still manages to surprise us. The posters remain a feature of our foyer, front door, program covers and of course, our online presence. Erin Austin's program designs also dazzle. She is given a thumbnail overview of each play and somehow always strikes just the right note with her graphics. We have had increased exposure in social through the wonderful photography and social media expertise of Kerry Drumm supporting our public presence. She promotes our events and auditions via Twitter and Instagram, and through her successful 'Be Involved' campaign that promotes the many areas of involvement WLT has on offer. We are indeed fortunate that our public presence is represented so ably by Frank, Janine, Erin and Kerry.

We are also enviably fortunate to have such loyal patrons who fill our theatre at every performance. They are greatly valued and appreciated.

Williamstown Little Theatre is always buzzing with energy and enthusiasm and constant activity. It's a place of friendship and laughter too, and the satisfaction of being part of wonderful team work that produces the high production standards that we are known for. Once again in 2020 it's the place to be!

Shirley Sydenham, Secretary