

**Hayling Island Amateur Dramatic Society**  
**MINUTES OF AGM HELD ON MONDAY 20<sup>th</sup> FEBRUARY 2017**

The Chairman, Laurie Noble, opened the meeting and welcomed all present.

The Secretary read out the apologies for absence: Anne Hollis, Clare Jefferson-Jones, Joyce Gillman, Sue Gross, Debbie Porter, Rob, Lucy and Alfie Finn, Gill Heather, Andy Rees, Bill and Carol Bailey, Judith Cameron, Miriam Gossage, John and Fiona Blackwell.

**PRESIDENT'S ADDRESS:**

Good evening Ladies and Gentlemen and thank you all for coming. Last year we celebrated our 20<sup>th</sup> year at the Station Theatre and what a successful year it was with the special anniversary play 'One Man – Two Guvnors' which played to nearly full houses. I regret to say that I missed the Gala Night, when we attracted some 'old hands' back as I was in hospital, Many thanks to Laurie and his team for making it a wonderful evening.

This seems to have been a quieter year for the management of the Society and we have been able to welcome Alan Hoad back after his prolonged absence. A successful society, such as ours, needs experience and commitment from those who have passed, or are passing through, the acting stage.

As far as our own activities are concerned the year was a little lopsided as we only performed four plays (plus HIYA), instead of six the previous year. This was due to having changed our pantomime dates and I note the Committee have decided that a January slot is better than a pre-Christmas run. It has meant rather a long gap between our last play at the end of October to our next in mid-January.

Just a word about the plays we performed in 2016. The first was the delightful comedy thriller 'The Lady Killers' with some excellent individual performances and direction. Not an easy play to stage on two levels but, in my opinion, we outshone our friends CCADS whom I had seen perform this play the year before at the Kings Theatre.

That was followed by another but very different comedy thriller in 'The Game's Afoot' a quote from Shakespeare's Henry IV Part 1, where we were treated to an American Sherlock Holmes weekend at a castle in Connecticut. Once more it gave several newcomers a chance to grace our stage. Unfortunately a little-known title and obscure author seemed to deter Hayling audiences from attending.

After that came our Anniversary play the highly successful 'One Man Two Guvnors', already mentioned. However, there was a disappointing turnout for our final play of our season 'Frankenstein' with a mere 55% average audience. The play was most enjoyable and the director and his cast worked very hard. I leave you to surmise why it did not attract the public.

Whilst we see and applaud the actors in these plays, we often forget that they would not be so successful if it were not for the directors and we are fortunate to have quite a few

all with their own style. This year our directors were Vicky Fox, Malcolm Bain, Laurie Noble and Andy Wharton who all worked extremely long and hard preparing several months before the casting. They are not even mentioned in our bi-annual flyers any longer and the Newsletters do not always give them due prominence. Coupled with our backstage teams, from excellent costumes, lighting, sound, set builders and painters who make our productions look so good to the front of house team of about 10 each night. HIADS is a Society where teamwork means so much. I thank you all.

In between, our Youth Theatre HIYA, over 20 of them, gave us an excellent and amusing version of 'Peter Pan' in June. There really was some talent on show and their diction, acting and concentration were much improved. We thank Laura Duncan and Cathi Ward who run HIYA and also the youngsters who give up a lot of their precious time often when working for their exams.

Last year I commented that it was unusual for an amateur society to have more roles for men than for women. This year I see there have been 22 men on stage (30 roles) and only 13 ladies (17 roles) plus some very small walk-on parts. We did not do a pantomime. I make no comment, but it is interesting to see how the society acting membership has changed and thus the type of plays chosen.

In between, our HIADS offerings we have again welcomed audiences to many visiting groups both from the Island and further afield. Two of Portsmouth's leading Amateur Dramatic Societies CCADS and Southsea Shakespeare Society who each brought their own audiences with them, and they both appeared twice. I am delighted to see that they are also coming again this year. It appears to me that very few of our own members come to see them except a devoted few. Once more there were several other visiting one-night stands, and with musicals, Shakespeare presented in a different light and individual evenings, there really was something for everyone's taste. Do support them as they make an essential contribution of our annual income although I appreciate that it is quite a load on Front of House.

Films on Fridays are a popular ingredient of HIADS offerings and they attract varying, but mostly good, audiences. Many thanks to Sue Finn for not only running the Social Committee for several years but also selecting the films which she has now handed back to June Noble - and also to Richard Coates who usually mans the box.

Many thanks to Judy McFarling who has managed the bar so efficiently for the past few years but has now decided to stand down. Bar management has always been an essential part of our income, and more volunteers to man it are urgently required. They will be suitably trained as required. Judy has also been managing our social events programme including, amongst other things, the highly successful Mad Hatter's Tea Party and the Christmas party, which gave me a chance to tread the boards again, admittedly in a wheelchair! Then there was our Christmas Sleigh trip with the Lions which raised over £500 and was donated to the charity Shelter. Another charity event which we hosted was the College Club evening in May which raised £500 for Hayling Businessmen's Club.

Other thanks must go to Betty Richards along with Fiona Blackwell for running the front of house and box office teams so smoothly, another essential part of our Society.

They also need more volunteers; and I cannot leave out Brian Stubbings, who unobtrusively produces, programmes, flyers and publicity material. They are all part of the unsung but essential elements who run the Station Theatre but I feel that actors who are not appearing in the current play should also help out and acquaint themselves with what else goes on during a production. I would therefore like to encourage all actors, to support FOH. We can't put on plays without a strong FOH team.

As always there is a sad note in my address. During 2016, we lost two more supporters in Janet Turley and Brenda Greenland. Janet appeared in small parts in a few plays and Brenda helped improve the wardrobe and props room, while both were staunch members of Front of House teams. They are sadly missed.

On a personal note I would like to thank the Executive Committee and those older stalwarts who gave me such a delightful party on my 90<sup>th</sup> birthday. It started off a memorable week for me and it was good to see four other 90 year olds there. There must be something in the theatre that keeps us going.

On a historical note, October 23<sup>rd</sup> this year marks the 70<sup>th</sup> anniversary of a group of war-weary friends gathering at 'Springfield' in Bright's Lane to form an Amateur Dramatic Society and, as the minutes described it 'for the purpose of providing relief from the dreadful monotony of the winter on the Island.' I think they would be very surprised and delighted that HIADS is in such good stead after 70 years.

I will now leave the chairman to fill you in with the details of what the Executive Committee have been doing during the past year and what the future might hold.

Finally I would say a big thank you to Laurie Noble and his Executive Committee who have made some important decisions this year which I'm sure you will hear more about later. It was good to see Alan Hoad back after his long wait for surgery. HIADS is very well thought of by the Borough and Council Officers and they are well aware that we provide an excellent, all round the year attraction for the Hayling Island community and further afield. Thank you.

Derek Oakley  
President HIADS

17th February 2017

#### **MINUTES OF THE AGM 2016:**

Acceptance of the minutes was proposed by Katie Hudson and seconded by Malcolm Peake.

#### **MATTERS ARISING FROM THE MINUTES:**

There were no matters arising.

## CHAIRMAN'S REPORT

I'd like to start by thanking the committee, the advisory committees and all HIADS members for the support and help they've given me over the past twelve months. I'd like to offer particular thanks to the 30+ members who carry out the 75 named roles as managers and committee members, and that number doesn't include the 30+ plus front of house staff and box office stewards who support every Station event. Special mention of thanks must go to Judy McFarling who has decided to step down as Bar Manager and Social Secretary and also Simon who decided to leave the Executive committee. In 2016 we did, however, welcome new faces to the committee when Wendy Tobin formally took on the role of treasurer and Adrian Trew DPS, we also welcomed back June as bar Manager, a job she held until 2011.

So to the good news; I can now finally confirm that the last piece in the puzzle that grants HIADS Ltd the lease to the Station Theatre until 2038, is now in place following the completion of the land registry documentation. To commemorate our first 20 years at the Station we held a gala performance in August where old friends, past members and local dignitaries remembered the early days of fundraising, documentation and sheer hard work to get the Station project off the drawing boards to on the stage boards.

Since those early days it has never ceased to amaze me how a group of unpaid volunteers, like us, can manage to run a private limited company and public building with all the associated legislation, a sales counter, manufacturing workshops and still find time to put on plays. Having said that, this year, as every year, I am again going to press you to consider taking on even more jobs within the society.

This year, despite not having a pantomime, we were still extremely busy. We performed 4 main and two HIYA plays, hosted 10 visiting companies, showed 11 films and held 7 social events. It has for some years, been HIADS policy that we can afford to put on one play in a 12 month season that will give our director, actors and crew a challenge that will push us and give us experience in our craft without being big box office. These challenging plays are often HIADS best work, and Frankenstein certainly lived up to that challenge. To date, the plays we have selected for 2017 promise to be good sellers and should help us to build and maintain our reputation locally.

HIADS also needs visiting companies and performers to support us financially, give us a varied and interesting programme and bring people into the theatre who think theatre is not for them. We now have some excellent regular visitors with CCADS bringing musicals, SSA bringing Shakespeare, IDF bringing dance and others helping to boost our reputation as a quality arts venue. To uphold this reputation, we need to keep the theatre maintained, running efficiently and keep up with the latest technology that modern plays and performers expect. With ever rising costs, to maintain our reputation for excellence, the Executive Committee felt it necessary to raise ticket prices last year to £10. This small increase brings us into line with most amateur venues.

Designing an annual programme for our theatre that accommodates all members, keeps those busy that want to be busy, give those a rest that need a rest, leaves space in the schedule for rehearsals, set construction and maintenance has never been easy. We must thank the Production Committee for planning our plays for the year, the visiting events group for negotiating and programming in visitors, the film crew, social committee and,

of course, vital in all planning is our amazing front-of-house teams. With that thanks, we are sorry to see Kate Hudson leave the production Committee after heading it for the last few years and we thank Tony Johnson for stepping into Kate's shoes. We are also sorry to see Vicky Fox leave visiting events and thank her for the hours of hard work this role entails. We thank Toby Hazan, Richard Coates and Wendy Coates for agreeing to take on some of this burden. For films we were sorry that Sue Finn has decided to take a well-earned rest and we thank her for her work over the past six years. We thank June for stepping back into that challenging role. Back stage, we welcomed Bob Tobin into the role of Property Master following the sad loss of Brenda Greenland. Bob is happy to be supported in the busy props department by Liz Lines.

In 2016 HIYA again wowed us with two productions; Strictly Fairy tale and Peter Pan. Our thanks to Laura and Cathi. At the beginning of 2016, HIYA received a £5000 grant from Hampshire County Council which has enabled them to employ workshop tutors and make theatre visits and will continue to help them through 2017. Our thanks to local HCC councillor and HIADS supporter Frank Pearce for making that possible. Frank is currently not at all well, and HIADS wishes Frank all the best and hope his condition improves soon. Our young actors, of course, need matrons and at the end of last year, June through the system set in place by the LTG started a programme of matron recruitment to keep our young members safe, and work within the government legal framework.

HIADS membership has remained consistent over the last few years at between 250 to 300. In 2016, 20 new members joined us. Of those 9 wanted to perform and the remainder offered their support, and support is what we need if we are to continue running a successful theatre until 2038 and beyond. Looking at our current membership, we have 36 members who specifically said they would like to help Front-of-house, 27 have said they would with box office and 3 with admin. tasks. Interestingly, a good deal of those currently helping front-of-house are not included in the numbers just mentioned, so we estimate that HIADS has at least 50 members willing currently to help FoH. This should greatly ease that burden during 2017.

Members join and, unfortunately, some leave, and it was with considerable sadness that in 2016 we had to say goodbye to Andy and Jenni Griffiths after 20years with HIADS. We understand they are now loving their new northern lifestyle and are back acting again. One member to whom 20 year's membership is a mere blink of an eye is our President Derek Oakley. After 50years of membership he is still leading us from the front and last year celebrated his 90<sup>th</sup> birthday with a HIADS buffet lunch shared with many old friends.

Another important aspect of HIADS life is our social side, and 2016 gave us an excellent New Year's party, a wonderful sunny Mad Hatters Party and a London Theatre visit. We were sorry that Judy left us as Social Secretary, but we are assured that HIADS Social life will continue and we are already looking at theatre visits to local LTG member theatres, plus a New Members evening, theatre workshops and Platform Theatre plays are also under consideration.

Communication is also important and our regular Newsletters and occasional email shots are there to keep members, not into electronic social media, informed. We thank Steve Harding for his excellent Newsletters during 2016. A task, that I am personally aware of, is not an easy one. One communication area we would like to improve is the email circulation of News and Newsletters. We still have about 120 members who

require Newsletters printed and posted. In order to reduce costs and save us a few hours work, if you have an email address and we don't have it listed please give it to the membership Secretary or email the detail to HIADS membership email address.

How HIADS budgets, earns and spends its money is vitally important to the continuation of the Station Theatre, and Wendy ensures we spend wisely. We do, of course, need to keep the building in good repair and as it ages in our aggressive South Coast environment rising repair bills are inevitable. In 2016 we had to undertake roof repairs, replace the workshop double external doors and replace the theatre sign. Other necessary replacements included 3 laptop computers, the stage cyclorama projector, a stage light dimmer unit and both foyer and kitchen water heaters. New equipment purchased in order to keep us safe and up-to-date included a defibrillator (with excellent tuition given by Rosy from Community Responders), an outdoor security light, battery drills and a fine timber circular saw for the workshop. A recent addition is two moving head stage lights which will enable us to better light the more modern plays where a fixed box stage set is becoming less common. There are, of course, many on-going maintenance tasks, not least of all the constant replacing of the, literally, hundreds of light bulbs within the theatre. A very important part of maintenance is hygiene. In 2016 we said goodbye to Dirtbusters who have been cleaning the building for many years and employed a new, younger company, with a more specific and detailed specification to give an improved cleaning standard.

Having seen the drop in our income for 2016 as reported by our Treasurer, HIADS still managed to do its bit for local and national charities. In 2016 we gave financial and/or personnel support to Hayling for St George, The Lions Club, Shelter, Rowans Hospice, Children in Need and Hayling Island Businessmen's Club. Further money raised on the Lions sleigh run last Christmas has yet to be allocated to a charity or charities. In addition, the local railway and history books that we sell go to help these local groups continue their work investigating, educating and spreading the Hayling message.

So what of the future now that we have our lease secured for a further 21 years? We will keep a close eye on advancing technology as we always have and are currently looking at improved ticketing systems, extending and replacing the weather worn glass lobby, improving the stage electrical distribution to make it safer and easier to use, introducing low cost and low maintenance LED theatre working lights, improve access to auditorium stage lights and the installation of air conditioning for the auditorium. Looking forward to 2018, we are considering going back to 6 plays per year and reducing the number of long-run visiting companies which can prove a drain on limited resources.

So let's all look forward to a super 2017, and I'll end by wishing everybody a very happy rest of 2017, and HIADS a very successful 2017.

Laurie Noble

**MATTERS ARISING FROM THE CHAIRMAN'S REPORT:**

- Malcolm Peake, Steve Harding and June Noble commented that all local societies appear to be struggling financially.
- John Duncan asked whether the reduced income was due to there being no pantomime in 2016. The Treasurer confirmed that was the main reason.

Steve Harding proposed a Vote of Thanks to the Chairman, seconded by June Noble.

### **TREASURER'S REPORT:**

I would like to start by thanking Martin Stevens for helping me through the year end procedure. As always, a special thanks to Betty Richards, also Laurie who stands in for me when Floats need to be done.

So, to the report, you should have two sheets of paper showing, on one side – Income and Expenses with a graph on the back, the other is Year End Balances with a graph of Monthly Assets and Liabilities on the back.

Each report shows 2015 figures for comparison. 2016 showed a loss of £3,330, HIYA has used £1,980 of the £5,000 that was donated for the use of HIYA in 2015 This would mean that in fact we made a loss of £1,350.

A useful rough guide to bear in mind is that approximately the first £4,500 taken at the box office for a standard 7-night run covers our overhead, but not the cost of set, props and costume. Anything taken above that enables us to support the next production, maintain the building and improve facilities. This guide figure would be more for a pantomime and less for a HIYA production. In the AGM 9<sup>th</sup> Feb 2016, it was agreed that we would increase our ticket prices from £8 to £10, as this didn't come into force until 1 Man 2 Guvnors which ran 2 different ticket prices it would be unfair to

say which of our productions took the most money, so between the top 2, it was 1 man 2 Guvnors

and The Ladykillers, followed closely by Games Afoot and Frankenstein. I realise that me spouting out figures is not the easiest thing to take in at an AGM, so if anyone wants more details, you know where I am. The productions put on by HIYA were brilliant. They gave us performances of Strictly Fairytale Come Dancing and Peter Pan Grossing £2,609. The films in 2015 did better than 2016 by a small amount and the visiting events were slightly higher than 2015.

There is no change in the cost of on-line bookings and card payments from last year. The reports you have with you are the usual reports produced for the AGM.

**Income and Expenses** HIADS Productions refers to our main productions plus any HIYA shows, Ticket sales for our main productions have always contributed about half our total income. For 2016, we show a decrease in the box office take of £8,212 - 23.3% approx. loss on the 2015 figure. One of the reasons for this, is we had no Panto in 2016.

**Films:** Film income is slightly down from the 2015 by £187 a loss of 3% approx.

**Visiting** Events income has increased slightly by £537 An increase of 7.8%

**Front of House Sales** are the bar and refreshments income. This shows a decrease of £2,540, from 2015, the decrease is due to the lower footfall than the previous year. As always, the hard work of our Bar Manager Judy McFarling and volunteer stewards that man the Bar and Refreshments make this possible.

The final income category, **Other**, includes our membership subscriptions, donations received, bank interest. The income from member events such as the Mad Hatters Tea

Party and Christmas Party, again organised by Judy McFarling is down from the 2015.

Overall, Income, was £15,207 down on 2015

Turning to **Expenses**, Production Costs refer to the direct costs of putting on our shows - royalties, scripts, scenery, costumes, etc. The total is up from 2015, by some £1,824 but there will always be variations depending on the type of shows we perform.

This figure is obviously not dependant on audience numbers.

Front of House Purchases are simply the cost of the bar, ice cream and refreshment stock which, as you can see, shows a decrease of matching the decrease in sales.

Our overheads are divided into four groups. Firstly, **running** which simply means keeping the building going - heat, light and power, waste disposal, servicing, general repairs, cleaning and so on. In 2016 we have a decrease of £1,766 even though we replaced the workshop doors, repair to the roof, New Water Heater, repair to the sign and various other things. As always, we are looking at more expense to the building in 2017. Our gas and electricity bills are more that 2015 as I have posted all 2016 charges to their relative account.

**Marketing & Office**, about half of which is advertising costs, includes all the office supplies, telephone, photocopying, etc. An increase from 2015, £898 due to extra advertising.

**Admin** is costs related to insurance, accountancy fees, premises licence, rates etc. minimal change when compared to 2015 shows a slight decrease of £687.

**Other** covers donations, gifts and other miscellaneous outgoings such as the costs associated with member events which are covered by the income generated.

The last category is **Fixtures, Fittings & Equipment**. This covers items which had to be replaced during the year and for any additional equipment. A decrease from 2015 by £9,700, this will increase in 2017 as the new Air Conditioning will be installed in the spring.

Fixture and fittings New & Replacement includes computer items lighting and sound equipment and various others.

The other half of the page, the **Year End Balances** report simply shows where all the money is being held. As you can see, there is an` shortfall reasons given above.

The pie charts on the reverse are to show, in a diagrammatic form, where the money comes from and goes to. Even in a successful year, although our ticket sales cover our overhead, the money raised from subscriptions alone does not cover the cost of putting on plays. The 2016 income from plays, and member subs totals (1) £30,246, whereas our operating overhead plus the cost of putting on plays totals (2) £49,068 thus leaving a shortfall of £18,823 which shows that, even in a highly successful year, we need the films and visiting events to make up the shortfall and enable us to continue.

HIADS is non-profit making but we need to maintain a margin each year to enable us to keep the premises in good order and keep up with an ever faster moving technology and to continuously improve the facilities in our theatre. This report shows a closing balance of £43,966. This is not considered to be too great a cushion for the society considering we have a turnover of £60,898 a reduction in the amount of the budget that can be spent on each performance. however, we now look forward to 2017 where we have some excellent plays to look forward to.

### **MATTERS ARISING FROM THE TREASURER'S REPORT:**

- Katie Tappy, as a Trustee, receives a full copy of the HIADS Ltd accounts and stated that she had, in the past, had to go to the Post Office and pay extra postage due to package size. This was noted by the Treasurer who said she would ensure this wasn't repeated this year.

Adrian Trew proposed a vote of thanks to the Treasurer including Martin Stevens and Betty Richards.

### **APPOINTMENT OF ACCOUNTANTS:**

The meeting was informed that we had to appoint registered accountants and Wendy proposed that we appoint C.J. Driscoll of Mengham. Seconded by, Martin Stevens and Craig McFarling and agreed unanimously.

### **PROPOSITIONS:**

There was one propositions.

1. Proposal by: The Executive Committee and having been circulated to all voting members as required by clause 13 (b) of the Constitution.

Summary, as read by the Hon Secretary.

The current HIADS Constitution lists DPS membership as follows.

Clause 3 of the 2016 Constitution States...

#### **3. Membership**

- (e) The Society shall have a Designated Premises Supervisor (DPS) as required by the 2003 Licensing Act, qualified for the role and selected by the membership at a General Meeting, to serve for a rolling two-year term. The elected DPS shall be a permanent member of the Executive Committee filling one of the five ordinary Executive member positions.

#### **Proposal**

The 2016 Executive Committee proposes that this clause be amended to read:-

- (e) The Society shall have a Designated Premises Supervisor (DPS) as required by the 2003 Licensing Act, qualified for the role and selected by the membership at a General Meeting, to serve for a rolling two-year term. The elected DPS shall be a permanent member of the Executive Committee.

**DISCUSSION:**

- The Proposal was accepted with no questions raised.

**The proposition was accepted unanimously on a show of hands.**

**ELECTION OF EXECUTIVE COMMITTEE:**

According to clause 5 the Constitution, the Executive Committee will consist of four officers and three to five members of the society plus DPS. The Vice Chairman, Honorary Secretary, Honorary Treasurer and members of the Committee, including the DPS, shall serve for a two-year term at which time they will resign but will be eligible for re-election. In accordance with clause 5.c of the Constitution, the Chairman shall be elected annually, but shall not serve more than three consecutive years. This year there are three places to be filled on the Executive Committee these are the roles of Chairman, plus three Members.

The Vice Chairman: Alan Hoad, the Hon. Secretary: June Noble, the Treasurer: Wendy Tobin, the DPS: Adrian Trew and members: Bob Tobin and Steve Harding all have one further year to run.

We have only one nomination for the post of Chairman of the executive committee and that is for Laurie Noble, who is thus elected unopposed.

We have three nominations for membership of the executive committee and they are for Laura Duncan, Vicky Fox and Tony Johnson, who are thus elected unopposed.

The Secretary thanked the new members of the Committee for coming forward for election and wished them well.

The secretary explained that in addition to the Executive Committee, we have advisory Committees who report to the Executive. In accordance with Clause 6 of the Constitution, the composition of these committees will be ratified by the new Executive at its first meeting.

**THE SCULPTURE:**

The Secretary read out a statement concerning the sculpture as follows: “In accordance with the terms of the agreement between HIADS, Hayling Schools, Havant Borough Council and Claire Straiton, the sculptor of the statue entitled “The Players” sited in front of the Theatre, I confirm that the bronze is in good condition and is insured with Zurich Commercial for the initial sum of £18,000, which being index linked now stands at £23 950.00. The policy is against Fire and Special Perils with an excess of £100.”

**ANY OTHER BUSINESS:**

- Several members agreed that we should organise mail drops to houses on new estates. The Executive Committee agreed to follow this up.

- Linda MacDonald advised that the U3A were writing a book detailing life on Hayling leading up to the WWII. Members who may be able to contribute should contact Mike Fernham or Geoff Coates-Jones.

The Chairman closed the meeting at 20.40, after which a meeting of the Trustees was held. During this meeting the election of the committee members as described above was ratified and the Directors were empowered by the Trustees to run HIADS Limited.

The Secretary dealt with the paperwork for this.