



Minutes for Annual General Meeting
Thursday 12 October, 7.45pm
Cromwell Bowling Club, Alpha Street, Cromwell

ATTENDANCE

Present: Bridget Taylor, Marion Low, Anita Millane, Katie Lindsay, Gen Horsnell, Morgan Clark, Carolyn Murray, Tania Partridge, Brigitte Tait, Emily Derham; plus members Ross Hansen, Debbie Shaw, Ryan Brennan

Guest: Neha Gosalia, from Volunteer South

Apologies: Susie Geh, Michael Low, David George, Catherine Brown, Kathleen Dundass

AGENDA ITEMS

- 1. President's Welcome:** Katie welcomed all and thanked everyone for their attendance
- 2. Guest Speaker:** Neha Gosalia, from Volunteer South, spoke about volunteer management in theatre. She discussed what motivates volunteers, respecting their time & energy, and how to recognise volunteers who will be keen to develop new skills. It was suggested that feedback be encouraged from volunteers after the end of the show; did the role meet your expectations and would you do it again? Neha emphasised that mental health is a huge part of why volunteers become involved with groups, so you should support them to avoid them experiencing burnout, by checking in with them regularly on how they're feeling. Giving the regular heads a break for a year is a chance to give new people a chance to contribute. Katie thanked Neha for speaking and sharing her great ideas; Katie said she'd talk with Neha sometime soon regarding feedback forms to use following shows.
- 3. Minutes from previous AGM:** Moved: Carolyn Accepted: Emily
- 4. President's Report 2022/23;** Katie presented her report [President Welcome & Report 2022 23 & Nominations](#)

5. **2022/23 Financials:** Bridget presented the Financial Report from Mead Stark for the previous financial year (Murder by Committee year).
6. **Confirmation of Accountant:** It was moved to continue to not have annual accounts fully audited, citing cost and time constraints and comfort in having Mead Stark. Vote passed unanimously for Mead Stark to continue as accounted and accounts do not have to be audited.
7. **Update of Rules:** MacTodd completed a review of the rules in response to the new Incorporated Societies Act and provided feedback.

Marked-up rules were circulated; a motion was moved by unanimous vote to accept updated rules as presented. Changes included minor grammatical and layout corrections as well as:

- Board changed to Committee throughout
- Organisation changed to Society throughout
- References to him/her updated to their/they/them
- Annual Return and Financial Statements to be filed within 6 months of the balance date - before 30 September annually
- AGM to be held prior to 30 September as per above
- Minimum membership numbers noted as 10

The President would lodge the updated rules with the Charities office once updates were finalised on behalf of the Society.

Further work was needed to comply with changes to the Incorporated Societies Act as identified by MacTodd during their review, including the need for a new constitution that complies and re-registration; these will need to be completed by 5 April 2026.

The President read out the changes that were required and it was agreed that the Society would make steps towards completing before the due date.

8. **New Life Members;** Morgan Clark was nominated and accepted by all committee members as a new life member.
9. **Committee nominations:** Katie nominated Carolyn, Tania, Gen, Marion, Emily, Michael, Marion, Brigitte, Anita and Morgan to become committee members. Brigitte nominated Katie and Debbie Shaw and everyone accepted all nominations.
10. **Meeting closed:** 8.55pm