

CANBERRA REPERTORY SOCIETY

ACN 008 392 023 ABN 67 008 392 023

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the **73rd Annual General Meeting of Canberra Repertory Society** will be held at the Canberra REP Theatre, 3 Repertory Lane, Acton, ACT on **Monday 5 May, 2025, at 7.30pm.**

NOTE: Only those who are financial members of the Society may stand for election, nominate or second candidates, or vote at an Annual General Meeting.

BUSINESS

1. Apologies.
2. Minutes of the Annual general meeting held on 6 May 2024
3. Business arising from the Minutes.
4. Receipt and adoption of the Report of Council for 2024
5. Business arising from the Report of Council.
6. Receipt and adoption of the Income and Expenditure Statement for the year ended 31 December 2024 and the Report of the Auditors.
7. Business arising from the Accounts.
8. Appointment of AccountAbility ACT as new auditor (see notes)
9. Appointment of the Council of the Society for the ensuing term/s:
 - a. 1 x Treasurer (two-year term), and
 - b. 1 x Vice President (two-year Term)
 - c. 3 x Members of Council (two-year terms)
10. Special Resolutions.

Nomination of Judi Crane Wilkins for Life Membership of the Canberra Repertory Society; and

Nomination of Michael Sparks OAM for Life Membership of the Canberra Repertory Society (see over)
11. General Business-transaction of any other business which may be brought forward in accordance with the Society's Constitution.

Malcolm Houston
Company Secretary

April 2025

Nomination of Judi Crane Wilkins for Life Membership

We write in order to nominate Judi Crane for life membership of the Society and to obtain your support for the nomination. The basis for this nomination (of which Judi is unaware) is her considerable and lengthy contributions to the Society, as follows (partial list only as she has doubtless performed other services we do not know about).

- REP member for more than 50 years
- Member of REP Council for five years.
- President for one year.
- Vice President for two years.
- Chair of the Play Selection Advisory Committee for 10 years.
- Director of two mainstage productions (*The Importance of Being Ernest* and *'Night Mother*).
- Assistant director of two mainstage productions (*One Flew Over The Cuckoo's Nest* and *Proof*)
- Leading or subsidiary roles in numerous REP mainstage and lesser productions.
- Introducing both her sons to theatre for REP, both onstage and in technical roles (which activities they have continued in their new homes in NSW and Victoria).
- Encouraging her Drama students at Copland College to attend REP productions.
- Introducing some of her students and other teachers to REP, where a number of them became involved as performers or technical crew.
- FOH activities for many years, until her failing health prevented her continuing.
- Appearances on 666 2CN to promote several productions in which she appeared (eg *An Ideal Husband*).
- Presentation of a named annual award.
- Sourcing of furniture, clothing and other items for use in REP productions over many years.

Please seek endorsement of this nomination by the current appointed Panel of Life Members and then list it for endorsement at the 2025 AGM of the Society.

Peter Wilkins

Seconded Oliver Raymond OAM

Supported by a panel of REP Life Members.

Nomination for Michael Sparks OAM for Life Membership of Canberra REP.

Michael has given a huge amount of voluntary service to CBR REP over many years. The actual statistics are available in REP's records and many programs for REP productions. He has (of course) been on stage as an actor and set designer. But he has also done the hard stuff, over many years:

- * as a member and President of REP Council
- * as a reader and selector for REP's yearly season of plays
- * as a frequent friendly presence around the theatre helping in many other ways

Most recently, he put in the difficult work needed to clarify the Intellectual property for REP's production of *Baby Jane*.

He has also been available to assist new writers.

For your consideration.

John Klingberg

Seconded A Kitzel

Supported by a panel of REP Life Members

AccountAbility ACT – proposed new Auditor

AccountAbility is a small but growing firm and the opportunity to provide our services to REP is one that we would value very highly. We believe that our firm is well placed to undertake the work for REP given our depth of experience in the not-for-profit sector and specifically for company's limited by guarantee.

All of the audit work is undertaken by experienced professionals and is supervised by a Registered Company Auditor, who is also a member of the Institute of Chartered Accountants. One of our most significant clients is the Australian National Audit Office who utilise our team for the provision of contract auditors. I would welcome you to visit our website to gain a further understanding of our company should you require.

Audit approach and profile of our firm

We pride ourselves on working on a "no surprises" basis established through building an open and objective relationship with our clients.

Our audit approach has been developed over a number of years and reflects a contemporary risk-based methodology. Significant investment has been made to ensure the methodology is compliant with applicable Australian Auditing Standards and we undertake an annual review of emerging audit issues to ensure the approach remains compliant.

Our approach has been reviewed by the Institute of Chartered Accountants as part of their practice quality assurance process and was deemed to meet the required professional auditing standards.

We consider that our methodology is characterised as being:

- Contemporary;
- Efficient;
- Adaptable in delivery; and
- Pragmatic in light of the auditee's operating environment.

Our approach to audit engagements is essentially a "top-down" approach which commences with an analysis of the auditee's operating environment and its organisational structures and works down through to the testing of transactions and balances. This approach allows us to identify opportunities for strengthening internal controls and achieving greater efficiencies and economies of operations and in turn provides for the development of realistic and pragmatic recommendations to those charged with governance.

Although not listed on our website we currently undertake the audits of the following entities:

- Australian Council of Learned Academies Limited;
- Australian Access Federation Limited;
- Council of Australasian University Directors of Information Technology Incorporated;
- National Judicial College of Australia;
- The Australian Academy of the Humanities;
- The Academy of the Social Sciences in Australia;
- Regional Universities Network Limited;
- The Returned and Services League of Australia (RSL National);
- Professions Australia Limited;

- Museums Australia;
- Australian Primary Principals Association;
- Australian Political Studies Association;
- Boxing Australia Limited; and
- Capital Football.

In addition, we currently provide Chief Financial Officer or accounting services to the following national bodies which are both companies limited by guarantee:

- Association of Heads of Independent Schools of Australia; and
- National Road Transport Association.