



North Shore Theatre and Arts Trust (The PumpHouse Theatre)

ANNUAL REPORT 2023-2024

TE WHARE TAPERE I TE TAHA O PUPOKEMOANA

ANNUAL GENERAL MEETING

Wednesday 21 August 2024
THE PUMPHOUSE THEATRE

7:00pm AGM commences
(Meet and greet 6.30pm)

AGENDA

Welcome	
Apologies	
Minutes of AGM held 23 August 2023	(page 16)
Chairman's report	(page 13)
Treasurer's report Auditor's Report <i>Notice of Motion</i> <ul style="list-style-type: none"> • Appointment of Auditor 	(page 14)
Business Manager's report	(page 15)
Election of Board members	
<i>Notice of Motion</i> <ul style="list-style-type: none"> • Annual Subscriptions (Current Financial Year) 	
General Business	
Guest Speaker – Tina Cross ONZM	

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AUDIT REPORT

INDEPENDENT AUDITOR'S REPORT

To the Board of North Shore Theatre and Arts Trust (The PumpHouse Theatre)

Opinion

We have audited the financial information in the performance report of North Shore Theatre and Arts Trust (The PumpHouse Theatre) on pages 3 to 10, which comprise the statement of financial position as at 30 June 2024, and the statement of financial performance and statement of cash flows for the year then ended, and the statement of accounting policies and notes to the performance report. We were not engaged to audit the entity information or statement of service performance and accordingly these statements, representing other information, are not included in our audit.

In our opinion, the financial information in the accompanying performance report presents fairly, in all material respects, the financial position of North Shore Theatre and Arts Trust (The PumpHouse Theatre) as at 30 June 2024, and its financial performance and its cash flows for the year then ended in accordance with the requirements of the Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) standard issued in New Zealand by the New Zealand Accounting Standards Board (PBE SFR-A (NFP)), relevant to reporting financial position, financial performance and cash flows.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Performance Report section of our report. We are independent of North Shore Theatre and Arts Trust (The PumpHouse Theatre) in accordance with Professional and Ethical Standard 1 'International Code of Ethics for Assurance Practitioners (including International Independence Standards) (New Zealand), and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, North Shore Theatre and Arts Trust (The PumpHouse Theatre).

Restriction on Responsibility

This report is made solely to the Board, as a body, in accordance with section 42F of the Charities Act 2005. Our audit work has been undertaken so that we might state to the Board those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Board as a body, for our audit work, for this report, or for the opinions we have formed.

Other Information: Entity Information and Statement of Service Performance

The Board are responsible for the other information. The other information comprises the entity information and statement of service performance but does not include the performance report and our auditor's report thereon.

Our opinion on the financial information in the performance report does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the performance report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the performance report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Board' Responsibility for the Performance Report

The Board are responsible on behalf of the entity for:

AUDIT REPORT (CONTINUED)

- a) service performance criteria that are suitable in order to prepare service performance information in accordance with the Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) standard issued in New Zealand by the New Zealand Accounting Standards Board (PBE SFR-A (NFP));
- b) the preparation and fair presentation of the performance report which comprises:
 - the entity information;
 - the statement of service performance; and
 - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with PBE SFR-A (NFP), and
- c) for such internal control as the Board determine is necessary to enable the preparation of a performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Board are responsible on behalf of the entity for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

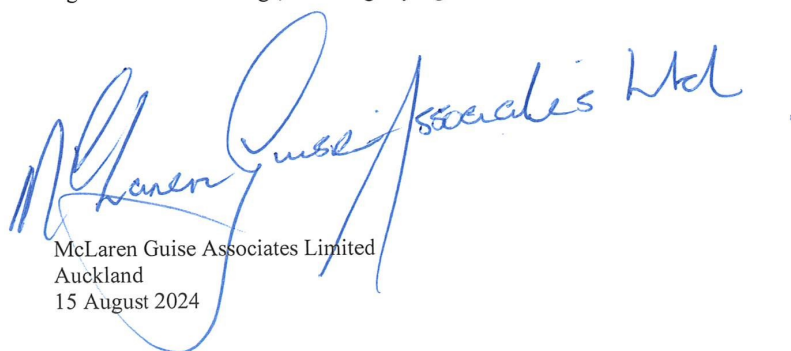
Auditor's Responsibilities for the Audit of the Financial Information in the Performance Report

Our objectives are to obtain reasonable assurance about whether the financial information in the performance report is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance report.

As part of an audit in accordance with ISAs (NZ), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial information in the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Board and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial information in performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.

We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



McLaren Guise Associates Limited
Auckland
15 August 2024



STRATEGIC PLAN 2023/2028

Charities Commission Number CC47003

PURPOSE

To encourage and support the performing arts community as a venue for hire at the historic PumpHouse.

VISION

A thriving performing arts hub open to all opportunities with strong community and stakeholder involvement.

VALUES

We are...

	Encouraging We encourage, nurture and advocate participation in the performing arts.
	Supportive We support hirers and performers with high standard theatre amenities and services.
	Connected We actively welcome, engage and connect with the community and our stakeholders.
	Collaborative Board, staff, Friends of The PumpHouse, community, and volunteers working together.
	Caring We are responsible for the maintenance of the PumpHouse, to ensure that all can celebrate it's heritage as an iconic performing arts venue.

STAKEHOLDERS:

Staff, volunteers and Friends of the PumpHouse
Audiences, and the wider participant community
Performers • Mana whenua who identify with the PumpHouse
Auckland Council and Local Boards
Local organizations • Funders and Sponsors
Café Leaseholder • Hirers • Industry Partners

FOCUS

OUTCOME (WHAT)

STAKEHOLDER RELATIONSHIPS AND EXPERIENCE	<ul style="list-style-type: none">Continued strong engagement with all stakeholdersIncrease Friends of the PumpHouse membershipsIncreased audience numbers
DIVERSITY OF EVENTS AND PARTICIPATION	<ul style="list-style-type: none">PumpHouse events and participants reflect the diversity of our community
HERITAGE BUILDING AND THEATRE AMENITIES	<ul style="list-style-type: none">PumpHouse offers a high standard of theatre amenities within an iconic building which complies with building standards and health and safety requirements
MAINTAIN SUSTAINABLE BUSINESS MODEL	<ul style="list-style-type: none">Ongoing financial sustainabilityA brand that is well respected by our stakeholdersEfficient venue operationsEncourage repeat hirers and performers to consider audience growthMaintain a strong presence with philanthropic funding sectorMaximize space

BOARD MEMBERS AND STAFF

TRUST BOARD

Executive Officers

Peter Burn	Chairman
Alan Reekie, QSM	Secretary
Brenda Magee	Treasurer

Committee

Peter Baird
 Margaret Hart
 Jill Thomas
 Fiona McMillan
 Jeff Philp
 Teresa Sokolich
 Sabine Doolin (*Resigned Jan 2024*)

STAFF

Permanent Staff

James Bell	Business Manager
Meg Andrews	Marketing & Box Office Coordinator
Mags Delaney-Moffatt	Community Engagement
Mark Wilson	Venue Operations Coordinator
Helena Easey	Administrator

Casual Staff

Adam Eastham	Ária Harrison-Sparke	Chiara Niccolini
Christine Ball	Elinor Coghlan	Emerson O'Regan
Hana Ram	Julia Rutherford	Matthew Diesch
Matthew Goldsbro'	Nicola Dimond	Rhiannon Hadlow
Sophia Hepper	Stephen Curtis	Vettinia Ross
Zara Ridley		

SCHEDULE OF SUPPORT

The North Shore Theatre and Arts Trust is grateful for the funding contribution received from the Devonport-Takapuna Local Board and for their assistance in keeping this historic venue and its beautiful surroundings well maintained.

Additional Support

We are extremely grateful to the following organisations for their generous and invaluable assistance this year.

- Pub Charity
- Devonport-Takapuna Local Board
- Foundation North
- The Lion Foundation
- COGs
- Aotearoa Gaming Trust
- Creative Communities



And to the local businesses who provide their products and services at a discounted rate including; Benefitz, The Takapuna Beach Business Association, NZME, Patronbase, and Brite Sparx Electrical.

STATEMENT OF FINANCIAL POSITION

	2024	2023
<u>EQUITY</u>	392,388	403,575
<u>CURRENT LIABILITIES</u>		
Sundry Creditors	18,019	21,130
Income and Venue Rental in Advance	9,652	14,534
Grants received in advance		
Seat replacement donations		500
	<u>27,671</u>	<u>36,164</u>
TOTAL FUNDS EMPLOYED	<u>\$420,059</u>	<u>\$439,739</u>
Represented by		
<u>CURRENT ASSETS</u>		
Cash float	200	200
Petty cash	146	146
Debtors	1,532	16,674
Stock on hand		0
Insurance in advance	5,755	5,537
GST payable	-1,768	-1,751
ASB - Current account	146,239	95,704
ASB Term deposits	<u>0</u>	<u>40,000</u>
	152,104	156,510
<u>FIXED ASSETS</u>		
Leasehold improvements	242,631	250,234
Technical equipment	7,607	7,453
Furniture and fittings	14,778	22,320
Computers	<u>2,939</u>	<u>3,222</u>
	267,955	283,229
<u>TOTAL ASSETS</u>	<u>\$420,059</u>	<u>\$439,739</u>

STATEMENT OF MOVEMENTS IN EQUITY

	2024	2023
EQUITY AS AT 1 JULY 2023	\$403,575	456,971
Net Surplus after Grants	<u>-\$11,187</u>	<u>-53,396</u>
EQUITY AS AT 30 JUNE 2024	\$392,388	\$403,575

STATEMENT OF FINANCIAL PERFORMANCE

	2024	2023
<u>INCOME</u>		
Box office	160,221.00	130,480.00
Donations	16,135.00	11,463.00
Fund raising and events	14,217.00	6,572.00
Interest received	3,808.00	474.00
Subscriptions received	4,195.00	4,375.00
Sundry income	9,322.00	8,951.00
Venue rental	177,109.00	164,040.00
<u>GROSS INCOME</u>	385,007.00	326,355.00
<u>Less EXPENSES</u>		
ACC levies	1,449.00	1,006.00
Advertising and promotions	31,617.00	32,532.00
Audit fee	2,500.00	2,350.00
Bank charges	17,183.00	16,768.00
Board expenses	2,590.00	2,817.00
Box office charges	19,994.00	21,359.00
Computer and accounting	4,826.00	4,449.00
Consultancy	7,500.00	
Depreciation	33,813.00	35,875.00
Electricity	10,821.00	9,425.00
General expenses	5,140.00	6,155.00
Insurance	8,415.00	8,458.00
Photocopy expenses	6,920.00	6,646.00
Projects and PumpHouse events	11,200.00	6,720.00
Repairs and maintenance	45,827.00	31,553.00
Security costs	2,472.00	2,747.00
Staff training and welfare	4,596.00	4,842.00
Stationery and postage	2,429.00	2,169.00
Telephone and internet	6,193.00	6,284.00
Wages and salaries	305,900.00	287,221.00
	531,385.00	489,376.00
<u>NET PROFIT/-DEFICIT</u>	-146,378.00	-163,021.00
<u>OPERATIONAL GRANTS</u>		
Devonport Takapuna Local Board - Contract Grant	86,700.00	93,024.00
Pub Charity		3,445.00
Devonport Takapuna Local Board	3,817.00	3,079.00
COG's Funding	2,000.00	4,000.00
Chamber of Commerce		2,000.00
Creative Communities	3,750.00	
Lion Foundation	10,000.00	
Foundation North	25,000.00	
Aotearoa Gaming Trust	3,924.00	
Covid 19 related payments		4,077.00
	135,191.00	109,625.00
<u>NET PROFIT/-DEFICIT AFTER GRANTS</u>	-\$ 11,187.00	-\$ 53,396.00

Date: Treasurer

16/7/2024

Chairman

NOTES TO ACCOUNTS

Statement of Accounting Policies

GENERAL ACCOUNTING POLICIES

The general accounting principles recognised as appropriate for the measurement and reporting of results and financial position under the historical cost method have been observed in the preparation of these accounts.

PARTICULAR ACCOUNTING POLICIES

The particular accounting policies adopted in the accounts and which have a significant effect on the results and financial position disclosed are:

Fixed Assets

- Are recorded at full cost to the Trust.
- The Lease from Auckland Council is until 16 July 2028 with an automatic right of renewal for a further 10 years.

Depreciation

- The Trust has taken the decision that as from 1 July 2014 the buildings will not be depreciated.
- Furniture, fittings and technical equipment are written off over five years.

Reliance is placed on the fact that The PumpHouse is a going concern. Accrual accounting is used to match expenses and revenue. The accounts are prepared on a GST exclusive basis.

The PumpHouse is dedicated to Auckland residents.

CHANGES IN ACCOUNTING POLICIES

There was no changes of accounting policy in the year ended 30 June 2024.

CHAIRPERSON'S REPORT

The year has been one of rebuilding our activities following the disruption and uncertainty of the Covid aftermath. I am pleased to report that we have recovered well thanks to the energy of our staff and the ongoing support from The Devonport -Takapuna Local Board. The funding Issue for 2023-24 has now been resolved due to the Local Board understanding our importance in the community.

We have had a series of productions that have ensured the theatre has been in constant use to 100% capacity thereby enabling us to continue to employ both our permanent and casual staff.

Financially we achieved an operating loss of \$11,187 prior to depreciation which we consider to be acceptable given the operating difficulties experienced in the year, and the last few months have demonstrated that audiences are returning to theatre in levels like prior to Covid.

We held a total of 393 performances in the Genevieve Becroft Auditorium, the outside amphitheatre, and the coal bunker throughout the year. We had over \$1mill in ticket sales in the year which flowed to participants and users of the facility.

We have spent funds on capital expenditure in the year recognising that we need to maintain the buildings and we are grateful to Auckland Council who continues to ensure that the buildings and outside amphitheatre are fit for purpose and essential maintenance is conducted when required.

We have updated our Five-Year Strategic Plan and are now working to ensure that our objectives can be achieved. In line with that the Board employed an advisor to assist us in our fundraising efforts. This has progressed in the year and has been instrumental in increasing our fundraising ambitions. We have resolved to continue our efforts in a structured way recognising that the present economic climate does make it difficult.

Our efforts have been worthwhile in that we have received \$15,000 more than last year. I would like to thank all those people who have donated to The PumpHouse in the past few months.

Once again, we thank the Devonport-Takapuna Local Board for their financial support enabling us to ensure that we all experience another year of performing arts at Lake Pupuke. I would also like to thank our Auckland Council Place and Partner Specialist for Arts, Xanthe Jujnovich, for her interest and advice over the year.

The Board thanks James Bell, our Business Manager, for the efforts he has made over the year as he did last year in demonstrating that we are able to continue to diversify and gain differing performances at short notice.

I must record that on 14th July 2024 we lost our long-term secretary Alan Reekie QSM. He died suddenly only a few weeks after his wife Joan. He was a man that we could rely on to perform in everything that was required of him. I will miss him dearly as over the years we have become good friends.

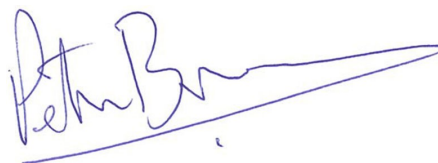
Rest in peace, Alan.

To all our staff and volunteers, I want to thank you for your efforts in ensuring that we perform at our best both from the hirer's point of view and for the audience's enjoyment. James has mentioned our hirers and our many supporters, who continue to enjoy a night at The PumpHouse, and I would like to again register the Board's thanks to them for ensuring that our calendar of events is as full as possible in the past year.

Our thanks also go to the proprietors of the French Rendez-vous Cafe who continue to add colour, and innovative menus and attract patrons to our piece of Lake Pupuke.

I wish to again thank my fellow Board Members for the time they give to administering the Trust. They do this with no reward in mind other than knowing they have contributed to making the enterprise successful, striving always to increase our patron's experience, in the pursuit of excellence.

My thanks to you all.



Peter Burn
Chairman
21 August 2024

TREASURER'S REPORT

The Statements of Financial Performance and Position of the Trust as at 30 June 2024 are attached. The accounts reveal an overall loss of \$11,187 after all expenses including depreciation of \$33,813.

This result is distorted by the requirement by the Charities Commission to include a \$25,000 grant from Foundation North received in late May. The operational expenses covered by this grant will not be incurred until the current year resulting in a mismatch. Similarly, a Pub Charity grant of \$3,445 was reported last year but the funds were not expended until the 2024 year. After adjusting for these the actual operating loss for the year is \$32,742.

Revenue this year is slightly up on last year but the pleasing trend of improvement of the Expenses/Revenue ratio continues down from 150% last year to 138%.

Even this improved result illustrates just how the PumpHouse is dependent on grants for its survival. I am very pleased to report that the Devonport-Takapuna Local Board funding contribution has been secured for the current year at the same level as the last. There is of course no guarantee that this level of support will continue.

This year the Trust has been the recipient of a number of grants over and above our operational funding from Auckland Council. The Trust is very appreciative to those who have continued to support us in these difficult times.

- Creative Communities \$3,750
- Devonport Takapuna Local Board \$3,817
- COGs funding of \$2,000
- Lion Foundation \$10,000
- Foundation North \$25,000
- Aotearoa Gaming Trust \$3,924

Income

The income is up this year by about \$58,000 with the theatre being at capacity. What is pleasing is that public donations continue to rise. John Godfrey & Associates were employed to help set fund raising strategies, both to consider long term goals for capital items such as new seating, but also much needed operational funding.

The advice he has given has been implemented resulting in increased public donations and his strategies will continue to be used.

Expenditure

The costs of running the venue have continued to rise with many of our suppliers raising their prices. This year the Business Manager has scrutinised the charges from all suppliers and has been successful in reducing costs in a number of areas. This scrutiny is ongoing.

The rises to the minimum wage continue to impact the cost of our casual staff, to retain parity these rises have flowed through to our permanent staff. While we certainly do not begrudge our staff this, the extra cost does have an impact on the bottom line.

This year repairs and maintenance costs are higher than in the previous year. These increased costs include the repair of flood damage, insurance did cover most of this but the insurance receipt was included in last years accounts thus resulting in a mismatch. Electrical wiring also required attention this year.

Profit Position

Under the astute stewardship of the Business Manager the operational loss has reduced again as it has over the last few years. However, at \$146,378 it is obvious that without operational grants received from the, Devonport-Takapuna Local Board and our other valuable funders we could not operate.

Summary

The PumpHouse continues to make the venue an attractive location to our hirers. This year there have been a number of new hirers and we are pleased to welcome back our regulars. We are most grateful to the Devonport-Takapuna Local Board who continues to support the PumpHouse. Our gratitude is also extended to all others who have supported us by providing funding or by attending performances.

I wish to acknowledge the work of the PumpHouse Business Manager, James Bell. He continues to run the venue efficiently and his pro-active approach has continued to keep the Trust in a healthy financial position even in difficult times. Thanks must also go to Helena Easey who has carried out many of the day-to-day accounting tasks.

Brenda Magee
Treasurer
21 August 2024

BUSINESS MANAGER'S REPORT

We were thrilled to welcome back The PumpHouse Picnic in November 2023. A staple of early PumpHouse fundraising of the past, the revived picnic featured live performances, costume dress-up, food trucks, a craft market and a chance to explore the building.

It was a great way to raise our profile in the community. A big thank you to Mags and Meg for their hard work in organising the day, and to all our volunteers.

We sold 42,818 tickets in the past year, representing just over \$1m in ticket sales revenue through our box office which was passed along to local theatre groups and performers.

Most of our usual hirers returned in 2023-2024. We hosted three musicals during the year – Spring Awakening was a youthful production by newcomers to The PumpHouse, Bravi Theatre. Masked Productions bid farewell with a premiere production of new work *In Pieces*, and North Shore Music Theatre returned with a powerful production of *Next to Normal*.

Tim Bray Theatre Company had some excellent audiences for their shows in 2023, and Shoreside Theatre had their best ever Shakespeare in the Park season complementing their always popular Agatha Christie murder mysteries.

Eleven New Zealand works were performed, including one written by local high school students from Rosmini College.

Our poetry event for the 2023 Heritage Festival was well-received, and our family-friendly Pride events proved popular too. We have a great relationship with the team from "Late Night Knife Fight" who bring improv comedy to the Coal Bunker on a regular basis.

We're excited to welcome Milford-based Phoenix Theatre back to the PumpHouse after many years. They have a season coming up in October and two more seasons booked for 2025. They'll be a great addition to our strong theatre lineup.

Earlier last year our Box Office and Marketing Coordinator Meg Andrews undertook an internship at Spark Arena during their production of *Hamilton* to experience how a larger venue operates. She presented her insights at the EVANZ conference in November and brought back some fantastic ideas to share with the team and our hirers.

In May, she was one of our three experts who held masterclass workshops aimed at upskilling community theatre practitioners in marketing, health and safety, and stage management.

Mags Delaney-Moffatt's Community Engagement efforts were acknowledged in the annual Kūmara Awards where our placemaking initiatives were a finalist in the "beyond the brief" category, celebrating physical spaces that are more than what is expected or required.

Mark has made a good start on the sustainability goals that are now part of our funding agreement, and Helena successfully transitioned both our payroll and accounting systems to a new online platform during the year.

While bookings are strong for 2025, we still rely on contributions from the Devonport-Takapuna Local Board and other key funders to cover approximately 67 per cent of our operating costs.

Devonport-Takapuna Local Board contributions may be impacted by Auckland Council budget cuts, and we are already seeing greater pressure on other philanthropic funders who are narrowing their support to exclude the arts, Auckland-based charities, or those who don't focus on specific demographics.

Many of our theatre facilities are ageing and need upgrading in the short to medium term. Customers report our theatre seating is uncomfortable, and repairs are often complex and expensive. Our technical equipment is nearly 25 years old and doesn't support modern theatre technologies, nor is it energy efficient.

Our grand piano requires \$15,000 of repair and maintenance work at a minimum.

Our fundraising work shows the community doesn't necessarily recognise The PumpHouse as needing support. We're hoping to change this perception with improved communications, encouraging patrons to donate to The PumpHouse (separate from the presenting theatre company), and exploring corporate sponsorship opportunities.

To close I'd like to acknowledge our funders and partners for their support, and in particular to thank the Devonport-Takapuna Local Board and our local councillors for their continued enthusiasm for The PumpHouse Theatre.

My thanks too to our Trust Board, members of Friends of The PumpHouse and especially our staff and volunteers who work hard to ensure that everyone who visits The PumpHouse has a great experience.



James Bell
Business Manager
21 August 2024

MINUTES OF THE PREVIOUS AGM

Minutes of the 48th Annual General Meeting held At the PumpHouse Theatre

7.00 pm Wednesday 23 August 2023

Welcome:	Peter Burn welcomed the attendees to the meeting at 7.05pm.
Attendees:	Alan Reekie, Brenda and Ian Magee, Bruce Farrell, Chen Yan, Christine Costley, Debbie Dunsford, Edwin Whenmouth, Fiona McMillan, Geoff Clendon, Heather Sharples, Helena Easey, James Bell, Jeff Philp, Jilly Thomas, Lidia Gourina, Mags Delaney-Moffatt, Margaret Hart, Mei Burns, Murray Moffatt, Peter Baird, Peter Burn, Ruth Ell, Sabine Doolin, Teresa Sokolich.
Apologies:	<p>Angela Antony, Anne Stewart, Chris Darby, Gemma Lee, Helen Pratt, Jan O'Connor, Joan Reekie, John Duder, Joy Burn, Liz Powell, Marie Potter Peter Allen, Sir Roger Hall, Susan Stiff, Tina Cross, Toni van Tonder, Yabing Liu.</p> <p>Apologies be accepted.</p> <p>Moved: Alan Reekie Seconded: Peter Baird Passed unanimously</p>
Minutes of the 2022 AGM (17.08.2022)	<p>See Pages 20-23 The minutes were taken as Read</p> <p>Accepted: Margie Hart. Seconded: Peter Baird Passed unanimously</p>
Chairman's Report:	<p>See Pages 14-15</p> <p>Highlights from the Chair's report was:</p> <ul style="list-style-type: none"> • The year has been one of disruption and uncertainty in facing the changing demands experienced in the Covid epidemic followed by the threats to ongoing Auckland Council funding and minor flooding. • The Council funding for the funding year has been reduced by 6.5% and our initial application for operational funding from Foundation North for 2024 was unsuccessful but our Business Manager is still in discussions with them.

MINUTES OF THE PREVIOUS AGM (CONTINUED)

	<ul style="list-style-type: none"> • A total of 344 performances in the Genevieve Becroft Theatre, the outside Amphitheatre and the Coal Bunker were held during the year. • We have spent some funds on Capital expenditure in the year in the year recognising that we need to maintain the buildings and we are grateful to Auckland Council who continue to ensure that the buildings and outside Amphitheatre are fit for purpose and that essential maintenance is carried out when required. • We have updated our five-year Strategic Plan and are now working to ensure that our objectives can be achieved. • In line with that the Board has resolve to proceed with the fund raising necessary to refurbish the Genevieve Becroft Auditorium which we are aiming to complete in the next two years. We have employed John Godfrey, PHD MINSTD,CFRRE, and Associates to assist in making this possible. • I also want to mention the canopy that was completed last year and is in constant use. This is a valuable asset to our working environment • To all our staff and volunteers, I want to thank you for your efforts for their efforts in ensuring that we perform at our best from the hirers point of view and for the audience's enjoyment. Our thanks also to the proprietors of the French Rendezvous Café who continue to add colour along with a new menu and attract patrons to our piece of Lake Pupuke • I wish to again thank my fellow Board Members for the time they give to administering the trust. <p>The Chair Peter Burn moved that his report be accepted.</p> <p>Moved: Peter Burn Seconded: Fiona McMillian Accepted unanimously.</p>
Treasurer's Report	<p>See Pages 4-6 and pages 10-13 and 16 - 17 of Annual Report 2022-2023</p> <ul style="list-style-type: none"> • The statements of Financial Performance Position of the Trust as at 30 June 2023. The accounts reveal an overall loss of \$53,396

MINUTES OF THE PREVIOUS AGM (CONTINUED)

after all expenses including depreciation of \$35,875.

- This result looks horrendous; however, it must be borne in mind that operating grants totalling \$35,000 from Lion Foundation and Foundation North received in June 2022 were included as income last year as required by the Charities Commission. Similarly, a Pub Charity grant was reported this year, but the funds have not yet been used. After adjusting for these grants, the actual operating loss for the year is \$21,841
- This year the PumpHouse has been fully operational other than a short interruption caused by flooding after three years of major Covid disruption. This is reflected not only in almost doubling of revenue but a greatly improved Expenses/Revenue ratio which was 237% in 2022 but 150% in the current year.
- After three years of interruption the theatre is back to full capacity with gross trading income and donations of \$326,355. The last time full capacity was achieved was 2019 with \$262,570 gross income. So even taking into account inflation income is at a good level.
- Under the astute stewardship of the Business Manager, it is obvious that without the operational grants received from the Auckland Council and our other valuable funders we could not operate. In the current times with increased calls on Council and our other valuable funders we could not operate.

Auditors

Our Auditors McLaren Guise Associates Limited have been the Trust's Auditors for many years and have agreed to continue in this role. I would like to move that they be invited to continue in this role for the current financial year.

Moved: Brenda Magee moved that the Treasurer's Report as printed be accepted and the motion to appoint McLaren Guise Associates Limited be approved,

Seconded: Peter Baird
Passed unanimously.

MINUTES OF THE PREVIOUS AGM (CONTINUED)

Business Manager's Report	<p>See Pages 18-19 of Annual Report 2022-2023</p> <p>We were thrilled to return to “almost” normal this year with no lockdowns, vaccine passes or capacity restrictions to contend with.</p> <p>Sold -out seasons and premieres by New Zealand writers were highlights of our 2022-2023 season of theatre at the PumpHouse. In total 14 works by New Zealand playwrights were presented during the year</p> <p>A grant from the Devonport-Takapuna Local Board enabled heat pumps to be installed in the coal bunker and box office spaces</p> <p>With the funding reductions from the Council and our long-term operational funders we start the current year with a confirmed funding reduction of \$38,000.</p> <p>The BM concluded his report by acknowledging his staff the Trust Board members, Friends of the PumpHouse and especially our staff and volunteers who work hard to ensure everyone who visits the PumpHouse has a great experience</p> <p>Peter Burn thanked James for his report be accepted.</p> <p>Moved: The Report be accepted Margie Hart. Seconded: Sabine Doolin Passed unanimously</p>
Election of Board Members	<p>The Constitution provides that one third of the longest serving members must stand down but may offer themselves for re-election.</p> <p>Those Involved were:</p> <ul style="list-style-type: none"> • Peter Baird • Margie Hart • Brenda Magee • Alan Reekie <p>All offered themselves for re-election and were re-elected unopposed.</p> <p>In addition, nominations were received from Jeffrey Philp and Teresa Sokolich. It was recommended that they be seconded to the Board for the next 12 months to become familiar with the Board's role in the governance of the PumpHouse operations</p> <p>However, during the year Fiona McMillan, a Lawyer was seconded on the Board to replace Emma Poyner who had indicated that she would be stepping down tonight.</p>

MINUTES OF THE PREVIOUS AGM (CONTINUED)

	<p>As the nominations received did not exceed the number of trustee vacancies, no election was required.</p> <p>The Board for 2023/2024 is therefore:</p> <p>Peter Baird, Peter Burn, Sabine Doolin, Margaret Hart, Fiona McMillan, Brenda Magee, Jeffrey Philp (Secondee) Alan Reekie, Teresa Sokolich (Secondee) and Jilly Thomas.</p>
Membership Fees	<p>Margie put the following motion to the meeting it is recommended that the membership fees for 2023/2024 remain the same as last year: which were:</p> <ul style="list-style-type: none"> Adults \$35.00 Senior/Students \$25.00 Corporate \$100.00 <p>Moved Margie Hart Seconded Alan Reekie Passed unanimously</p>
General Business	<p>OLD PUMPHOUSE PHOTOS</p> <p>During the year Ruth Ell arranged to have some old photographs of the of the PumpHouse framed and displayed in the Foyer. The Chair thanked Ruth for her generous offer in assisting in keeping the heritage of the building alive.</p>
Guest Speaker	<p>At The conclusion of the AGM General Business the Chair Peter Burn Introduced Mags Delaney-Moffatt (our Community Engagement Coordinator) who spoke to the meeting about her career in the United Kingdom before her relocation to New Zealand and spoke briefly about her current role at the PumpHouse</p>
Meeting closed	<p>Peter thanked Mags for her very informative talked and thanked her for her contribution to her current role with educating the community in the life of the PumpHouse.</p> <p>Thanked all members and supporters for their attendance and declared the meeting closed at 8.10pm</p>

A.J. Reekie QSM
Hon Secretary
23 August 2023

Minutes Confirmed
Chair
21 August 2024



Arts Outcomes 2023-2024



Introduction

The PumpHouse Theatre's Arts Outcomes are the Key Performance Indicators we strive to achieve each year as a measurable indicator of our contribution to the arts community in Auckland. They guide the work we do and influence how we programme the venue, collaborate with artists and commission productions.

Key Performance Indicators are negotiated with the Devonport-Takapuna Local Board and Auckland Council Place and Partner Specialists and reflect the Auckland Plan. They represent the Devonport-Takapuna Local Board's priorities for the performing arts in our community.

Operational funding contributions we receive from funders (Devonport-Takapuna Local Board, Foundation North, The Lion Foundation and Pub Charity) ensures we have expert staff available to provide advice on sales and marketing, technical support, funding applications, health and safety, and that the venue is safe and well maintained.

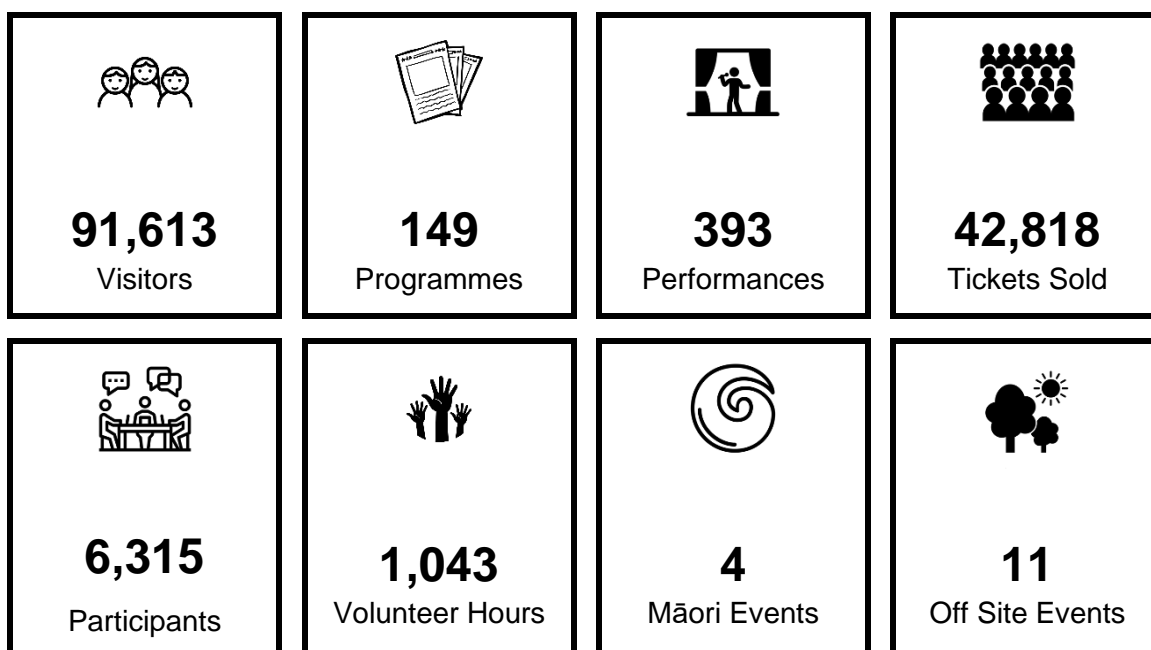
Funding also subsidises venue rental and ticketing costs for programmes and productions which contributes towards achieving these Arts Outcomes.

Thank you to the many performers and artists who shared their stories with us this year, and the funders, sponsors and supporters who have made these performances possible.

Highlights

- 6,315 participants in 393 performances; an increase in participants of 30 per cent over the previous year.
- 91,613 visitors to The PumpHouse and 42,818 tickets sold – representing just over \$1m in ticket sales processed through our box office and passed along to local theatre groups and performers.
- Four events presented a Māori worldview, including a remounting of .co.nz due to popular demand, an insight into local Māori history as part of our Creative Talks program, and a screening of a movie about Whina Cooper for Matariki in 2024, co-directed by Devonport-based filmmaker, James Napier Robinson.
- 1,043 volunteer hours contributed directly to The PumpHouse, and thousands more to the many hirers and producers using the venue.
- 11 New Zealand works performed, including one written by local high school students.
- 8 musical events and 9 dance events spanning modern dance to pole dance, and concert band music to internationally acclaimed singers.
- Participation in the 2023 and 2024 Matariki festivals, Discover Pupukemoana Day, the Heritage Festival and Auckland Pride.
- Five comedy/improv events making use of the Coal Bunker space.

Key Performance Indicators 2023-24



Clockwise: *Benedict Cumberbatch Must Die* (Shoreside Theatre), *LivDance Showcase*, *Altitude Pole*, *The Welkin* (Foolish Wit Theatre)

Key Performance Results

All Aucklanders can access and participate in arts and culture.

- *Increase opportunities for Aucklanders to experience and participate in arts and culture.*
- *Better communicate what's on offer*
- *Remove barriers to access and participation*

A return to pre-pandemic engagement has increased opportunities to experience and participate in the arts for all our patrons and hirers.

Our programme offers works from our regular hirers alongside new companies with performances of new New Zealand and international works.



The Twits (Tim Bray Theatre Company)

Our social media platforms (Instagram, Facebook and TikTok) are well supported across our community. We are represented on Facebook with a main PumpHouse Page as well as a PumpHouse Community Page. We have begun to explore more the opportunities offered by LinkedIn and TikTok.

We use local and regional print media to advertise our events because we know these channels work for our community, although as costs rise, we have had to be more selective with where we advertise. A key funder of advertising costs reduced their support this year, meaning we have had to reduce our print media spend in local community papers. Our own website is well visited, and we have an email list of over approximately 14,700 subscribers.

We continue to encourage and support hirers to offer discounted ticketing prices to allow greater access to events. Most offer discounts for seniors and students, and Friends of The PumpHouse.

We work collaboratively with schools and producers to make discounts for school groups easier and provide an invoice booking service for big groups. Shakespeare in the Park offers free tickets for children under 12 when accompanied by an adult to encourage a new generation of Shakespeare (and theatre) fans. Tim Bray Theatre Company offer NZSL, Audio Described and Sensory Relaxed performances with discounted tickets for disabled patrons and their carers.



Olympus (Rosmini Academy of Performing Arts)

Chocolate and Carnage Theatre remounted their production of .co.nz for Matariki 2023, with Koha entry, or a free option for those who preferred.

We continue to experiment with a “pay what you can” model for one-off events to encourage attendance (e.g. Carols in the Amphitheatre, The Barden Party, movie fundraisers). This has proved successful in increasing average ticket income for low-cost events, and a more robust approach for variable pricing is now available on our ticketing platform thanks to our advocacy.



Measure for Measure (Shoreside Theatre)

Auckland values and invests in arts and culture.

- *Grow and deliver strategic investment in arts and culture to enable a thriving and resilient sector*
- *Evaluate and promote the economic, social, cultural, and environmental value of investment in Auckland's arts and culture*

Our volunteer programme continues to grow after the pandemic in common with other groups looking for volunteers.

We have a regular volunteer to cover reception during staff meetings and a helper for the Creative Talks programme. We are working in partnership with Unitec supporting a special needs student in the workplace who comes along as our “well-being assistant” to help keep the offices tidy whilst learning life skills.

We are part of the Gateway Programme with Birkenhead College giving young people some work experience behind the scenes in theatre.

For our PumpHouse Picnic event we recruited a small team of volunteers to add to support our staff running the event – aiding stall holders setting up/packing down, helping patrons, taking photographs, being much needed extra pairs of hands.

Two of these volunteers returned to assist with the Carols in The Amphitheatre.

We continue to invest in more sustainable products in and around our heritage building – encouraging hirers to have electronic rather than printed programmes and using electronic rather than printed tickets. Chocolate and Carnage Theatre's Matariki show used recyclable consumables to offer post show kai to their audiences.



PumpHouse Picnic volunteers

In early 2024 we changed waste providers. Not only is our new provider more cost effective, but they are also able to fully audit and track our waste footprint so we can start looking more proactively at waste minimisation. All waste is separated into recycling, paper and general waste, and we are experimenting with composting garden waste.

The events hosted by the PumpHouse including The PumpHouse Picnic used sustainable consumables for refreshments. All the food trucks used recyclable consumables, and we hired more waste stations for compostable, recyclable and land fill disposal.

Our membership group Friends of The PumpHouse holds steady with new members joining to obtain benefits offered often replacing those whose decide not to renew.

As many of our hirers offer a reduced price for The Friends of The PumpHouse, which benefits not just the Friends but also the theatre, the relatively low membership fee means more people are able to purchase tickets as well as being on the front line of receiving information about upcoming events through fortnightly newsletters.

We have new marketing collateral for 2024 that highlights the low cost of joining and hope to increase the number of new members.



*May 2024 Memories
Group, and Late Night
Knife Fight Improv*

A network of vibrant arts and culture organisations and facilities.

- *Promote your local area as a cultural destination.*
- *Provide a regional spread of vibrant diverse and affordable creative spaces*

Our most impactful community event of this year was the reintroduction of The PumpHouse Picnic, which was a modern take on PumpHouse fundraising events of the 70's and 80's.

Combining a craft market, food trucks, performances and a chance to tour the venue, we saw hundreds of people from the local community visit the theatre and surrounding areas.

In May we offered a series of "Backstage Workshops" aimed at the community theatre sector to help develop better practice in the fields of Health and Safety, Marketing and Stage Management.

With support from Creative Communities funding, we were able to keep participation fees affordable and offer participants the opportunity to engage with experts in each of the fields. The feedback from these workshops has been extremely positive and we have been asked if we would be able to run them again next year.

We participated in the Auckland Heritage Festival with our poetry event "Love Peace and Protest".

A number of poets, both professionals and beginners, came and performed their works on the day. Poet Elizabeth Barton has since returned to The PumpHouse to take part in the Creative Talk programme.



PumpHouse Picnic 2023

We marked Mental Health Awareness Week with a short season of two New Zealand Plays, *Boy Afraid* & *Rushing Woman*, and earlier this year held a Pink Ribbon Breakfast with staff and their whānau.

We partner with Flourish Cafe to cater our memories group events and our Pink Ribbon Breakfast. Flourish Café support young people with learning differences and intellectual disability to learn practical life and employment skills.

We once again partnered with Discover Pupukemoana Day organised by Pupuke Birdsong Project and Takapuna North Community Trust, with tours of the behind the scenes of the theatre.

We were part of the Auckland Pride Festival for the first time, hosting “The Biggest Drag Carnival Circus” and a pride-themed DnD Improv show. We are looking to expand the support for next year with further performances especially as there are so few Pride events on this side of the bridge.

Our Community Engagement Coordinator piloted a project taking drama into Northbridge Retirement Village and working with the theatre group.

Over several weeks the developed a staged reading performance of *A Christmas Carol* for other residents in the village. We hope to expand to other villages as funding allows.



Northbridge Retirement Village Drama Group

Our coordinator has also led tours around our heritage building for 60's-Up groups, three groups from Dukes English Language School, a group from Keith Park Retirement Village as well as going out to speak to the local Rahiri Club and Northbridge Village.

Our Community Engagement programme was shortlisted for a Kūmara Award, recognising excellent in placemaking initiatives across New Zealand.

We have a close relationship with Lake House Arts and The Rose Centre. Our staff provide guidance and support to Rose Centre staff around best practice in promoting live theatre events and this year's Shakespeare in the Park participants rehearsed for their season at Lake House Arts in a collaboration between the Lake House Arts, Shoreside Theatre and The PumpHouse.

Arts and culture are intrinsic to Auckland's place-making.

- *Tell our stories by encouraging unique and distinctive local stories, exploring identity and local themes*

We continued to feature productions of New Zealand plays in our lineup this year including:

- Mike and Virginia by Kathryn Burnett and Nick Ward
- Benedict Cumberbatch Must Die by Abby Howells
- .co.nz by Mark Wilson
- An Unseasonable Fall of Snow by Gary Henderson
- Boy Afraid by Terry Hooper
- Rushing Woman by Aimee Gestro
- Olympus by Rosmini College Students



Witness for the Prosecution (Shoreside Theatre)

In addition to adaptations of children's books by Tim Bray Theatre Company including Margaret Mahy's *The Great Piratical Rumbustification* and Roald Dahl's *The Twits*.

Shoreside Theatre celebrated the 10th anniversary of very successful mid-winter mystery seasons at The PumpHouse with a sold-out production of Agatha Christie's *Witness for the Prosecution*, which was followed by the best-selling Shakespeare in the Park Season on record, demonstrating strong community demand for the "classics".

NZ Theatre Company premiered their touring production of *Prima Facie* by Suzie Miller which attracted patrons from all over Auckland including many first-time visitors to The PumpHouse. The Barden Party ended their NZ and Australian tour with a performance and party to celebrate Shakespeare's Birthday in April, with a different approach to Shakespeare complementing our traditional Shakespeare in the Park season.

We have hosted a number of productions written, performed or produced by young people. Bravi Theatre's production of *Spring Awakening* featured a young cast, and the entire production team and cast of *Benedict Cumberbatch Must Die*, presented

by Shoreside Theatre, was under 25. Both shows brought a younger audience to the theatre – a much-underserved group.

Rangitoto College presented the musical “Puffs” and Albany Senior High School students presented The Tempest. Rosmini College Performing Arts Academy (a collaboration between Rosmini College and Carmel College) presented their own new work, Olympus, which they devised and developed themselves.

North Shore Music Theatre returned to The PumpHouse with a season of the award-winning Next to Normal, which was followed by the farewell performance from Masked Productions with the NZ premiere of new musical In Pieces.

We’ve developed a year-long programme with Auckland improv group, Improvrished, to present a series of improv comedy nights in the Coal Bunker Studio. These are bringing a younger and under-served audience to The PumpHouse. Their pride-themed DnD Improv event was particularly successful and offered a family-friendly Pride event on the North Shore.

Tadpole Productions premiered Kathryn Burnett and Nick Ward’s new play, Mike and Virginia, and Jackie Clake performed a sold-out season of Geraldine Aron’s My Brilliant Divorce.

Up and coming Milford theatre company Foolish Wit presented two semi-professional (profit share) shows. Their production of The Welkin by Lucy Kirkwood featured a powerhouse cast of 15 female-identifying actors in a timely feminist courtroom drama about body autonomy and the role of women in society.



*From top: Mike & Virginia (Tadpole Productions),
Prima Facie (NZ Theatre Company) & Next to
Normal (North Shore Music Theatre)*

Auckland celebrates a unique cultural identity.

- *Celebrate Māori and their culture as a point of difference.*
- *Support and celebrate creative excellence.*
- *Promote Auckland as a creative city with a unique cultural identity*

Chocolate and Carnage Theatre returned with a revised version of .co.nz by Mark Wilson (Ngāti Tūwharetoa) for Matariki 2023, with an extended run of five nights plus live streaming to enable the story to be told beyond The PumpHouse.

With the assistance of some funding, entry was again free, but donations were made by a number of the audience who attended over the week.



.co.nz (Chocolate & Carnage)

Again, each of their performances embraced manaakitanga with kai and korero enabling the audiences to mingle with the actors and playwright to ask questions and share their response to the work.

As part of our Matariki celebrations in 2024 we screened the NZ film “Whina”, co-directed by Devonport filmmaker James Napier Robinson. Our planned Matariki collaboration with the Pasifika dance group from PHAB was postponed until next



New Zealand Sri Lanka performing Arts Circle

year due to illness. We also hosted a casual Matariki BBQ for staff, their whānau and the wider PumpHouse community.

The Sri Lanka Performing Arts Circle who showcase the glamorous performing arts of Sri Lanka brought

their short drama festival, primarily performed in Sinhalese (native language of Sri Lanka), to the stage in May. This was a new cultural group adding to our expanding community.

Paranormal NZ continued their popular “Paranormal Investigation’ nights.

Part ghost tour, part educational seminar it’s a fantastic night of site-specific storytelling and participation.

North Shore Concert Band’s sold-out Last Night of the Proms concert, the prestigious Becroft Aria Competition, North Shore Performing Arts Piano Concerto Final, and a series of classical music concerts added to the musical landscape of Auckland this year.

Notable NZ Singer Will Martin returned home for a concert accompanied by Chloe Agnew (of Celtic Woman fame). Music and magic were represented by PumpHouse regular Andre Vegas and musical guest Mark Taipari, and we hosted a variety of dance groups from local dance schools to the Auckland heats of the national pole dance championship.

For the first time The PumpHouse was open on New Year’s Eve to host international comic Steve Hofstetter’s last show of his 2023 world tour.



Paranormal NZ “Ghost Hunt” evening



Last Night at the Proms (North Shore Concert Band)

Auckland has a robust and flourishing creative economy.

- *Champion the creative sector to grow Auckland's economy*
- *Foster education, collaboration, and professional development for the creative sector.*

We processed over \$1m in ticket sales through our box office in the 2023-24 year.

This money goes directly to producers and artists to pay for production costs and pay performers. Combined with the café and The PumpHouse's own operating expenses, and the visitors who shop and eat in Takapuna before or after a show, The PumpHouse brings well over \$2m into the local economy.

The Shakespeare in a Week holiday programme had its most successful week since inception with 18 attendees who gelled well together to perform a slick version of A Comedy of Errors. The final performance was attended by the largest audience to date and expanded beyond just family and friends.

We offered "Backstage Workshops" open to both community theatre and professionals alike to develop skills to improve the standard of theatre being offered by community theatre.



Cheryl Martin QSO Creative Talk

Our Creative Talks programme this year focussed on people who are notable in their field of expertise. Theatre industry experts Malcolm Calder and Teresa Sokolich talked about producing and stage and production management respectively, published poet Elizabeth Barton travelled from Te Aroha to share her work, and

Cheryll Martin QSO from Volunteering Auckland shared her background and the benefits of volunteering.

Our annual PumpHouse Carols in the Amphitheatre event sold out again almost as soon as the tickets were released.

The Community Engagement Coordinator took drama out into the community, working on performances at Horizon School. We piloted a drama programme for Northbridge retirement village residents who then staged a reading of “A Christmas Carol”. This is work we hope to continue in the future with funding support, and in collaboration with University of Auckland researchers investigating the benefits of drama programmes for older people.

Not only does this take drama to a group not usually served by drama classes, but it has also revitalised the drama group’s attendance at performances at The PumpHouse.

During 2023 we engaged a professional fundraising consultant to help us develop a fundraising plan for auditorium

improvements. He has identified some key areas of work to look at and helped to upskill our Board and staff on fundraising strategies relevant to the current funding environment.



A Midsummer Night's Dream (Shoreside Theatre)



Spring Awakening (Bravi Theatre)