

Committee Meeting, 12 October 2007, 7.30pm

Present:

Sandie Walters, Maddy Vaughan, Will Fox, Hélène Duponchel and Jesse Kennedy.

Apologies:

Ada Leung, Michael Marginson.

Sandie to order the food.

Goulburn Concert:

Start Time: 8.00pm.

Choir arriving at 6.30pm

Orchestra and soloists arriving at 7.00pm.

Front of house to be provided by Maddy's family. Dress is whatever they like. They need tickets, float, programs and CDs to sell at half time.

Expect audience – up to 200.

Transport – Turck. Hélène, Kevin and Will are taking up the truck and picking up risers at Queanbeyan. Leaving at 2.00pm, arriving in Goulburn at 4.30pm. Rest of committee to arrive at 5.30pm to help with setting up.

Risers to be picked up at 2.00pm from Queanbeyan.

Advertising done:

- Posters put up in Goulburn.
- Maddy to check what's on in Goulburn and give flyers to parents.
- E-mail invites sent to schools and parishes.
- Newspaper ads – Will to call newspapers.
- Radio – Eagle FM and 2GM sent press release.

Packing Up: Everyone from choir to help – put in email.

Also in email, tell people to bring dinner.

Jesse to bring clip-on lamps.

Canberra Concert:

Start time: 8.00pm

Choir arriving at 6.30pm

Orchestra and soloists arriving at 7.00pm

Setting up from 5.30pm.

Front of House – yet to be organised. Ada to send out email asking for people to help with front of house. If worse comes to worse, Jesse and friends to do front of house.

Front of house need programs, tickets, float, and CDs to sell at half time. Food being provided in intermission.

Expected audience – 300.

Transport – Truck – stored at H el ene’s house.

Risers – returned on Sunday morning. Need volunteers – to announce at choir on Wed.

Advertising done:

- Posters up
- Flyers done with people given concerts to hand them out at. Jesse to do Canberra Theatre on Saturday at 8.00pm.
- Email invites done.
- Dignatory invites done.
- Newspaper ads done – this weekend plus next weekend. H el ene to be reimbursed for Canberra Times payment.
- Radio – email sent.
- TV – email sent.

Packing up – everyone to help – put in email.

Both Concerts:

Dress – white tops, black bottoms, black accessories for despair section.

Items Needed:

Gifts: Jesse to do plus cards

Music Stands – H el ene to pick up from Canberra Theatre

Chairs – provided by venue.

Cheques for Jonathan, Alan, Orchestra and soloists – Ada to write up.

Recording: Annabel Wheeler recording at Canberra concert.

Expected Costs:

People Brought in:

Strings x 3 @ \$600 totalling \$1,800.00

Bassoon x1 @ \$400 totalling \$400.00

Soloists x4 @ \$300 totalling \$1,200.00

Total for people: \$3,400.00

Venue Hire:

Goulburn: 10% of tickets

Canberra: \$600.00

Advertising, tickets and printing: \$300.00

Canberra Times: \$600.00

Pay to Jonathan: \$1,400.00

Pay to Alan: \$800.00?

Truck - \$320.00

Petrol - \$450.00

Risers - \$280.00

Music stands - \$35.00

Gifts - \$120.00

Total expenses: \$8,305.00

Ada to look into finances (check we have the money!)

Committee to write on card for Jonathan and Alan

Other Business:

Harvard CDs to be printed by Sandie.

Composition Competition – details to be decided on later with brief description in program.
Jesse to email Ramana to put on website that details are coming.

Jesse to send Map and PDF posters to choir.

Ramana to take H el ene's number of the website.

End of year BBQ to be held on Sunday 28 October at Black Mountain Peninsular.

Meeting closed at 9.00pm.