

SCUNA Committee Meeting
1/6 Tauss Place, Bruce.
22 November, 2008.

Draft Minutes

The meeting began at approximately 5:30 p.m.

Present: Petra, Luke, Fiona, Hannah, Helen, Nat, Sandie, Sue, Zoe.

Apologies: Jonathan, Alan, Matt, Charissa, Thomas.

1. Minutes from previous meetings

The minutes from the full committee meeting of 29 October and the concert sub-committee of 9 November were confirmed.

2. Matters arising from previous minutes

2.1 Carols: dates confirmed (attached); lunch on Sat. 13 Dec. has attracted 16 people, which suggests it could be repeated next year. The question of insurance for off-campus performances was raised.

Action:

- Sandie to make CDs of the Handel “Messiah” and Fauré “Requiem” to sell at SCUNA stall at the Jerrabombera carols.
- Any committee member with relevant information on insurance to contact Sandie; Sandie to finalise ??.

2.2 Camp

It was agreed that the camp program and spaces should allow for separate orchestra rehearsals. **Dates & venue:** see attached short-list. Carotel was agreed as probably the most suitable, with Eaglehawk second preference. The weekend between Weeks 5 & 6 is preferred.

Action: Hannah to arrange inspection in the week 8-12 December, & contact Petra and/or Helen for transport.

2.3 “Zadock the Priest”

Performance will be on Law lawns, 4th March, time??.

Rehearsals: Melville Hall could be booked for the first combined rehearsal. Another option is Arndt LT1 which seats 60 with more spacious area for orchestra at the front. It was recommended that combined rehearsal of this item be late in the overall rehearsal so that only the relevant orchestra members need be present.

Action

At meeting 9 December:

- confirm Jonathan our communications link with the Law School
- decide details of orchestra participation and rehearsal with choir (time, location)
- decide if chairs or other equipment are needed

Other:

- obtain orchestra scores who?
- Fiona to arrange equipment for choir
- Sue to arrange equipment for orchestra
- ?? to book venue for first rehearsal.

2.4 Orchestra rehearsals: will be on Wednesday evenings at 7:30. Melville Hall can't be booked on a regular basis.

Action: Sue to book & confirm location.

2.5 Brahms concert with NCO: NCO will be responsible for booking Llewellyn Hall. It was agreed that scores could be ordered by continuing members for the first rehearsal.

Action: Sandie to check with Jonathan re score version and then to email existing members re orders. (Subsequent to 22 Nov.: Sandie to get details from NCO librarian.)

2.6 Orientation Week arrangements: agreed that goodie bag would include Kick Off concert song book

Action: Nat booking stall; Zoe publicity; goodie bag (who?? order bags; decide contents; stuff bags); Sandie to print song books.

2.7 Kick Off concert: confirmed concert would consist of song book songs, including some suitable for SCA dinner; orchestra to perform "Coriolanus" overture. Recommended time & venue: Friday lunchtime, University House Great Hall.

Action:

- Sandie to approach Univ. House for reduced rate and possible times
- confirm acceptability of arrangements with Jonathan (meeting 9 Dec)
- Fiona to finalise booking, organise risers, equipment & programs??
- Sandie to consult with Jonathan re contents of song books before Christmas break. (Subsequent to 22 Nov. Jonathan proposes the following: Ave Verum Corpus, Bogorodyitse Dyevo, Come Again, Deep River, Dona Nobis Pacem, Four Seasons In One Day, Gaudeamus Igitur, Laudate, Locus Iste, N'kosi Sikekeke Afrika, Now is The Month of Maying, Pastime With Good Company).
- Sandie to ask Jonathan if he could write a version of "Laudate" for the orchestra. (Subsequent to 22 Nov: Jonathan has agreed to this.)
- Petra to send out first members' email on 2 Feb, including telling continuing members to bring song books to first rehearsal

I have a note that says "needed by 18 Feb." but it's not clear what this relates to—can someone enlighten me?

2.8 Performance of Composition Pieces: deferred.

Action: Petra to consult with Jonathan as to how to proceed re ascertaining composers' expectations and possible performances.

2.9 Member skills' audit: agreed that committee members would contact Helen by Monday 24 Nov. with any requirements in their area where they would like assistance from SCUNA members.

Action: all committee members. NB: I haven't received anything yet. Attached a revised version following suggestions made in the meeting. Please give this your immediate attention!!

3. Treasurer's report

Nat has completed reconciliations for 2008. It appears SCUNA has made a profit of something in the order of \$3000.

4. SCUNA orchestra

It was agreed that Luke would contact Jonathan and seek to meet with him informally prior to a meeting between Jonathan, Alan, Matt, Luke, Petra & Helen. Most agenda items under this

heading were therefore deferred to that meeting. It was noted that Wednesday rehearsals for both the choir and orchestra would allow more flexibility in regard to conductors, if they so desired, and also combined rehearsals. It was also noted that Luke and Sue's membership of the SCUNA committee might make the position of "orchestra representative" (now filled by Thomas) redundant. It was agreed that Luke and Sue would discuss this with Thomas and the orchestra, and come up with a proposal for orchestra management and representation. It was also noted that Luke has been approached by a composer regarding performance in 2010 of a piece in Croatian for 8 part choir & orchestra.

Action:

- **Luke** to set up meeting with Jonathan.
- **Helen** to set up larger meeting (now arranged for Monday 9 December at 1pm in Room 608, School of Music)
- **Luke & Sue**, in consultation with the orchestra, to develop a proposal for orchestra representation & management.
- **Meeting 9th Dec.** to include discussion of orchestra role, repertoire for 2009, orchestra only performances, possibilities re conducting choir & orchestra rehearsals.

5. Debriefing from previous events: camp & concert—deferred (in Jonathan's absence).

6. Committee members' role descriptions

The draft document was discussed. It was agreed that individuals would supply descriptions in line with the draft format. See attached document for revised draft in the light of committee suggestions and material tabled in the meeting. It was noted that agreeing on these descriptions was a necessary preliminary to finalising the SCUNA Constitution.

Action: **all committee members** to check existing draft re *all* role statements and provide Helen with material on their & others roles by Monday 25 Nov. **NB: I currently have material only from Fiona & Nat. Please give this your urgent attention!!**

7. SCUNA Constitution

A working party (consisting of Petra, **Luke??**, Nat and Helen) was set up to examine Jesse's revisions and to report to the first committee meeting next year.

Action: **Helen** to organise.

8. Improving social events: deferred.

9. Exploring new sources of membership and resources: deferred.

12. AOB

Email communications with SCUNA members: It was noted that SCUNA members do not like receiving multiple SCUNA emails and agreed that information for SCUNA members should be sent to Petra to be included in the President's weekly email. Other committee members' communication with SCUNA members should be authorised by Petra.

Concert sub-committee: it was agreed that this group would meet at a regular time & venue every two weeks; details to be agreed in consultation with Jonathan & Alan.

Decision-making: it was agreed that where decisions must be taken unexpectedly or quickly, these must be done initially with relevant individuals by phone and that emails should only be used to confirm or follow up such decisions.

Website: Cody's willingness to take on the role of webmaster was noted with gratitude. It was noted that the website needed overhauling. It was suggested that Jesse may have photos that can be used there. I have only the vaguest notes on this—please assist. Also, is Cody a committee member?

I also have a note that Petra will write a cheque for something but didn't note the details.

13. Dates for next meetings

Full committee: 9th February, 2009.

Concert sub-committee: 2nd February, 2009.

Action: Helen to determine times, and send out notices & agenda.

All committee members please note dates NOW!!

The meeting closed at approximately 9 p.m.??

Semester 1 Camp Venues Report from Hannah

Personally, I'd go for either Eaglehawk or Carotel- we need a better idea of numbers though! Should pencil in for Carotel by the end of the year, can delay booking and will need to have first nights accommodation at the time. Eaglehawk want a 20% deposit, but again we could pencil in- and they sounded flexible about numbers changing. There are other options, but these ones sounded a) the nicest b) the cheapest (I'm a student!) and c) like they had the best options for rehearsal space. We need to at least get our names down though, as schools are starting to book their camps for the year ahead.

Name	Location	Cost	Facilities	Other
Eaglehawk Holiday Park	10min from city (federal highway)	\$25 pp @ cheapest	Sound adequate for rehearsals (extra cost)	More expensive options available, they can do food as well
The Village Cabins	Queanbeyan	Cheapest is \$25 pp	May not have adequate rehearsal space	Group discount available depending on size of group
Canberra Carotel	10min from city	Cost depends on numbers, as we'd have to hire the rehearsal venues for everyone, as well as accommodation. Should be available for under \$50 each	More than adequate rehearsal space	Catered or facilities to self-cater- probably more suited to a slightly larger group staying
Canberra Motor Village	5min from city	Dependent on numbers- but should be within range	Should be sufficient	Accommodation only or inclusive, minimum staying needs to be 30
On Campus	Um...	We can probably score a discount, but it may not be worth 'camping'	ANU facilities! But would need to be during uni holidays	Major group accommodation in Canberra, but probably not the best idea