

SCUNA
Full Committee Meeting
Sizzle Bento Café
22 April, 2009
6:15-7:15 pm
Minutes

Present: Petra, Geoff, Helen, Fiona, Sue, Caitlin, Sandie, John, Cody.

Apologies: Susannah.

1 Schubert concert: arrangements

1.1 Musicians: The worst case scenario for hiring extra musicians is \$400. It's hoped to hire in 3 extra violins and 2 bassoons but basically the orchestra has everyone needed for the concert.

Action: Sue.

1.2 Program notes: are being prepared; they should include information about how to join SCUNA, notice re the combined NCO-SCUNA Haydn-Brahms concert; some biographical information about Luke. It was agreed that Jonathan would be asked if he wanted any information about himself included. **Note: because Dido & Aeneas concert has not been confirmed, it should not be mentioned in the program.**

Action: Sue.

1.3 Front of house: Fiona and a friend will organise front of house; she will see if Aliya is available to assist, and notify Helen if she needs further help.

Action: Fiona.

1.4: Running sheet: in preparation.

Action: Sue.

1.5 Post-concert party: to be decided.

Action: Sue & Charissa.

2 Schubert concert: publicity

2.1 Posters & flyers: it was agreed that 100-150 flyers would be printed to promote the Schubert concert; these will be double-sided with Schubert poster on one side and Haydn-Brahms poster on the other. The flyers will be ready by the end of this week and distributed (1) at the Belconnen Interchange event and (2) to the choir at next Wednesday's rehearsal. If needed, Helen is available to drive on Friday afternoon and to hand out flyers. **Note: because Dido & Aeneas concert has not been confirmed, no mention of this should be on flyers.**

Action: Caitlin & Susannah to print flyers; Caitlin or Hannah to notify Helen if assistance is needed.

2.2. Press release: a press release has been written (thanks to Karin Holzkecht for her assistance) and sent to various outlets. Some messages have bounced.

Action: Caitlin/Susannah to follow up on addresses.

2.3 Website: concert information will be posted within 24 hours.

Action: Caitlin to send a digital copy of the poster to Cody.

2.4: ArtSound Canberra: will do a radio interview.

Action: Susannah/Caitlin to organise.

3 Haydn-Brahms concert: arrangements

3.1 Special rehearsals: see schedule in table below. Jonathan believes that further rehearsals will not be required. However, in case progress is not as anticipated, the choir will be told that extra rehearsal remain an option.

Action (1) Fiona to confirm Sat. 23 May dress rehearsal with Jonathan

(2) ?? to confirm with NCO all combined rehearsals

(3) Geoff to monitor and liaise with Jonathan re extra rehearsals.

3.2 Soloists: Louise Paige and Lucas de Jong have been formally invited. Neither will be available until Sunday morning to rehearse with the choir & orchestra.

3.3 Arrangements with NCO re Llewellyn Hall: LH is available on Sunday 24 May from 10 – 4 pm. So far nothing has been requested re recordings or other special requirements.

Action: Petra to liaise with Fiona and NCO.

3.4 Program notes: Mark Chapman has a set from the last SCUNA. However, he's away until 3 May but could send them after that. Petra may also have these notes. Notes should be agreed by ?? and ready for printing by ??

*Action: (1) Petra to try and locate her notes and notify Fiona
(2) Fiona to get Jonathan's opinion.*

3.5 Location & set-up for Jonathan's pre-concert talk: this will need to be in the main hall.

*Action: (1) Fiona to check Jonathan's requirements
(2) Petra to email Yu-Lan re front-of-house arrangements for opening LH for talk*

3.6 Running sheet: yet to be developed.

Action: Petra to discuss with Fiona.

3.7 List of choir performers: the list will be circulated at the next two rehearsals.

Action: Helen

3.8 Post-concert party: to be decided.

Action: Charissa to be asked to come up with suggestions.

4. Haydn-Brahms concert: publicity

4.1 Posters:

- unclear whether the poster has gone for printing.
- a pdf file of the poster will be sent to all SCUNA members for them to circulate
- a digital file of the poster will be sent to Cody for posting on the SCUNA website

*Action: Caitlin to check that (1) poster has gone for printing
(2) correct final version is printed
(3) correct printing of one trial copy
(4) send file to Cody for the website
(5) send pdf file to ?? for sending to all SCUNA members.*

4.2 Flyers. It was agreed that:

- flyers will be the same as the concert poster
- 1000 single sided copies will be printed and ready for next Wed. rehearsal (in addition to the double-sided copies for the Schubert concert)
- 500 copies will go to the NCO
- SCUNA members will be asked to let Caitlin know forthcoming events at which flyers can be distributed
- the existing list of events will be circulated for further suggestions

Action: Caitlin and Susannah

4.3 Other Publicity

Action:

(1) Caitlin and Susannah

- *Ensure material gets to Ticketek*
- *Liaise with Jonathan & ArtSound Canberra re interview*
- *Prepare and circulate draft press release to the ctte (to be ready to send 2 weeks before the concert)*
- *Prepare list of dignitaries for sending a letter and offer of tickets*
- *Take posters and flyers to Goulburn*

(2) Petra to draft letter to dignitaries.

5 Belconnen Interchange Event

Hannah is organising this event. The group will sing from 4:40 – 5 pm. She will make an announcement at tonight's rehearsal. She and Caitlin are organising for flyers to be distributed.

Action: Caitlin and Hannah.

6 Budget

- ArtSound Canberra sponsorship (\$250 p.a) was approved.
- Budgets for Schubert and Haydn-Brahms concerts deferred.
- The university has confirmed a grant of \$1500 to SCUNA, which is very gratefully received.

7 Re-affiliation certificate

Sandie will endeavour to collect the certificate from the Student Assoc. office and give it to Petra.

Action: Sandie.

8 SCUNA website

Updating is under way. The site will include forthcoming concerts. The possibility of linking to ArtSound Canberra will be investigated. Ctte role statements will be posted once finalised.

Action: Cody

9 Next semester

Program: undecided pending Jonathan's discussions with Tobias Cole re possible collaboration in *Dido & Aeneas*. *Action: Jonathan.*

Accompanist: Adam can no longer continue under existing salary arrangements (\$750 per semester for 13-15 weeks x 2 1/2hour rehearsals). A new accompanist will need to be found. *Action: ??*

Camp: no report. *Action: Hannah.*

10 Handover documents

These should be completed by the end of May at the very latest. They should include timelines for specific duties.

Action: Helen to send out reminders and draft role statements.

11 Dates for next meetings

- concert sub-committee: tbc.
- full committee: tbc.

SPECIAL REHEARSALS (as at 4 May, 2009)

Time & Date	Who?	Purpose	Where?	Confirmed
7:30pm Monday 4 th May	Choir & NCO	Choir & orchestra to work together	Ainslie Arts Centre	Yes
10-5 pm, Sunday, 17 th May	Choir	Complete run through	??	Yes.
7:30pm, Monday 18 th May	Choir & NCO	Combined rehearsal	Ainslie Arts Centre	Yes
7 p.m. Wed. 20 May	Choir	Regular rehearsal.	MCC LT2.	Yes.
7-9:30 Sat 23 May	Choir, NCO	Dress rehearsal	Copland GO30 has been booked.	Cancelled
10 Sun 24 May from 10 am onwards	Choir, NCO & soloists	Rehearse with soloists. Sound checks.	Llewellyn Hall	Yes.