

SCUNA Full Committee Meeting

Minutes

Sunday 2 August 2009

4pm – 6 pm (Helen's house)

Present: **Helen Moore (Chair), Valentina Taddeo (Secretary), Cody Christopher, Liz Dovey, Andrew Mernagh, Lorraine Litster, Petra Lindsay (until 5 pm).**

Apologies: **Amalia Milman, Althea Tam, Bronwyn Austin, Veronica Murtagh, Yvonne Chiu, Tegan Cruwys, Charissa Dunkley, Sandie Walters, Rob Taggart, Sophie Mayer, John Rogers.**

ITEM	ACTION	WHO
<p><u>1. Clarifying committee members' duties/roles</u> <b>Members were requested to familiarise themselves thoroughly with the <i>Role Statements</i> and <i>Handover</i> documents.</b></p> <p><b>It was agreed that Liz would assist Lorraine in preparing the poster/flyer and in writing to dignitaries.</b></p>	<p>Concert Manager, Publicity Officer to meet with Assistant Concert Managers (Program Preparation) and (Ticketing and Front of House) and get working on forthcoming concert.</p>	<p><b>Everyone.</b></p> <p><b>Amalia, Lorraine, Althea &amp; Yvonne.</b></p>
<p><u>2. SCUNA Trustees</u> <b>The proposal was accepted that Helen, Andrew and Petra should be SCUNA Trustees for 2009-2010. To satisfy the bank, it seems that these appointments need to be minuted at a full meeting of SCUNA members.</b></p>	<p>SCUNA General Meeting to ratify these appointments. Include notice of General Meeting in the weekly email. 5 days notice of meeting to go to all members.</p>	<p><b>Helen Valentina.</b></p>
<p><u>3. Communication</u> <b>The new procedures for sending messages and accessing the gmail account were outlined.</b></p> <p><b>Committee members' contact information is being prepared and will be sent out soon.</b></p>	<p>Send out (1) written version of procedures and (2) contact information.</p>	<p><b>Helen Cody Valentina</b></p>
<p><u>4. Committee Meetings</u> <b>It seems that it's impossible to find a common time for full committee meetings. Late Sunday afternoons appear to be the best compromise for most people. It was proposed to try and negotiate around some people's commitments by planning ahead and giving longer notice.</b></p> <p><b>The new committee structure and email procedures should mean full committee meetings could be infrequent because smaller groups can meet and people can stay in touch via email.</b></p>	<p>Check members' long term availability on Sunday afternoons (esp. Sandie).</p>	<p><b>Helen &amp; Valentina.</b></p>
<p><u>5. Brahms concert: financial statement (attached)</u> <b>The overall loss of \$200 was noted. Specific items were scrutinised: venue charges; advertising; programs; posters; reception.</b></p> <p><b>It was agreed that semester 2 concert budgets must be carefully prepared &amp; monitored.</b></p>		<p><b>Amalia, Lorraine, Andrew.</b></p>
<p><u>6. Draft budget for semester 2 (attached)</u> <b>It was noted that the document tabled was a rough outline only and that each area needed to (1) prepare more detailed</b></p>		<p><b>Amalia, Lorraine, Sandie,</b></p>

<p><b>budgets in advance of expenditures (2) get estimates for each major item (3) consult with the Treasurer in formulating their budgets.</b></p> <p><b>The projected loss for semester 2 was noted. It was agreed that we should try to reverse this situation and attempt to build SCUNA reserves. It was suggested that John (Assistant Treasurer) might be willing to assist in framing budgets.</b></p>		<p><b>Andrew, John.</b></p>
<p><u>7. English songs concert</u></p> <p><b>(1) Title: Members voted by secret ballot on suggested titles minus proposers' names. The winning title (first past the post) was "Sweet Love Doth Now Invite: Songs of love and heartbreak from 16<sup>th</sup> Century England".</b></p> <p><b>(2) Budget, timeline, posters and flyers: to be prepared in the next 10 days.</b></p> <p><b>(3) Planning needs to begin for other publicity, the program and front of house.</b></p>		<p><b>Amalia, Lorraine, Althea and Yvonne.</b></p>
<p><u>AICSA/CIV</u></p> <p><b>(1) Comments were invited on a draft CIV Bullsheet.</b></p> <p><b>(2) It was noted that the CIV organisers are still working on gaining financial assistance. Clarification was sought on SCUNA's liabilities in regard to CIV. The meeting was informed that CIV is taking out insurance against a loss. SCUNA benefits directly from profit made by the festival. SCUNA is the host choir of the IV and is therefore directly impacted by the outcome of the IV. If the IV makes a profit SCUNA stands to as well once all money owed is accounted for. If the IV makes a loss SCUNA will need to chip in with fundraising efforts in order to settle any outstanding debt. The CIV committee is making great efforts to minimise the risk of loss and passing that loss onto SCUNA.</b></p> <p><b>(3) Petra agreed to give her mobile number as SCUNA contact phone number.</b></p> <p><b>(4) Material has been requested for <i>Erato</i>, the revived AICSA magazine.</b></p>	<p>Comments on Bullsheet to come by Monday 3 August.</p> <p>Notify AICSA.</p>	<p><b>Everyone.</b></p> <p><b>Helen</b></p> <p><b>Petra &amp; Helen.</b></p>
<p><u>Camp</u></p> <p><b>In the absence of the Camp Officer due to illness, it was agreed that the President would meet separately with the Camp Officer and Assistant Camp Officer.</b></p> <p><b>The meeting was informed that the camp venue had been booked. Veronica's meals budget and plan (attached) was reviewed.</b></p> <p><b>It was noted that we don't have a Social Activities officer.</b></p>		<p><b>Helen, Sandie and Veronica</b></p>
<p>Next meeting</p>	<p>tba (see above).</p>	



**Income/Expenditure Statement  
SCUNA-NCO Concert  
Llewellyn Hall, 24th May 2009**

**Income**

Ticket Sales (made by SCUNA members)	\$2,158.00
Grant (ANU Students' Association)	\$1,000.00
<b>Total</b>	<b>\$3,158.00</b>

**Expenses (Soloists)**

Newspaper Advertising ( <i>The Canberra Times</i> )	\$590.00
Poster Printing	\$290.00
Lucas de Jong: Performance Fee	\$762.00
Louise Page: Performance Fee	\$500.00
Reconciliation of Income/Expenditure Shared with NCO*	\$1,479.00
<b>Total</b>	<b>\$3,121.00</b>

**Net Profit** **\$37.00**

\*

**NCO/SCUNA Concert 24 May 2009 reconciliation**

<b>Shared Income/Expenditure Item</b>	<b>NCO</b>	<b>SCUNA</b>
Ticket sales	\$2,588	\$2,158
Ticketek sales net	\$3,957	
Venue hire	-\$3,760	
Staff charges	-\$3,210	
Recording charges	-\$80	
Program sales	\$478	
Drinks for reception	-\$242	
Program printing	-\$770	
Timpani hire	-\$100	
Ticket purchased for resale	-\$540	
Newspaper Advertising		-\$590
Poster Printing		-\$290
<b>Totals</b>	<b>-\$1,679</b>	<b>\$1,278</b>
<b>Net surplus</b>	<b>-\$401</b>	
<b>SCUNA owes NCO</b>	<b>\$1,479</b>	
<b>Final position</b>	<b>-\$200</b>	<b>-\$200</b>

**DRAFT SEMESTER 2 BUDGET**

to follow

## CAMP MENU: LETTER FROM VERONICA

Hi all,

The menu for camp is as follows (obviously there will be some modifications based on additional food allergies/requirements and numbers but I've noted the main variations).

### Lunch – Saturday

Geek Soup – Sweet Potato, Ginger and Leek Soup (olive oil substituted for butter for fine for dairy-free/vegan/vegetarian)

Long white bread rolls/gluten free bread

Salad toppings for rolls – carrot, lettuce, tomato, beetroot, cucumber, sliced cheese

### Dinner – Saturday

Pumpkin surprise chicken with pasta (including gluten-free pasta, separate batch without cream cheese for dairy-free people, separate batch without chicken for vegetarians)

Individual sticky date cakes with sauce and ice cream

(cakes have some butter, sauce has cream so will need to discuss with lactose-intolerant choristers whether they have cakes but no sauce)

OR: Fruit salad (for gluten-free, and severe dairy-free people)

### Breakfast – Sunday

Cereal (including gluten-free museli), toast and spreads, pancakes with lemon juice and sugar. (obviously gluten-free can't have pancakes, have their own cereal and gluten-free bread, dairy-free can have toast and left-over fruit salad, possibly cereal, will need to check)

### Lunch – Sunday

BBQ sausages (gluten-free) OR Vegetarian burger patties with Onions

Leftover Geek Soup and Pumpkin Surprise (particularly if we have the vegetarian, gluten-free person again).

Long white rolls/gluten-free bread

Salad toppings (same as Saturday though probably more diminished).

### Snacks/break

Assorted biscuits

Apples and mandarins

Cordial

Tea and coffee

Fundraising snacks

Below is the detailed costs for shopping for camp based upon having to feed 50 people for each meal. I've sourced the prices from Woolworths and Coles but when it comes to the final shop I'll get the fruit and vegies from the Belconnen Markets or Farmers Markets so the price will be lower. Rolls are from bakers delight and I plan to get sausages in bulk from one of the butchers in the Belconnen Markets, I just have the Woolworths price as a baseline, from a butcher the cost will be lower. Based on these calculations, the cost per person for food at camp will be approx. \$12.22.

If you have any questions, notice anything missing from the shopping list please let Sandie or I know. Also, once I have approval I can start organising assistants for the kitchen (I already have a couple of interstate choristers interested).

Cheers,

- Veronica Murtagh, Assistant Camp Officer

Bushells Tea Bag Rounds 100 pack	1x	\$4.24
Capilano Twist Squeeze Honey Clear 375g	1x	\$4.00
Coles Bread Multigrain Sliced 700g	2x	\$5.38
Coles Smart Buy Apricot Spread 500g	1x	\$1.69
Coles Smart Buy Full Cream Milk 3L	5x	\$15.80
Coles Smart Buy Instant Coffee Powder 200g	3x	\$10.44
Coles Smart Buy Lite Reduced Fat Milk 3L	3x	\$10.98
Coles Smart Buy Peanut Butter Crunchy 375g	1x	\$2.31
Coles Smart Buy Plain Flour 2kg	1x	\$2.02
Coles Smart Buy Self Raising Flour 1kg	1x	\$1.04
Coles Smart Buy Spread Regular 500g	1x	\$1.30
Coles Smart Buy Strawberry Spread 500g	1x	\$1.69
Coles Smart Buy White Bread 650g	2x	\$2.18
Kraft Vegemite 150g	1x	\$3.26
Sanitarium Weet Bix 1kg	1x	\$5.67
You'll love Coles Barn Laid Eggs Large 600g 12 pack	4x	\$20.88
You'll love Coles Cereal Corn Flakes 800g	1x	\$4.80
You'll love Coles Lemon Juice 500mL	1x	\$1.81
You'll Love Coles Sugar White 1kg	1x	\$1.55
Healtheries Muesli Gluten Free Wheat Free 500g	1x	6.86
		\$107.90
Ardmona Tomatoes Chopped No Added Salt 810g	4x	\$10.48
Coles Butter Unsalted Australian 250g	5x	\$11.70
Coles Ice Cream Vanilla 2L	1x	\$4.44
Coles Ice Cream Vanilla 4L	1x	\$7.89
Coles Pasta Shells Large 500g	8x	\$11.28
Coles Smart Buy Bicarbonate Soda 500g	1x	\$1.53
Coles Smart Buy Ground Black Pepper 100g	1x	\$1.95
Coles Smart Buy Olive Oil 1L	1x	\$8.71
Coles Smart Buy Pitted Dates 1kg	2x	\$8.70
Coles Smart Buy Self Raising Flour 2kg	1x	\$2.02
CSR Brown Sugar Soft 1kg	2x	\$6.12
CSR Brown Sugar Soft 500g	1x	\$1.70
CSR Golden Syrup Squeeze 500g	1x	\$3.59
Dairy Farmers Cream Fresh 300mL	5x	\$10.85
Ginger loose each approx. 120g	5x	\$8.99
Hoyts Basil 15g	1x	\$1.70
Kraft Philadelphia Cream Cheese Block 250g	4x	\$16.08
Pumpkin Golden Heart Cut 1kg	8 x	23.84
Pumpkin Kent Cut Min 500g	1 x	1.49
You'll love Coles Chicken Breast Fillet Skin Off approx. 1.25kg	3x	\$48.75
You'll love Coles Dates Pitted 250g	1x	\$1.94
San Remo Pasta Macaroni Gluten Free 250g	1x	4.14

Rockmelon loose 1 each	1x	4.98
Pineapple Half Topless 1 each	1x	2.09
		\$204.96
Apple Royal Gala 1kg Punnet	5 x	14.85
Carrots Fresh 1kg	2x	\$3.96
Coles Smart Buy Beetroot Sliced 425g	5x	\$3.55
Coles Smart Buy Salt Iodised 500g	1x	\$0.97
Cucumber Green 1 each	9x	\$15.12
Kraft Singles Cheese Slices 36 pack (750g)	2x	\$17.18
Leek - Each	15 x	33.6
Lettuce Iceberg each	5 x	12.45
Mandarin Taylor Lee 1kg	3 x	5.46
Massel Stock Powder Vegetable 168g	2x	\$5.84
Onions Brown 2kg	2x	\$9.96
Potato Sweet Gold 1kg	3 x	8.94
Saxa Pepper White Ground 50g	1x	\$3.26
Tomato Bag 1kg	2 x	3.98
Zoglos Vegetarian Choice Burgers 300g	1x	\$7.73
Woolworths Beef Sausage 620g	10 x (8)	27.2
Long white rolls (Bakers Delight)	150x	\$90.00
Country Life Gluten Free Bread 510g	1x	\$5.68
Coles canola Oil 750mL	1x	\$3.48
		273.21
Coles Smart Buy Biscuits Family Assorted 500g	6x	\$16.26
Coles Smart Buy Cordial Fruit Cup 2L	1x	\$2.17
Coles Smart Buy Cordial Lime 2L	1x	\$2.17
Coles Smart Buy Cordial Orange 2L	1x	\$2.17
Coles Smart Buy Cordial Raspberry 2L	1x	\$2.17
		\$24.94
	<b>Total</b>	<b>\$611.01</b>