

## **NCO and SCUNA meeting regarding 2010 joint concert**

**Monday 31 August 2009**

- 1. Welcome and apologies:** The meeting was attended by NCO representatives Liz Turner (President), Philip Hartstein, Lada Marcelja, Melanie Jose, Yu-Lan Chan, Suzanna Powell, John Gilbert, Iain Hercus and Steven Strach (apologies from Martin Elias) and SCUNA representatives Helen Moore (President), Amalia Milman, Jonathan Powles, Lorraine Litster (publicity) and Andrew Mernagh (treasurer).
- 2. Concert program:** It was agreed the concert will be promoted as the 'Amadeus' concert, opening with the first movement of Mozart Symphony No. 25 in G minor and featuring a number of Mozart vocal/choral works and the Mozart Requiem (Requiem to be conducted by Philip).
- 3. Concert date and venue:** It was agreed that the concert will preferably be held two weeks following the Canberra International Music Festival. The concert will be held at 2.00pm on a Saturday afternoon as staff costs will be cheaper than a Sunday. If Llewellyn Hall is unavailable or deemed too costly, the possibility of holding two performances in a smaller venue will be considered.

  - Suzanna to contact the CIMF for 2010 dates
  - Amalia to check availability and cost of Llewellyn Hall, Canberra Girls' Grammar School, and The Q (listed in order of preference) for 22 May, 29 May and 5 June 2010.
- 4. Allocation of duties, timelines:** Task allocation was agreed as at Attachment A.
- 5. Financial arrangements:** It was agreed the same financial arrangements would be used as the previous two joint concerts, ie risk/loss/profit will be shared equally between the NCO and SCUNA, with the following exceptions:

  - As the NCO does not pay for soloists, if SCUNA wishes to pay for soloists it will bear these costs
  - Grants allocated to either organisation, including for the specific purpose of holding this concert, will not be considered as income to be shared.
- 6. Next meeting:** It was agreed further liaison will be undertaken out of session unless a meeting is deemed necessary. The NCO president will contact the SCUNA president in November 2009 for updated timelines and venue information.

## SCUNA/NCO Collaboration Task List

Task	Person/s responsible	Estimated completion time/date	Completed
<b>Concert Program</b>			
	MDs of SCUNA/NCO with committee input	Planning meeting/ongoing liaison	
	SCUNA to engage soloists		
<b>Rehearsal Schedule</b>			
	SCUNA/NCO committees	Planning meeting/ongoing liaison	
<b>Financials</b>			
	SCUNA to prepare a budget including negotiating a better rate for Llewellyn Hall if possible	No later than 3 months before the concert	
	NCO/SCUNA to split the costs/profits	Following agreement on methodology by NCO and SCUNA committees, NCO and SCUNA treasurers to liaise	
<b>Publicity</b>			
- Posters - Flyers	SCUNA to design and print via ANU Printers	To be available no later than 6 weeks prior to the concert date Flyer location list provided at rehearsals (NCO/SCUNA)	
- Email version	SCUNA and NCO to distribute via their email lists		
<b>Marketing</b>			
- Print advertising - Radio (666) - Email and website distribution	SCUNA to organise NCO to arrange prior NCO/SCUNA to relevant organisations	To be advertised 2-3 weeks prior  Approx. weekend prior to the concert (confirm with Philip Hartstein) From 3-6 weeks before the concert	
<b>Programs</b>			
	NCO to collate and format the program; SCUNA to print via ANU Printers	Approximately 1 week prior to the concert date	
<b>Llewellyn Hall Booking and Liaison</b>			
	SCUNA to negotiate a discount for Llewellyn Hall as able	By October/November 2009	
	NCO to liaise with stage manager		
<b>Ticketek Liaison</b>			
	NCO in conjunction with Llewellyn Hall booking		
<b>Gifts for Conductors/Soloists</b>			
	NCO to provide gifts for conductors		
	SCUNA to provide gifts for soloists		