

**SCUNA**  
**Full Committee Meeting**  
**Helen's Place**  
**Sunday 1 August, 2010**  
**1:15 – 3:05 pm**

**Present:** Helen (Pres.), Hanaho (VP), Julie C (Treasurer), Charis (Conman), Lee (Assistant Conman, Alto section leader & note-taker for this meeting ), Julie L (Puboff), Lola (Librarian), Cathy (Ass. Librarian), Alex (Memsec), Andrew (Webmaster).

**Apologies:** Jonathan, Sandie, Liese, John, Danielle, Kathryn, Di.

ITEM	ACTION	STATUS
<p><b><u>1. Role Statements</u></b></p> <p>The committee were asked to look at their individual role statements. It was noted that these were designed in late 2009 to assist members in understanding their responsibilities, and to promote efficiency.</p>	<p><b><u>Helen</u></b> to send Committee members an electronic copy of the Constitution, which should be read in conjunction with Role Statements.</p> <p><b><u>All Committee members</u></b> check individual roles; write to Helen with queries, suggested changes etc.</p>	<p>Pending</p> <p>Pending</p>
<p><b><u>2. Section Leaders' Responsibilities</u></b></p> <p>It was agreed that:</p> <ul style="list-style-type: none"> <li>• section leaders would maintain their section's roll and monitor attendance</li> <li>• 3 rehearsals towards a concert could be missed without questions being raised, except where rehearsal schedule is tight (in which case, 2), after which choir members should discuss the issue with the President. A two day camp counts for 2 rehearsals.</li> <li>• section leaders should not have to take responsibility for enforcing attendance requirements —this lies with the President in consultation with the Musical Director</li> <li>• section leaders could advise the Musical Director if they felt a person wasn't placed in a section that suited their voice;</li> <li>• section leaders could also alert the MD if they felt a person was having trouble with the music but should bear in mind that the choir is non-auditioned and if people meet attendance requirements they could generally not be excluded from the choir.</li> </ul>	<p><b><u>Alex</u></b> to send up-to-date Excel sheet of members to section leaders to assist them in making up their rolls.</p> <p><b><u>Section leaders</u></b> to send rolls to the Membership Secretary after 3rd rehearsal, and then on if further names are added, so that membership fee payment can be checked.</p> <p><b><u>Section leaders/Helen</u></b> to ask Jonathan to assist people to find their right voice part.</p>	<p>Done</p> <p>In process</p> <p>Done</p>

<p><b><u>3. Committee Role Statements (Misc.)</u></b></p> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>the Musical Director has the final responsibility for all decisions relating to SCUNA’s artistic and musical activities.</li> <li>under the rules by which SCUNA is affiliated with ANUSA, there must be three trustees, at least two of which must be Student Members. The SCUNA constitution specifies that these are chosen from the full committee. The Trustees are responsible for ensuring that SCUNA abides by its Constitution and that its finances are in order.</li> </ul> <p>the Trustees for 2010-2011 are:</p> <ul style="list-style-type: none"> <li>Helen as President (non-Student member)</li> <li>Julie as Treasurer (Student member)</li> <li>Hanaho as Vice-President (Student member)</li> </ul> <ul style="list-style-type: none"> <li>Vice President’s role is mainly to assist the President.</li> </ul> <p>It was agreed that:</p> <ul style="list-style-type: none"> <li>The best person to check the SCUNA mailbox is the Treasurer, since mail is mostly related to accounts.</li> <li>The Membership Secretary (Alex) is best placed to reply to email queries about membership because he can follow through with the mailing list and collecting fees.</li> </ul>	<p><b><u>Helen</u></b> to notify ANUSA of New Trustees (along with sending in AGM minutes).</p> <p><b><u>Andrew</u></b> to give Trustee forms to Julie and Hanaho to complete</p> <p><b><u>Julie</u></b> to check the SCUNA mailbox once a week.</p>	<p>Done</p> <p>??</p>
<p><b><u>4. Issues Related to the Treasurer’s Role</u></b></p> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>SCUNA’s current bank account is not the most cost-effective option</li> <li>a high priority task is to apply for an ANUSA grant for the October and December concerts; models from previous applications can be used</li> <li>ANUSA requires an acquittal of grant monies at the end of each year; needs to be clarified if grants must be returned if an event makes a profit</li> <li>the ANUSA grant application should include the proportion of costs attached to the Musical Director’s and Accompanist’s fees (including replacements for particular rehearsals).</li> </ul>	<p><b><u>Andrew &amp; Julie</u></b> to:</p> <ul style="list-style-type: none"> <li>meet asap to complete Treasurer handover</li> <li>to consult and reach agreement on the most suitable bank account</li> <li>advise Helen</li> <li>proceed with agreed changes.</li> </ul> <p><b><u>Julie</u></b> to submit Trustee forms to the bank.</p> <p><b><u>Andrew</u></b> to give Julie copies of previous grant applications</p> <p><b><u>Julie</u></b> to start drafting ANUSA application at the end of the coming week (7/8 August)</p> <p><b><u>Julie and Helen</u></b> to clarify requirements re</p>	<p>In process</p> <p>Pending</p> <p>Pending</p>

	return of grant monies when meeting with ANUSA Grants Committee regarding the our application.	
<p><b><u>5. Report from the Concert Manager (Charis)</u></b></p> <p><b><i>Proposed concert date:</i></b> Sat 30th October</p> <p><b><i>Venues</i></b> explored so far:</p> <ul style="list-style-type: none"> <li>NLA foyer – ideal this concert; acoustic and atmosphere very appropriate; current quote for fee \$3000 (covers everything including dress rehearsal)</li> <li>also available are St Andrews and St Pauls</li> </ul> <p>Other possibilities:</p> <ul style="list-style-type: none"> <li>National Portrait Gallery--booked up, nice but expensive</li> <li>Australian Museum—booked up, a possibility for next year if we could come up with a collaborative idea</li> <li>Fitters Workshop (Kingston)—great acoustic and space but but expensive because we’d need to provide everything</li> <li>Auditorium at the Erindale Viking-- too far to travel for many of our core audience.</li> </ul> <p><b><i>Proposed Concert Dress:</i></b></p> <p>In line with sea theme — black bottoms with green/blue or white tops. Charis will vet possible tops to ensure the appropriate colour range.</p>	<p><b><u>Helen</u></b> to pursue possibility of NLA waiving some/all of the \$3000 fee.</p> <p><b><u>Charis</u></b> to present concert dress proposal to the choir at the next rehearsal;</p> <p><b><u>Helen</u></b> to include notice on concert dress in the newsletter.</p> <p><b><u>Charis</u></b> to prepare a detailed time-line on preparation for the October concert.</p> <p>Once venue is decided and recording options are known, <b><u>Charis</u></b> to discuss with <b><u>Sandie</u></b> re the best way to make up CDs from the concert.</p>	<p>In process.</p> <p>Done.</p> <p>Pending</p> <p>Pending</p> <p>Pending</p>
<p><b><u>6. Publicity Officer</u></b></p> <p>It was noted that key elements in the publicity campaign are:</p> <ul style="list-style-type: none"> <li>liaison with Desktop Publications Officer re timely production of the poster and flyers (electronic &amp; hard copies)</li> <li>distribution of posters and flyers—get list of venues</li> <li>liaison with ArtSound Canberra—need to line up well in advance</li> <li>placement of paid advertisements—on past experience CT appears to be best</li> <li>liaison with ABC 666 and possibly Classic FM</li> <li>preparation of press release</li> <li>line up journalist (Ron Banks) who writes for the CT</li> </ul>	<p><b><u>Julie</u></b> to:</p> <ul style="list-style-type: none"> <li>draft a timeline for publicity strategy and actions_</li> <li>circulate to Helen and the Committee for comments and suggestions</li> <li>check material from Lorraine re items opposite and contact Helen if anything not found</li> <li>make appointment to visit ArtSound Canberra</li> </ul> <p><b><u>Helen</u></b> to send Julie material she has re publicity.</p>	<p>Pending</p> <p>Done</p>

<ul style="list-style-type: none"> <li>getting radio interviews for Jonathan</li> <li>using various ANU publicity outlets</li> <li>complimentary tickets—get previous list &amp; draft letter.</li> </ul>		
<p><b><u>7. Issues Related to the SCUNA Library</u></b></p> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>a long-standing issue for SCUNA has been the need for a permanent place on-campus where the library and other archival material can be accessed and stored.</li> <li>the ANU Archivist, Maggie Shapley, might be able to advise and assist us (<a href="mailto:Maggie.Shapley@anu.edu.au">Maggie.Shapley@anu.edu.au</a>)</li> <li>Sandie (with help from Cathy and Helen) had begun an audit of library holdings; this should be continued</li> <li>Other SCUNA materials (posters, programs etc) should be catalogued and archived.</li> </ul>	<p>Once music distribution is settled for this semester, <b>Lola</b> to:</p> <ul style="list-style-type: none"> <li>explore avenues for assistance with storage and draft a submission</li> <li>initiate continuation of library cataloguing.</li> </ul> <p><b>Alex</b> to send Librarians an updated membership that they can use in documenting distribution of scores.</p>	<p>Pending</p> <p>Done</p>
<p><b>8. Camp</b></p> <p>It was reported that unfortunately Jonathan is unavailable for the dates advertised for the camp—this had come about due to a misunderstanding. Various alternatives were considered. The 28/29 August weekend was ruled out because some Ctte members have commitments to assist of a clash with the ANU Open Day on that weekend.</p>	<p><b>Helen</b> to ask Matt if he’s available for 21 August on campus.</p> <p><i>Later:</i> date is now set for on-campus camp with Matt on Sat 4 Sept. <b>Camp Officer (Sandie)</b> to note.</p> <p>Another 1 day camp will be held after Jonathan and Sandie are back in early October. <b>Jonathan, Helen &amp; Sandie</b> to determine date.</p>	<p>Done – Matt not available.</p> <p>Done</p>
<p><b><u>9. Communications</u></b></p> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>once the AICSA Webmaster has organised the forwarding addresses, Committee members should use these when emailing on SCUNA official business</li> <li>the forwards will allow anything addressed to Committee members at their <a href="mailto:@scuna.aicsa.org.au">@scuna.aicsa.org.au</a> address will automatically go to their personal email addresses</li> <li>Alex, Andrew and Liese will have access to the SCUNA gmail account; if anyone else needs it, let Helen know.</li> </ul>	<p><b>Andrew</b> to persist in contacting AICSA Webmaster.</p> <p><b>Helen</b> to notify Ctte when new forwards are in place.</p>	<p>Done</p> <p>Done</p>
<p><b><u>10. Other Business</u></b></p> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>the ANU calendar should be carefully considered when setting the AGM, concert and camp dates</li> <li>the AGM should be held than it was this year</li> <li>SCUNA membership fees should be listed on the</li> </ul>	<p><b>Helen &amp; Ctte members</b> to note recommendations re dates &amp; information on Ctte roles for next year.</p> <p><b>Andrew</b> to include membership fees in revising the website.</p> <p><b>Hanaho and Alex</b> to discuss ways of promoting Student Member</p>	<p>??</p> <p>Done.</p>

<p>website</p> <ul style="list-style-type: none"> <li>• from early next year, members should be given information about Committee roles (in the newsletter and at announcement time) and the need for people consider taking on these roles</li> <li>• more attention should be given to encouraging and retaining Student Members.</li> </ul>	<p>involvement.</p>	
<p><b><u>11. Future Committee Meetings</u></b></p> <p>It was agreed that the Committee would trial having meetings:</p> <ul style="list-style-type: none"> <li>• on the first Wednesday of each month</li> <li>• in MCC LT2</li> <li>• from 5:30 – 6:45pm</li> <li>• pizza to be ordered in.</li> </ul>	<p>The next Committee meeting will be on Wed. 1 Sept at 5:30 pm in MCC LT2</p> <p><b><u>Who</u></b> will order the pizza?</p>	