

SCUNA
Committee Meeting
Manning Clark LT
Wednesday 1 September, 2010
5:30 – 6:50 pm

Present: Helen (Pres.), Hanaho (VP), Charis (Conman), Lee (Assistant Conman, Alto section leader & note-taker for this meeting), Julie L (Puboff), Danielle (Assistant Puboff), Alex (Memsec), Andrew (Webmaster), Sandie (Campoff & Desktoppubs), Katherine (Refreshments).

Apologies: Liese (Secretary), Julie C (Treasurer), Lola (Librarian).

ITEM	ACTION	STATUS
<p><u>1. Minutes from 1 August meeting</u> Approved.</p>	<p>Andrew to post minutes in members' section on the SCUNA website.</p> <p>Helen to notify members.</p>	<p>Pending</p> <p>Pending</p>
<p><u>2. Role Statements</u> Helen has not received any comments on existing role statements.</p> <p>The committee were reminded to ensure they are familiar with their individual role statements and to make notes on an on-going basis to assist revisions to be made at the end of the year</p>	<p>Committee members to note.</p>	
<p><u>3. Treasurer's Report</u> Queries:</p> <ul style="list-style-type: none"> • Program donations amount would appear to have the decimal point in the wrong place – should read \$360.00. This is significant for the bottom line. • CD sales – should be checked because income seems very low. section leaders would maintain their section's roll and monitor attendance • Gifts for October concert – allow \$100. • Security costs for October concert may rise if the PCP is held at the NLA. • Creation of midi files for Anne Boyd piece– correct amount is \$300. Adam Cook was hired to do this on Jonathan's advice and in the light of the time required (6+ hours). • Honorarium (AC) – correct amount is \$200. • Honorarium (MS) – correct amount is \$360 (it will increase) • Honorarium (TL) – will increase by \$80. <p>The cost and benefits of advertising in the CT was discussed.</p>	<p>Helen to raise with Julie.</p> <p>Julie to check with Sandie.</p> <p>Charis to:</p> <ul style="list-style-type: none"> • investigate PCP options • check all October concert costings as shown • send corrected costings to Helen and Julie C. <p>Helen to check if payment is required for Anthony's performance in the October concert.</p> <p>Julie L to check the differences in cost of advertising for 2 versus 3 days; and</p>	<p>Pending</p> <p>Pending</p> <p>In process</p> <p>Pending</p> <p>In</p>

<p>If a submission is to go to ANUSA for October and Christmas concerts, honoraria should be shown as proportionally in relation to the concert budgets.</p> <p>Prices for October concert tickets & program: the following were agreed: \$20 adults; \$15 concessions; \$10 students; free for children under 12. Programs (if at previous publication standards): \$5.</p> <p>Re t-shirts: cost price is quoted at \$10. It was agreed that Andrew should place existing orders plus another \$50-60 worth in order to bring to rehearsals and show members.</p> <p>SCUNA bank account: Andrew and Julie are investigating cheaper options.</p> <p>ANCA membership: it was noted that SCUNA is not listed as a member on their website.</p>	<p>report to Helen for a decision.</p> <p>Helen to find out from ANUSA if it's worth applying for a grant for October and Christmas concerts.</p> <p>Julie C to note for beginning 2011: application to ANUSA should be for all planned concerts.</p> <p>Sandie to note for the poster, tickets & program.</p> <p>Danielle to calculate income based on audience of 65% adults, 20% students, 15 % concessions.</p> <p>Andrew to place orders.</p> <p>Julie C to revise semester 2 budget in the light of these queries/changes.</p> <p>Andrew to write and request this be fixed.</p>	<p>process.</p> <p>Done – no money left; see rec. for 2011.</p> <p>In process</p> <p>Pending.</p> <p>In process.</p> <p>Pending.</p> <p>Pending.</p>
<p><u>4. Concert Manager's Report</u></p> <p>The Conman's timeline was tabled.</p> <p>It was reported that:</p> <ul style="list-style-type: none"> the October concert will run from 6:30 – 8pm (approx.) and is timed to coincide with sunset. Charis will ask choir members to check their costumes with her – need to nominate a particular rehearsal with enough time for people to prepare for the concert. <p>Sandie has black folders.</p> <p>choir will be invited to inspect NLA venue at the end of the Saturday camp.</p> <p>logistics rehearsal will include checking placements according people's height; people should be asked to wear the shoes they'll wear at the concert</p> <p>we'll probably only use one large square riser; audience will be seated in a semi-circle around the choir with a view out the windows.</p>	<p>Committee to review timeline and send comments & suggestions to Charis.</p> <p>Charis to notify choir the rehearsal in which coloured tops will be checked.</p> <p>Sandie to check number of black folders.</p> <p>Charis to order riser.</p>	

<p><u>5. Publicity Officer's Report</u></p> <p>The Puboffs' timeline was tabled. There was insufficient time to consider this in detail.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> • Press release -- Jonathan will provide; if not available in time Julie & Danielle will send him a draft for comment & corrections • Artsound: <ul style="list-style-type: none"> ○ should be contacted asap; ○ set date for interview with Jonathan; ○ explore other PR possibilities e.g. quiz, complimentary tickets. • Ron Banks: contact asap re article in CT. • Even if details aren't clear, it's best to make preliminary contacts as early as possible. • Complimentary tickets: how many and who will depend on how rehearsals progress; should include NLA, Ruth Lee Martin and Alan Gould. <p>Posters & flyers: costings needed; posters to be glossy colour; flyers – need to decide between cards or paper based on comparative costs.</p>	<p>Committee to review timeline and send comments and suggestions to Julie L.</p> <p>Helen & Julie to remind Jonathan and if necessary give him a deadline.</p> <p>Julie & Danielle to action.</p> <p>Julie & Danielle to note.</p> <p>Julie & Danielle to review with Jonathan & Helen after second camp.</p> <p>Julie or Helen to get costings.</p> <p>Danielle will check out free websites</p>	<p>In process</p> <p>In process</p> <p>Interview date set</p> <p>Pending</p> <p>Pending.</p>
<p><u>6. Camp Officer's Report</u></p> <p>The Camp Officer reported that:</p> <ul style="list-style-type: none"> • preparations were in hand for the camp on 4 October • she'd seek assistance on the day as required. 		
<p><u>7. Next Committee Meeting</u></p> <p>Wed. 6 October at 5:30 pm in MCC LT2</p>	<p>Committee to note</p> <p>Who will order the pizza?</p>	