

SCUNA Committee Meeting
5:30-7:00, Wednesday, 24th August 2011
MCLT6, ANU

Minutes

Present: Liese (Pres), Helen (IPP), Markus (sec), Julie (treas), Charis (conman), Livia (puboff), Richy (asspuboff), Lola (lib), Alan (campoff), Heidi (desktop pub), Andrew (webmaster/AICSA liason)

Apologies: John Rogers

Item	Action	Status
<p><u>Welcome</u></p> <ul style="list-style-type: none"> - Liese welcomed the first meeting for the new committee 		
<p><u>Approval of Agenda</u></p> <ul style="list-style-type: none"> - Lola suggested removal of items 3 & 4 as they had not been removed from last agenda. 	Approval unanimous	Done
<p><u>Committee Members</u></p> <ul style="list-style-type: none"> - new members notice “SCUNA Management Structure and Role Statements” <p>Communications [under Committee Members]</p> <ul style="list-style-type: none"> - using AICSA address (gmail) <ul style="list-style-type: none"> o use appropriate address when replying to private/business emails etc. - if sent through gmail account for SCUNA, email will go through to President as well (include anything that is SCUNA business) 		
<p><u>Appointment of Trustees</u></p> <ul style="list-style-type: none"> - 3 trustees, 2 students required - Markus Klaiber (student), Livia Kwan (student), Liese Baker 	motion to approve by Lola & Julie seconded unanimous	done
<p><u>AICSA Constitution</u></p> <ul style="list-style-type: none"> - summary by Andrew Mernagh - vote to agree on new AICSA Constitution 	motion to approve Andrew M, seconded by Julie unanimous	done
<p><u>Concert Planning</u></p> <ul style="list-style-type: none"> - publicity (apology for incorrect time on flyers) - list of places for flyers discussed 		

<ul style="list-style-type: none"> - difficult for college residence students to get to concert on time, perhaps organisation of lifts? - electronic flyer to be distributed as attachment to newsletter so it can be forwarded to friends & family etc - (Liese) correct A4 flyer - Artsound: Jonathan to be interviewed <ul style="list-style-type: none"> o Charis to be interviewed in case of J unable - SCUNA concert to be recorded & aired by Artsound - discussion of good contacts for publicity: <ul style="list-style-type: none"> o What'sOn@ANU o Daily Capital - logistics (Charis) <ul style="list-style-type: none"> o in contact with Stephen Pike (from the Q) o good facilities: green room, dressing rooms o email for quote expected from SP - number of tickets pre-sold to SCUNA + friends/fam must be decided <ul style="list-style-type: none"> o cannot be given back to be re-sold o those we take we have to try to sell o can't get money back after taking them o suggestion (Helen) for estimation by members in rehearsal as to how many tickets for each person o \$25 Adults, \$20 conc, \$10 child o complementary ticket to Michael Sawyer & carer - Charis to talk with Jonathan on Sun on arrangement of performance venue incl configuration of choir - sizes of images of posters for the Q website - concert dress straight black - Markus to get list of performers by next Wednesday - Helen to write program - desktop publications – Heidi may need at least a week to gather all requirements and complete task 		
<p><u>Camp</u></p> <ul style="list-style-type: none"> - Alan to provide drinks <ul style="list-style-type: none"> o get 2 urns & bottles of juice from 		

<p style="text-align: center;">Winsome</p> <ul style="list-style-type: none"> ○ take to All Saints church on Sat - food organised during break (section leaders) - people need to bring their own cups for break 		
<p><u>Scores for Christmas Concert</u></p> <ul style="list-style-type: none"> - Charpentier – Missa da Minuit pour Noël 		
<p><u>Treasury</u></p> <ul style="list-style-type: none"> - need members of ctte as signatories <ul style="list-style-type: none"> ○ pres, past pres & treasurer suggested ○ Liese, Helen & Julie - must attend to budget <ul style="list-style-type: none"> ○ most income from members & concerts is unpredictable ○ have to make sure we don't overspend; very big loss last year ○ find balance of cost & income - suggestion of finance sub-committee <ul style="list-style-type: none"> ○ consist of executive (pres, sec & treasurer & imm. past pres) - John Rogers to cover for Julie in her absence overseas 	<p>Approval of signatories by Julie & Helen/Lola?; unanimous</p> <p>Approval of sub-cttee unanimous</p>	<p>Done</p> <p>Done</p>
<p><u>Brazilian visitors</u></p> <ul style="list-style-type: none"> - Kevin & Gwyneth offered to billet - start to organise; the sooner the better - concert with visitors <ul style="list-style-type: none"> ○ tentative date Fri 9th December ○ 26/27th Liese to call Bot Gdns 		
<p><u>Other business</u></p> <ul style="list-style-type: none"> - (Charis) already booked into Floriade for next year 		