

**SCUNA committee meeting**

**6 December 2015**

**1:00 pm**

Attendance: Jon, Michael, Glenis, Diana, Lola, Lauren, Kevin, Gwenyth, Ngaire, Andrew, Karen (minutes)

Apologies: Charis, Richy

Previous minutes from 11 November 2015 meeting were endorsed.

Lola's nomination for position of Publicity Officer was accepted.

Gwenyth and Kevin's nomination for Assistant Publicity Officers was accepted.

Agreed that Jon will approach choir members in 2016 about nominations for Assistant Webmaster and Assistance Concert Manager, as succession planning is needed for both positions.

Agreed that Kevin will approach other choirs about scheduling of concerts in 2016 and these will be included in the SCUNA committee calendar.

Agreed that Jon will investigate options for a conductor's podium and report back to the committee.

Agreed that Michael will seek an ANUSA capital grant in 2016 for new shelving in the storage room.

Agreed that Kevin will seek a someone who can manage the choir's property needs.

Agreed that Ngaire will take on tea and coffee responsibilities.

Agreed that the bank signatures for SCUNA from December 2015 for 12 months are Michael Mills, Karen Wilson and Lauren Ashman. Agreed that Charis Messalina will be removed as a bank signatory.

Agreed that Karen will draft a letter about these decisions to send to St George Bank.

In regard to discussions on the future of the choir, agreed:

- Jon will apply for the National Folk Festival in 2017 (applications close September 2016)
- Jon will apply for Enlighten performance for 2017 (as 2016 applications have closed)
- Jon and Leonard to investigate performances at Wee Jasper/Carey's Cave and report back to committee
- Jon to investigate 2016 performance at the High Court
- the choir could be hired but on the condition that:
  - hired performances should not compromise preparation for SCUNA concerts
  - rehearsals for hired performances should be separate from SCUNA rehearsals
  - hire costs should include conductor and rapitiour costs for both rehearsal and concert time.
- the choir will perform two concerts in 2016 (late May and early November), participate in CIV from 1 to 10 July 2016, and undertake Christmas caroling in 2016.
- Glenis will check on the current number of SCUNA songbooks in storage so the committee can consider options for updating and reprinting the songbook in 2016.
- to discuss subsidising SCUNA students to attend CIV at next meeting in 2016.
- Motet members should be paid SCUNA members as Motet is part of SCUNA.

- to further consider the role of the Motet when the concert music for 2016 is decided.

Noted the estimated end-of-year budget was \$9,174 and agreed to aim for \$10,000 balance at end of each calendar year.

Agreed to continue paying Anthony \$2,000 per semester.

Agreed to Leonard being the SCUNA conductor for 2016.

Agreed that there would be no day-rehearsal camps in 2016 as each planned concert had a long rehearsal time.

Agreed not to increase fees in 2016.

Agreed that Michael and Karen will periodically reconcile memberships rolls and membership payments to ensure there are no outstanding unpaid members.

Agreed that Kevin will investigate the SCUNA alumni (via Val Thompson) and report back to committee.

Agreed that Andrew will update website with 2016 membership form, add a photo gallery to the website, and provide a link to the CIV website.

Agreed to send Jon any ideas for online choir training resources and basic music training before each rehearsal.

Agreed that Jon will book stall, organise marquee and banner for 10 February 2016 market day. Agreed that Lauren, Lola, Jon and Karen will attend market day.

Agreed that Lola will take on responsibility for TryBooking and Events ACT activities. Agreed to let Jon know about other systems that the choir uses.

Agreed that Jon, Dianna and Glenis should have keys to the storage room (Gerrie's key to pass to Glenis), and Ngaire should have a key to the kitchen. Noted that Michael has the post office box key.

Agreed that Jon will progress production of choir CDs.

Agreed that Ngaire will canvass students for social activity ideas.

Agreed to send any comments of the committee roles and responsibilities document to Karen.

Meeting closed 4:30pm

Next meeting: tbc