



1. Introduction

1. Welcomed to the 1st RMIT Music Committee Meeting (9/02/2014)
2. Meeting Begins at 3:32 pm
3. Attendees:
 1. Present: David, Lauren, Trent, Damien, Andrew, Lettisia, Rhiannon
 2. Apologies: Geordie, Yuki, Jenny
 3. Absent: Tim
4. Quorum established

2. Confirmation of Previous Minutes

1. Minutes from:
 1. 11th RMIT Music Committee Meeting (2/10/2013)
 1. Lauren moves, Damien seconds
 2. Publication
 1. No one objects, Rhiannon to do

3. Business Arising from the Previous Minutes

1. Trent still needs to organise for the piano to be tuned and fixed
 1. Appropriate parking for the tuner needs to be found

4. Reports

1. President's Report
 1. Meeting with Katie in Jan, not very informative. Not too much we need to do.
 2. Arts logo needs to be fixed on the website
 3. There will be more formal criteria that everyone must follow to get funding. Must attend Arts Council meetings.
 4. There have been a few expressions of interest in joining. David has provided information.
2. Vice President's Report
 1. N/A
3. Treasurer's Report
 1. Documents and records created based on receipts from Frazer for 2nd half 2013 for the purpose of acquittal.
 2. Unsure of what has already been acquitted, records seen to be missing.
 3. Next bank statement expected early March. This will be used to reconcile.
 4. Do we have an ABN or TFN?
 1. ABN = 06061629682505
 2. TFN = 845 761 675
 5. Funding application due dates need to be confirmed.
 1. RMIT Music's end of financial year to be changed to match funding rounds.
 6. Online Wave app has been updated. Includes capability to produce official quotes.

7. Give receipts to Lauren who will create a bill and reimburse with a cheque. This should make record keeping easier and simple.
 1. We should not use cash to reimburse.
8. Invoices can be created and emailed out
 1. E.g. For known continuing members, for known camp attendees
9. Membership should not be paid in cash. We need to use UniOne. We need access to view transactions.
 1. Make a payment due date. Week 3?
 2. List is needed from the reps of who is attending with email addresses so Lauren can follow up.
 3. Lauren has emailed Katie to approve the membership products in UniOne
10. Apply for funding to get banners reprinted.
4. Band Reports
 1. Strings
 1. Will start rehearsals next week, after recorders.
 2. Music has been suggested to Jenny for mid-year concert
 2. ROCS
 1. N/A
 3. Stage Band
 1. Rehearsals to begin 26/02/2014
 4. Concert Band
 1. Rehearsals to begin 24/02/14
 2. Andrew requires help from Trent with choosing music
 1. Go through drawers. See what's there.
 5. Recorder Consort
 1. First rehearsal was on Friday (7/2/14)
 2. 5 pieces for mid-year concert already chosen
 3. Thinking about O-week
 6. Flute
 1. 2 members
 2. Mid-year music chosen
 3. May not play at O-week
 7. Ukulelified
 1. Hasn't started yet
 1. First rehearsal/social/meeting on 18/02/14
 2. At this stage rehearsals will be on Tuesday evenings at 6:30. Recorders will work around this.
 1. Rehearsals added to calendar.
 3. Will ukuleles be bought by RMIT Music?
 1. Maybe eventually
 1. Having a stock would be good
 2. Lettisia to gather quotes for funding application
 3. Pitching the group at beginner players/other instruments/for fun.
5. Musical Directors Report
 1. Groups need to organise music for mid-year concert
 2. Keep it to 20 mins per group

1. With new groups this may need to be shorter
3. Maybe a group(s) could perform in the foyer before and/or at interval

5. Agenda Items

1. Orientation Festivities

1. Clubs and Societies on Thursday 6th of March (Week 1 of Semester 1). From 11am-2:30pm.
 1. At this stage we will not be attending the other days. Lauren and David have each contacted AJ to express interest in the orientation days. AJ is currently on leave, either wait or contact Melissa De Laney.
 2. Hopefully we will have shade. We will be slightly away from Sports & Rec, around where we were last year.
 3. Wear polo shirts.

2. O Party/Social Event

1. Probably won't get funding through the 60 Days Program
2. We will still have an event. Trivia Night on the Friday of O-week. Could have at the Queensbury, free function room. Confirm minimum spend for Friday night/different rooms. We could look at the Oxford Scholar, book out the 'long table' section. Meet at 6/6:30 for dinner to try to ensure meals are bought. Trivia start at 7:30.
 1. Lauren to contact, confirm and publish details. Maybe delegate contacting to Bridget?
 2. Delegate trivia questions to Tim/Trivial Pursuit.
 3. Ask Tim to host.
 4. Approach Oxford for prizes.
 5. Include details on O-week flyer.
3. We have a flyer (by Skye). Lauren to share on Facebook with rehearsal details
4. Lauren to update and print A5 flyers for O-week
5. David says: "Smile, be friendly and enthusiastic. Be a better version of yourself."
6. Take appropriate standing banners.

3. Camp

1. Rehearsal camp
2. Lauren has called Rubicon
 1. Available 21st-23rd March
 2. \$28 per person per night
 3. Lauren to contact, confirm details and make booking
3. David has called 2 places
 1. Neither are available
4. Minibus was stolen and totaled. We need to contact Arts for a solution or we take the necessary cars.
5. In general, we need to be careful of who we reimburse for petrol. Some people need to drive while others elect to drive.
6. Cost of camp will cover accommodation
 1. \$50 for students, \$60 for non-students
 2. If we need to hire a bus, maybe raise the cost by \$10
7. Do we want a theme for camp?
 1. David says: yes – it works, people have fun
 2. Lauren to compile a list of themes (get from Tim?) and put up a Facebook poll.
8. Catering
 1. Pizza and barbeque

- 2. Lauren is developing a master shopping list for camp, we'll use if it is ready.
- 9. David to create a rehearsal schedule working off last years schedule
 - 1. Committee and directors to enforce the schedule
- 10. Payment due a week before camp. Product on UniOne to expire at midnight on the Friday of camp so payments can be made there. We will need to confirm that there will be a phone that can be an internet hot-spot.
- 11. If only coming for part of the weekend, you still pay the full amount.
- 12. Last year 25 people were there. Work off this number for this year.
- 13. Start work on props and costumes for the mid-year concert at camp.
- 4. Concert – mid-year
 - 1. We need to confirm whether/how much we will need to pay for Kaleide
 - 1. Will it be available? Work will be being done on the Swanston Street RMIT buildings
 - 2. We have a tentative booking
 - 3. There are potential performance spaces in the new design building
 - 1. Open, flat gallery space
 - 1. We would need to set up seating for audience and performers
 - 2. Fold-out bar
 - 3. Loading bay underground
 - 4. No cost mentioned
 - 2. Small rooms in the top floor
 - 1. We could have audience move to different rooms for different groups
 - 4. Look at hiring church/community space near by?
 - 5. Look at Alumni courtyard for a daytime performance on a Saturday.
 - 6. David to email Mark/Jenny to ask about alternate performance spaces and associated costs.
 - 7. Look into lecture theatres? Sandra could book them as a staff member with few questions asked.
 - 8. Ensembles MUST provide accurate stage plans for the roadies a week before the concert at the latest. Submit with program content.
 - 9. Find out if visual media is an option.
- 5. Concert Repertoire – mid-year
 - 1. Recorders have chosen 5 pieces
 - 1. Hi-ho
 - 2. Someday my prince will come
 - 3. La La Lu
 - 4. When you wish upon a star
 - 5. Mickey mouse club
 - 2. Strings suggested pieces
 - 1. Beauty and the beast
 - 2. Sleeping beauty waltz
 - 3. Frozen – Let it go
 - 4. Quartet from Tangled
 - 3. Concert Band options/suggestions
 - 1. Jungle book
 - 2. It's a small world

3. The Lion King
4. Toy Story
5. The Little Mermaid
6. Mary Poppins Suite
7. Chitty Chitty Bang Bang?
8. Rhapsody in Blue
4. Stage Band options/suggestions
 1. Princess and the Frog
 2. Rhapsody in Blue
5. ROCS possible songs
 1. Everybody wants the be a cat
 2. Opening/something from Frozen
 3. Shadowland – Lion King
6. Flute
 1. 2 pienes from the Nutcracker
 2. Carmen

6. Other Business

1. All reps and committee members should bring computers/tablets (able to connect the RMIT network) to the first few weeks of rehearsals to assist with sign ups and payments
2. Lauren to create a document taking people through signing up and finding and buying products through UniOne.
3. Social Event #1 – Lawn Bowls
 1. Weekend at the end of week 8
 2. Alternative could be ten-pin bowling if the weather is bad
7. **Next meeting proposed for Sunday March, 2nd at 3:30pm**
 1. Meeting Closed at 5:43pm
8. **Action Plan:**
 1. Lauren
 1. Contact possible Trivia Night venues
 1. Once confirmed – publish details
 2. Share flyer with rehearsal details on Facebook
 3. Update and print flyers for O-day
 4. Contact and confirm details for camp at Rubicon and make booking
 5. Compile list of themes for camp and post Facebook poll
 6. Continue compiling master camp shopping list
 7. Create document taking people through UniOne
 2. Trent
 1. Organise piano tuning/fixing
 3. David
 1. Create rehearsal for camp
 2. Email Mark/Jenny to ask about alternate performance spaces and associated costs
 4. Ensemble Representatives
 1. Finalise concert pieces