



## 1. Introduction

1. Welcomed to the 3rd RMIT Music Committee Meeting (09-03-2014)
2. Meeting Begins at 2:14 pm
3. Attendees:
  1. Present: David Lauren Rhiannon Damien Geordie Andrew
  1. Late: Trent
  2. Apologies: Tim Yuki
  3. Absent: Lettisia
4. Quorum established

## 2. Confirmation of Previous Minutes

1. Minutes from: 02-Feb-2014 – Rhiannon to update
  1. Amend 6.2 to note Damien moved the motion to change the name of the string ensemble
  2. Amend 4.1.1.1 in David's report to say 'Recorders' not 'recording'
  3. Amended 4.1.2 in David's report to say 'roaming' not 'rooming'
  4. Tuesday Magical Mystery tour (4.1.5) needs Strings Ensemble listed as well as ROCS
2. Publication
  1. Rhiannon to publish

## 3. Business Arising from the Previous Minutes

1. Lauren emailed the expressions of interest people – 67 people
2. Trent and Andrew sent out info re: Arts Council
3. David to publish rehearsal schedule
4. David still to look into RUSU room near Kaleide Theatre
5. Lauren will look into Lawn Bowls after camp
6. Lauren posted info re: camp, and product has been approved
7. Rhi has published and distributed minutes from previous meeting
8. Rhi can't request NETbank access until signatory form is processed
9. Trent still needs to organise piano tuning
  1. Geordie will organise a parking permit for the piano tuner's truck.
  2. Will contact security for how applying for a parking permit works.
10. Lauren gifted Yassin UniOne membership
11. Trent has ordered music for mid-year concert
12. Tim did trivia questions
13. Andrew asked Fraser to drive bus for camp – he said yes
14. ROCS happy to contribute to the cost of piano tuning. Would like to see the funding already received for this purpose used first

## 4. Reports

## 1. President's Report

1. Has emailed expressions of interest people
2. Email potential people to come to concert – Margaret Gardiner (VC), Owen Hughes, Tim Smith, Jennifer Kanis, Jill Palmer, Melissa De Laney, Katie Paine, Adam Bandt
  1. Still to email Erin Campbell
    1. Could be better to email Katie to get us into the Arts mag.
3. Sent emails to UniLodge for expressions of interest – haven't heard back yet
4. Sent emails to Music Industry Program coordinator re: expressions of interest
5. Performance opportunity for Science, Engineering and Health Awards. Addressed to Geordie. Fee for each is \$250. There will be a group performing at each of the three awards ceremonies. We are still negotiating who will do which ceremony.
6. Trivia night – went really well from an administrative point of view.
7. Magical Mystery Tour went well. The curator of 2 galleries from RMIT has proposed performances at the galleries.

## 2. Vice President's Report

1. Trivia Night
  1. 33 people attended, 18 current, 15 new
2. Lauren to create a 'ROCS – Choir' group in UniOne
3. David to update website with new representatives info.

## 3. Treasurer's Report

1. \$3487.98 in bank account.
2. 6 student memberships purchased, 2 non-student membership purchased
3. Camp - 2 student has purchased, 2 non-students have purchased
4. 1 polo shirt has been sold
5. Lauren to gift Hayden a UniOne membership
6. Trivia
  1. Pizza – \$129.50
  2. Booze – \$103.97
  3. Ice – \$7.40
  4. Entrance - \$180 – Still to be banked
  5. Night cost us \$60.87
7. Reps to get their groups to sign up
8. \$33 from chocolates to be banked
9. A funding application will be written soon (this and acquittal are due 4<sup>th</sup> April). Send Lauren any required info, supporting documentation, etc.
10. Will write up a draft to be reviewed by the committee.

## 4. Band Reports

1. Chamber Orchestra
  1. Enormous turnout on Friday – 13 people
  2. Potential 6 more this Friday
  3. Were not told about camp. Some may come but still need to sign up and pay
2. ROCS
  1. Massive turnout – 26 people, 10 were new, 16 continuing.
  2. All new people should be coming back. All seemed pretty excited
  3. UniOne has now been updated, Geordie to make them sign up. New people will have 2 'free' rehearsals. Week 3 will be the 'sign up now' rehearsal.

4. Sandra is creating a ROCS folder in Drive to keep their docs in. It is a sub-folder under 'Logos'
  5. Geordie to give Trent the Student Initiatives Logo to appear on all advertising. It can replace all existing 'sponsor' logos. There are no restrictions as to where it appears – it just has to be visible.
  6. Scott Soper (retail manager – Campus Store) has offered ROCS the Campus Store as an impromptu performance venue for whenever they want.
    1. This is probably extended to all of RMIT Music.
    2. Peak time is between 8:30am and 2pm.
  7. For showcase concert – ROCS has decided on a piece from Frozen. Sandra to order ASAP
3. Stage Band
    1. Reasonable turnout. 5 new people.
    2. There was a lot of interest at the clubs day so we may get more people next week
    3. New music hasn't arrived yet. Should arrive tomorrow or Tuesday. If Trent doesn't have it by Wednesday he will request a tracking number
  4. Concert Band
    1. 12 people turned up. Some new music was there. 2 new pieces coming. David has provided others. There will be 5 pieces in total.
      1. New music hasn't arrived yet. Should arrive tomorrow or Tuesday. If Trent doesn't have it by Wednesday he will request a tracking number
    2. There wasn't a huge amount of interest on Clubs day. There were 5-6 people who expressed interest.
      1. We should have enough people to play the music.
    3. Trent and Andrew to post notices on Facebook and website to say that rehearsal will still be running tomorrow even though it is a public holiday.
  5. Recorder Consort
    1. Nothing has changed
    2. There was some interest at Clubs day.
  6. Flute Ensemble
    1. Nothing has changes
  7. Ukulelified
    1. Will start this week.
5. Musical Directors Report
    1. We need to make it clear that we are a music collective, not a rock group and we do not have the resources to let everyone start their own group.
    2. Sounds like everyone is on track for the concert and camp
    3. New performance area is pleasing
5. **Agenda Items**
    1. Camp
      1. Rehearsal schedule has been finalized. David to upload to the Facebook event and the website.
      2. Lauren can bring food, birthday cake and booze. She has placement in the week of camp and will come directly from Wangaratta
      3. ROCS have been booked for an event that weekend so 6-8 people will not be able to make it.

4. David to follow up whether we can arrive earlier and leave later.
5. Reps to distribute info and get people to sign up
2. Concert
  1. Are we doing a raffle? Lauren has a lot of themed prize ideas
    1. 3 prizes
      1. Disney DVDs
      2. Mickey Mouse ears
  2. When do we want to start getting poster designs?
    1. ASAP. Geordie to contact ROCS people. Most of the design people are in ROCS.
    2. Will we run into copy write issues with characters and images?
      1. If we get a hand drawn version, we could have approximations of the characters.
  3. Who will MC?
    1. Tim will be away
    2. Look into someone new, hopefully a student.
    3. Lauren and Erin?
  4. We have not heard anything back about using the projector in Kaleide Theatre. David to follow up.
3. Social Media
  1. We now have a Facebook page (as well as the group) [www.facebook/RMITmusiccollective](http://www.facebook/RMITmusiccollective), Instagram and Twitter
    1. Committee is welcome to post to any of these. If posting to Instagram, link it to Facebook and Twitter when you post.
  2. Various photos shared through Instagram and Facebook have been seen by
    1. Stage Band – 979 people
    2. Orientation – 581 people
    3. Trivia Night – 1027 people
  3. Page is to be used as a promotional tool, advertise public events (performances, trivia, etc)
  4. Group to be used to update members, publish info about social events, in-house communication
  5. Trent would like the group to die. Sees complications with people joining one and not the other. Consolidation would be good to make communication and hand-overs easier.
  6. Lauren likes the page because it gives us the option to act as RMIT Music rather than as individuals. There are benefits to having the group. These benefits may not outweigh the administrative issues.
  7. Trent does not like the background for the Twitter account even though everyone else thinks it's fine. The background needs to be darker. Trent to play and adjust.
  8. On the website we should have links to Twitter and Facebook in the contact us section and front page. Trent to do.
  9. Trent to remove some of the less interesting photos from the website. Maybe put up some of the Instagram photos.

10. We should 'like' other music groups, organisations, businesses, uni music groups. If a group 'likes' us we should 'like' them back. Don't 'like' individuals if they 'like' us. Same with Twitter.

## 6. **Other Business**

1. Keep an eye out for Award nominations. Email through nominations with the title Award.
2. Damper pedal has now been fixed.
3. We need to start thinking about where to go to camp next semester to ensure we can book accommodation. We are not doing old folks homes any more so we need to look into community spaces, shopping malls, etc.
  1. We will be heading south-ish for camp. We all need to look into accommodation places. No more than \$2000 for the 2 nights accommodation.
4. Rhiannon to make events for meetings in Google calendar
5. We need to renew our website hosting subscription on July 23<sup>rd</sup>, 2014. Trent to provide Lauren with docs to support funding application for this.

## 7. **Next meeting proposed for Sunday March, 30 at 2:00pm**

1. Meeting Closed at 4:27pm

## 8. **Action Plan:**

1. All
  1. Send Lauren any documentation/evidence to be submitted with the funding application and acquittal
  2. Look into accommodation and community performance spaces for Sem 2 camp. Should be South-ish of Melbourne. Accommodation no more than \$2000 for the 2 nights
2. Lauren
  1. Organise Lawn Bowls (after camp)
  2. Create 'ROCS – Choir' group in UniOne
  3. Gift Hayden membership – UniOne
  4. Create draft funding application and acquittal
3. Trent
  1. Adjust the background of the Twitter account
  2. Add links on the website to Facebook and Twitter
  3. Remove some of the older photos from the website and put up some of the Instagram photos
  4. Send Lauren docs for funding to renew our website hosting
4. David
  1. Publish final rehearsal schedule
  2. Look into RUSU room near Kaleide for after party
  3. Invite Erin Campbell to mid-year concert
  4. Update website with new reps info
  5. Contact camp to find out if we can arrive earlier and leave later
  6. Follow up with Kaleide about using the projector
5. Rhiannon
  1. Request NetBank access (once signatory form is processed)
  2. Make events for meetings in calendar
6. Ensemble Representatives

1. All
  1. Get your groups members to sign up
  2. Distribute info about camp and get your group members to sign up
2. Andrew
3. Tim
4. Yuki
5. Geordie
  1. Organise parking permit for piano tuner
  2. Book piano tuner
  3. Make the 'Student Initiatives' logo available to the rest of RMIT Music
  4. Ask ROCS people if they would like to design our concert flyer/poster
6. Damien