



1. Introduction

1. Welcomed to the 4th RMIT Music Committee Meeting (30-03-2014)
2. Meeting Begins at 2:15 pm
3. Attendees:
 1. Present: David Lauren Trent Rhiannon Damien Geordie Andrew
 1. Late: Lettisia (2:22), Yassin (3:05)
 2. Apologies: Yuki Tim
 3. Absent:
4. Quorum (6 people from the committee) not/established

2. Confirmation of Previous Minutes

1. Minutes from: 09/03/2014
 1. Lauren moves to pass, David Seconds. Motion Passed.
2. Publication
 1. No objections, Rhiannon to do

3. Business Arising from the Previous Minutes

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
 1. Lauren has done accommodation
2. Lauren
 1. Organise Lawn Bowls (after camp)
 1. Will do once funding app is done
 2. Create 'ROCS – Choir' group in UniOne
 1. Done
 3. Gift Hayden membership – UniOne
 1. Done
 4. Create draft funding application and acquittal
 1. Done – on the drive
 5. Still to do acquittal – figuring out what is to be acquitted
3. Trent
 1. Adjust the background of the Twitter account
 1. Done
 2. Add links on the website to Facebook and Twitter
 1. Done

3. Remove some of the older photos from the website and put up some of the Instagram photos
 1. Done
4. Send Lauren docs for funding to renew our website hosting
 1. Done
4. David
 1. Publish final rehearsal schedule
 1. Done
 2. Look into RUSU room near Kaleide for after party
 1. Booked
 3. Invite Erin Campbell to mid-year concert
 1. Still to do
 4. Update website with new reps info
 1. Done
 5. Contact camp to find out if we can arrive earlier and leave later
 1. Done
 6. Follow up with Kaleide about using the projector
 1. We are able to use it. There may be issues with the copyright and the image going over the people performing
 7. Quote for Storey Hall
 1. Still to hear back. Follow up with Kay Kinder
5. Rhiannon
 1. Request NetBank access (once signatory form is processed)
 1. Done (Signatories and visitor access)
 2. Make events for meetings in calendar
 1. Done, ongoing as needed
6. Ensemble Representatives
 1. All
 1. Get your groups members to sign up
 1. Ongoing. Send Lauren a list of people attending your rehearsals so she can follow up payment and sign up
 2. Distribute info about camp and get your group members to sign up
 1. Done
 2. Geordie
 1. Organise parking permit for piano tuner
 1. Done
 2. Book piano tuner
 1. Done
 3. Make the 'Student Initiatives' logo available to the rest of RMIT Music
 1. Found them on website and uploaded to the drive.
 4. Ask ROCS people if they would like to design our concert flyer/poster
 1. Posted on Facebook for someone interested in designing the poster
4. **Reports**
 1. President's Report
 1. Camp happened, to be discussed later in the meeting

2. Correspondence in and out regarding joining and performance opportunities. Has all been forwarded on to the appropriate reps.
2. Vice President's Report
 1. PJs as camp theme from now on.
3. Treasurer's Report
 1. \$1777.83 in the bank
 1. Camp
 1. \$2143.27 was the cost of camp
 2. Accommodation – we were reimbursed for the people that did not attend
 1. \$280 reimbursed
 3. \$410 - Food
 4. \$170 - Booze
 5. \$495 – Camp
 6. Still to reimburse people for petrol
 2. Signatories – each person needs to take photo id, the form and AGM minutes to their local branch to get their profile set up.
 3. Trent met with Katie to discuss the funding application. Tech issues meant the folder would not show up on the computer. Went over the proposed expenses and was told that all looked fine. We have now fulfilled the requirement to meet with her
4. Band Reports
 1. Chamber Orchestra
 1. Ordered music (Frozen) may not arrive in time to perform it at the concert
 2. Camp was good, large turn out.
 3. Went through standard repertoire with new people
 4. Damien, Jenny and David met regarding the running of the group and incorporating wind instruments.
 1. Will have some 'just string' songs in Sem 2 as well as 'string and wind' pieces. Will schedule rehearsals to accommodate this.
 5. There will be 2 public holidays on Fridays. There will be a rehearsal on 15 April rather than the Friday.
 6. Will create a sub committee for the running of the group. Will consist of the '1st chairs'
 7. Currently looking at getting Lion King or Pocahontas instead of Frozen.
 8. Jenny has a plan for a separate concert, similar to ROCS, for the CO.
 9. Harmony Day – 4 people performed.
 2. ROCS
 1. 14 people signed up in UniOne
 2. Piece (eatnemen vuelie) for midyear concert should arrive mid April. If not ready with the full group for the concert, will be performed by a sub chorus.
 3. Doing well, maintaining numbers as everyone is turning up to rehearsals.
 4. Kaleide booked 9th May for mid year concert. Will cost \$175.50.
 5. Performed over the weekend for Queermance went really well
 1. Will hopefully be asked back next year and paid
 6. Geordie is pushing people to sign up (plus sub group sign up) and pay. Will start chasing people this week.

7. Will probably need to change Sem 2 repertoire, major piece is being performed by MONOCS a few months earlier
3. Stage Band
 1. Having trouble securing a drummer but otherwise on track
 2. We could use some more brass
 3. We could use a piano player.
 4. We may need to recruit a singer from ROCS – we have not heard from Kim.
4. Concert Band
 1. Still maintaining a reasonable number of people ~10 people.
 2. 5 pieces are together and progressing well. Camp was good.
 3. New display books have been purchased and will be updated when photocopies of new pieces are available. Old pieces will be filed at the end of each semester so folders do not get too full.
 1. Andrew to give Lauren the receipt for the display books
5. Recorder Consort
 1. Added new piece to their list for concert. A Whole New World.
 1. Full set currently at about 10-15 minutes for concert
 2. 3 sops, 1 alto, 1 tenor, 1 bass. Will ask one sop to move to tenor.
 3. 1 person still to sign up on UniOne
 4. Happy with how camp went
6. Flute Ensemble
 1. Happy to play before the concert or at interval rather than in the main concert.
 2. 2 new members, now at about 6 people.
7. Ukulelefied
 1. Now exists
 2. Has now had 2 rehearsals, 4 people first rehearsal, 3 people second rehearsal.
 3. Changing rehearsal time to start at 5:30pm on Tuesdays
 1. Tempted to start much earlier but are still looking for more members
 4. All members so far have their own ukuleles
 5. Still to find quotes for purchasing ukuleles
 1. Would prefer to not buy the really cheap ones - they are not very good.
 2. There is about \$140 left in the funding application so this could be used for ukuleles.
 3. Send Lauren website details with example ukulele prices. Best way - send link and screen shot/PDF of the website.
5. Musical Directors Report
 1. Camp went fairly well, all the rehearsals held which is an improvement from last time
 2. Everyone seem to be on track for the concert
 3. All groups can play for 15-20 minutes for the concert
 4. Bari is being repaired, was taken down on Friday. Should be done soon, will hopefully be delivered on Monday, will be free as it was under warranty. Trent to call in the morning to confirm
5. **Agenda Items**
 1. Camp Reflections
 1. Camp happened and went well, people attended and participated.

2. There were issues with the administration - it was a collective failure.
3. We needed to tell people about camp sooner to ensure they can arrange time off work, sign up and pay.
 1. As soon as the dates and location have been decided, publicity should go out.
4. We need to follow up the approval of products with Katie Paine to ensure that they are approved in a timely manner
5. Transportation
 1. Tim should have been reminded to drive. We should have organised transport earlier and drivers should have been put on notice a few weeks before hand and then confirmed the week before camp.
 2. From the very beginning we should plan on 25 people for camp and work on seating **and equipment space** for this. E.g. double basses, cellos, piano, bari. Big instruments need specific planning.
 3. Look into trailer hire (if someone has experience and must be a closed trailer) to go with the van or a car or a second, non-seating van for equipment.
 4. We should have an option on the sign up 'willing to take others' and sub questions of leaving at the same time or leaving later.
 5. Find quotes for trailer and second van for the funding application. Yassin has already emailed some trailer quotes through. Trailer will probably be quite a bit cheaper than another van.
 6. We could also look into coach and driver hire.
 7. Find out who owns the other van parked where the old van used to be parked.
 8. We should check emergency warnings before we leave every time.
 9. Have a pre-planned route so everyone goes the same way and we can distribute standard directions.
6. Food
 1. It was a lot cheaper than we thought it was going to be.
 2. We need to account for Sunday lunches, if we didn't stop in Buxton there wouldn't have been enough for lunches.
 3. We need to account for drunken raids on the fridge.
 4. People are welcome to bring their own food but they need to let us know so we don't buy excess/unneeded groceries.
 5. Lots of snack food was left over. Probably because it wasn't brought out by people who knew it was there.
 6. Shopping list needs to be updated to reflect what was lacking and what there was too much of.
 7. If there is a plan to go somewhere for lunch on the Sunday we need to make it clear.
 8. Better communication of what is free for all and what is 'private'.
 9. We need to know exactly what we already have before we go shopping so we don't double up/not get stuff.
 10. If we are asking people to get here in the morning/middle of the day we need to provide food for lunch/the afternoon.
 11. Could be good to get some snacks to go with the main group.
 1. Preferable to have all the shopping done at once so there is no confusion.

2. Best way would be to have the shopping done on the way or we get there, unload and a group goes shopping straight away.
 7. Rehearsal spaces were pretty good. We would be happy to go back there based on spaces.
 8. Major issue for Rubicon is public transport. There was one bus going up on the Friday and nothing coming back on the Sunday.
 1. We should look around for a more public transport friendly camp. Preferably on a train line rather than buses
 9. Get preferred rehearsal schedule from the reps, 2 lots of 2 hours may not be what they want for the group.
2. Funding
1. Frazer has had a look and contributed
 2. Needs to be reviewed for spelling and grammar before it is submitted.
 3. Lots of the content has been copied from the last application and specific content has been edited.
 1. Some aspects need to be elaborated on/be more specific.
 4. Lauren to email Denise to get the receipt of previous acquittal. This will tell us where we are up to in acquitting.
 5. When Lauren was trying to get the budget templates, it has the online form that says you also have to submit the budget. The templates for the budget was not on the website. Lauren emailed Katie twice to get the budget template and the acquittal template. There was no response so she emailed Melissa to get each form (had to email once for each form).
 6. Lauren to use the '2B' document in the drive for the acquittal.
3. Concert
1. Concert will be May 16th at 7pm.
 2. People will need to be here at 4:30 on concert day (16/05/2014) to help set up.
 3. There will be no sound checks. We do not have the time.
 4. Lauren to make the Facebook event.
 5. We will have the following groups performing
 1. Stage
 2. Concert
 3. ROCS
 4. Manga
 5. Chamber Orchestra
 6. Ukulelefied
 7. Recorders
 8. Flute
 6. If each group has 20 minutes the concert will go for 3 hours plus transitions and intermission. Times will be
 1. ROCS – 10
 2. Manga – 10
 3. Recorders - 15
 4. Flute – 15
 5. Concert – 20
 6. Stage – 20

- 7. CO – 20
- 8. Ukulelefied – 10
- 7. Order will be
 - 1. Manga
 - 1. Welcome
 - 2. Ukulelefied
 - 3. Flute
 - 4. Recorders
 - 5. Chamber
 - 6. INTERVAL
 - 7. ROCS
 - 1. Raffle
 - 8. Concert
 - 1. Thank You
 - 9. Stage
- 8. Food for the Concert
 - 1. Provide Pizza at 6:15
 - 2. Snacks only at the after party
- 9. After party will be at the RUSU room. Booked from 9pm-12am.
 - 1. We must have an RSA person and try to keep drinks to 2 per person; otherwise we must have security present.
- 10. Theme is Disney.
 - 1. Everyone need to be wearing a costume or RMIT polo, black pants and black shoes
 - 2. Best dressed audience member prize
 - 3. 3 Themed Raffle prizes (if we can theme the prizes)
 - 1. IDEAS - Disney DVDs, cookie cutters, pub vouchers, store vouchers
 - 4. Each committee member must a Disney themed nummy goodie for the after party
 - 1. Moved, Lauren. Seconded, Geordie.
 - 2. The best one will become a raffle prize
- 11. Front of house
 - 1. Alan and Aaron – Trent will let them know.
- 12. MC
 - 1. Lauren - Write the MC line like it is telling a Disney/fairytale
- 13. Intermission
 - 1. Ask for other people with an RSA
 - 2. Otherwise Trent and Geordie have an RSA
- 14. Ushers
 - 1. Ask Concert and Stage for 2 volunteers (total, not each)
- 15. Stage manage
 - 1. Trent. Will organise minions.
- 16. Anna is doing the poster, this will also be the program cover.
- 17. We still need to organise who will put the program together. David could do it but will be busy and would prefer not to.
- 18. Stage plans and program details to be submitted no later than May 1st.

6. **Other Business**

1. All reimbursements for RMIT Music purchases should be done as soon as possible. If the direct deposit is not working, write a cheque. We should not have any build up of reimbursements waiting to happen.
2. Semester 2 Camp
 1. We need proposals of locations
 1. Each of bring 1 option to next meeting
 2. Less than \$30 per hear per night
 3. Close to public transport
 4. No more than 2 hours driving time away.
 3. ROCS will be sending 1/3 of the Awards Night payment to RMIT Music collective as Stage Band was meant to have one of the performances.
 - 4.

7. **Next meeting proposed for Wednesday April, 16 at 5:00pm**

1. Dependent on Tim being able to make it. David to see if he can come.
2. Rhiannon to make event
3. Meeting Closed at 6:10pm

8. **Action Plan:**

1. All
 1. Remember to make a 'Disney themed nummy goodie for the after party'
 2. Bring one suggestion for a Semester 2 camp location to the next meeting
2. David
 1. Invite Erin Campbell to mid year concert
 2. Follow up with Kay Kinder for Storey Hall quote (if still needed)
 3. Put the mid year concert program together if no one else is able to.
3. Lauren
 1. Organise Lawn Bowls
 2. Acquittal
 3. Reimburse people for camp petrol when receipts are provided
 4. Update camp shopping list
 5. Email Denise to get receipt of previous acquittal
 6. Make Facebook event for mid year concert
4. Trent
 1. Let Aaron and Alan know they will be front of house
5. Rhiannon
 1. Publish previous meeting's minutes
 2. Create event for next meeting
6. Ensemble Representatives
 1. All
 1. Get people attending rehearsals to sign up and pay
 2. Send Lauren a list of people attending rehearsals (with contact details) for follow up/cross checking
 3. Submit stage plans and program details no later than May 1st
 2. Andrew
 1. Give Lauren the receipt for the display books
 3. Lettisia

1. Send Lauren ukulele quotes