



## 1. Introduction

1. Welcome to the 7th RMIT Music Committee Meeting (25-05-2014)
2. Meeting begins at 11:11am
3. Attendees: Geordie Tim Lettisia
  1. Present: Rhiannon Damien Andrew Lauren Cate David
  1. Late:
  2. Apologies: Trent
  3. Absent:
4. Quorum (6 people from the committee) established

## 2. Confirmation of Previous Minutes

1. Minutes from: 07-05-2014
  1. Moved: Damien
  2. Seconded: Andrew
2. Publication
  1. No objections, Rhi to do

## 3. Business Arising from the Previous Minutes

1. Security for Kaleide is only for the after party if it happens there. They don't know about intermission.

## 4. Reports

1. President's Report
  1. Appendix A
2. Vice President's Report
  1. Appendix B
3. Treasurer's Report
  1. Appendix C
  2. We made \$235 from the concert raffle. This almost covers the cost of the food and drinks for the concert
4. Secretary
  1. Fix templates
  2. Notes on template use...
5. Band Reports
  1. Chamber Orchestra
    1. Appendix D1
    2. CO Meeting Notes
      1. Appendix D2
    3. Meeting on Friday regarding the administration of the group. Membership, basic guideline for members, focus of the group, running of the group, rehearsal schedule, repertoire, performance and music library were discussed.
    4. Rehearsal will begin again this week

- 5. Concert was good.
- 2. Concert Band
  - 1. Appendix E
  - 2. Andrew will try to sort the old concert band music after exams.
- 3. Flute Ensemble
  - 1. Appendix F
- 4. Recorder Ensemble
  - 1. Appendix G
- 5. ROCS
  - 1. N/A
- 6. Stage Band
  - 1. N/A
- 7. Ukulelified
  - 1. Appendix H
- 6. Musical Director's Report
  - 1. N/A

## 5. Agenda Items

- 1. Concert reflections
  - 1. We had over 50 performers
  - 2. We had a few too many pizzas but there was a pretty good number
  - 3. Everyone played pretty well
  - 4. The poles on the stage were a logistical challenge
  - 5. Lighting was different which made the lighting at the sides of the stage was quite low
  - 6. Audience was a good size
  - 7. Maybe next time we could count audience numbers
  - 8. Not all groups kept to their 15 minutes. We started on time but it went longer then we expected.
  - 9. Set up times between groups was the fastest it has ever been. It would still be good to have it faster
  - 10. Next time each groups performance time should be more defined and clearer
  - 11. 30 people came to the after party
  - 12. Committee bring food was good and created a good environment
  - 13. Access to the building was challenging. The building door was locked which meant that Damien had to stand at the door to let people in. Previously the doors have not been locked. We assumed booking the room would give us access to the building.
  - 14. People found the way we set up the stage/time taken. There is no perfect way to do this. We should look at different stage set ups for next concert.
  - 15. Jenny has suggested we try again for a big finale piece that involves all people/groups. There would be logistical issues to overcome.

16. Lots of people who only perform in the first half do not stay for the second half.
17. For all events we will need an equipment list and an equipment manager will need to be appointed
18. Lettisia did not submit the Uke program notes. The only reason it was in the program was because it was Lauren got info from reports.
19. We need a template for program info. We will need song title, composer, arranger, etc. We could also create a template for how to submit performers names.
20. We need to look at the layout/formatting of the program to save space, appearance
21. The tech this concert was pretty good.
22. If any group needs a sound check they need to let the committee know a few weeks before the concert so this can be scheduled.
23. We should create a form for concerts including
  1. Group name
  2. Performers (maybe with instruments)
  3. Songs
  4. Composers
  5. Equipment list. Include:
    1. RMIT equipment
      - i. Including sheet music
      - ii. Extension cords
      - iii. Banner box
    2. Personal equipment that will be stored in the room
    3. Theatre equipment
    4. Number of chairs and stands
  6. Sound check needed?
  7. Stage plan
24. It was disappointing that no one from Link Arts was there. We still need their support and we do not feel like we are getting it. Andrew could bring this up at the next Arts Council meeting but we shouldn't really expect anything to come of this.
25. The balloons were a nice touch for theming the concert
26. Due to building works, Kaleide will be unavailable next semester (if they are running on time).
27. Notes from Jenny
  1. Do we want the MC to just read the names of the groups and pieces or should they elaborate? We should define the role of the MC and discuss whether each group should have a person to introduce their pieces.
  2. Entrance and exit etiquette for the groups.
  3. Jenny does not like the banners being used for orchestral groups. Adding them and removing them

will be a logistical nightmare. If Jenny would like to do this she needs to suggest a way this could be done without adding more time and confusion to stage management and provide a person to co-ordinate this.

4. If we use Story Hall next semester, do they have risers to put at the front of the stage to create a lower performance space

## 2. Camp

1. We need 2 alternative performance spaces aside from Nursing Homes. We should look at RSLs, open community spaces and pubs. We need to research the space we will perform in to ensure it will be appropriate.
2. If we do end up in a retirement village we could look at not having all groups performing at each location.
3. We will go to Bacchus Marsh if it is available
4. We will need to find local primary schools to perform at. These could be near there or on the way.

## 6. Other Business

1. Lauren sent an email requesting a break down of the funding we received. The response did not contain a full break down like last time. The response was essentially "You received \$\$\$ for Semester 1"
2. Lauren suggested that Chamber Orchestra becomes a collective under the banner of RMIT Music. Damien will suggest this to Jenny at the next CO Meeting.
3. Any groups doing their own performances should ensure there is RMIT Music paraphernalia there. i.e. standing banner, banners either on stands or on a stand/podium to the side.
4. Semester 2 membership product needs to be submitted by David.
5. We need to let all continuing members know they will need to purchase Semester 2 membership. Do once the product is available.
6. Jenny mentioned that during the Kaleide renovation she would like to have the Choral library moved to the music room. Hosting the library would give us more validity in claiming the music room. Link would still take care of the library.
7. We need to develop a full and detailed asset list. RMIT want to know what each of its groups owns. We may need to have this finalised by the end of June. We will need a list of assets as well as photos. Jenny will organise photos on Library Day.
8. David has limited time to commit to the group. He has large work and study commitments. Would we like another person to take over his role as president?
  1. There are no issues with his performance. He stays for as long as he is happy to be in the role
9. Can we add a mission statement to the constitution? It should outline our core values and goals.

1. Maybe doesn't need to be in the constitution (more difficult to get approved) but could accompany it.
  2. Draft will be uploaded to the drive with a photo of mind map.
10. Lauren is resigning from Vice-President and Treasurer. Effective 06/06/2014. She will also be leaving the collective. We will need to fill these positions. Rhiannon to ask Yassin if he is still a possibility for treasurer next semester. Vice-President needs to be someone who will actually be a support for the President.
  11. Any issues with the voicing of groups needs to first be brought up as a discussion within the group, moderated by the conductor and representative. If no solution is reached it may need to be brought to the committee but this will need to be at the discretion of the conductor and representative.
7. **Next Meeting Proposed for Monday June, 2 at 5:30pm**
    1. Meeting Closed at 2:08pm
  8. **Action Plan**
    1. All
      1. Create an asset list
    2. David
      1. Submit Sem 2 membership product for approval
    3. Rhiannon
      1. Publish Minutes
      2. Fix reports templates
      3. Ask Yassin if he is still interested in Treasurer for Sem 2
    4. Reps
      1. Let you member know they will need to purchase Sem 2 membership (once it is available)
    5. Damien
      1. Discuss CO becoming a collective under the RMIT Music banner at the next CO meeting
    6. Andrew
      1. Start sorting old CB music after exams

## ***Appendix A***

**Role:** President

### **What has happened:**

- We have had the Concert!! Good job everyone, despite some interesting developments late in the game, we had good set of brilliant performances and I think everyone had a good time.
- We have had interest from the SCECE for a small subset of the stage band to perform at a scholarship awards night. Facilitating with Yass to make that happen.
- Chocolates have arrived, and I have noted down all of the expiry dates in a spreadsheet on the Google Drive, so we may adjust better than we did during the first round.
- I also have an adjudication ready for the ensemble administration issue

### **What is happening:**

- Melissa Delaney has asked for an asset list. (more on that below). Jenny has said that we will need to produce one with photos as well as the textual data. I may need some help in compiling this.

### **What will/could happen:**

- I still have the intent to go through the process document, make it more practical and then with committee approval have it incorporated into the constitution as a reference document.
- I haven't had the time to investigate the camps as of yet, but it is my intention to do so.

**Appendix B**

**Role:** Vice President

**Past Events:**

Lawn Bowls turned 10 Pin Bowling

- Activity moved indoors due to wet weather
- 8 Members attended

Concert After party

- Majority of snacks provided by Committee which worked really well
- Suitable amount of drinks, one slab of beer and cider
- Charged \$5 entry with 30 people attending

**Upcoming Event:**

**Other:**

**Appendix C**

**Role:** Treasurer

**Bank Balance:** \$1920.95

**Income:** since 04/05/2014 \$200.30 from chocolate fundraiser

Yet to be counted – money in from raffle and approx. \$150 from after party entry

**Expenses:** since 04/05/2014 \$

Concert = \$430.51

- Drinks and Snacks=\$50.79
- Beer(1) & Cider(1)= \$74.75
- Pizza = \$260
- Decorations=\$44.97

**Upcoming Cost:** None

**Reimbursements:**

Lauren for Concert – \$430.51

**Other**

-



## **Appendix D1**

**Role:** RMIT Chamber Orchestra Representative

### **Attendance:**

How many attendees have you had over the past x weeks?

In the past few weeks we have had a constant 12 to 14 attendees.

We are taking a week off and will return on 30<sup>th</sup> of May.

We will be losing up to 2 violinists next semester due to end of study at RMIT.

Is this good, bad or stable?

We will become bottom heavy again. This is fine; all members participate at the concert, making the group have a total of 18 musicians on stage. However I still would like more upper strings and another bassist to even out the balance.

### **Musical decisions:**

Any additions or removals of pieces?

See attached document.

Any other notes on musical decisions.

We had a discussion of Friday night regarding the administration of the orchestra for next semesters. See attachment.

We will also run rehearsals during midyear break to prepare and up skill the newbies for gigs.

### **Performances:**

Has your ensemble done any?

We performed at the end of semester Disney Concert.

If so how were they?

It was one of the best performances that the group performed. The audience was enthusiastic with the liveliness of the group and the selection of the songs.

Do you have any coming up?

We intend to perform at Open Day and during Week 1 around campus for awareness of the collective. We might have a Retirement Village gig in the second half of the year in the inner eastern suburbs.

### **General comments:**

Any other general insights or interests from your ensembles?

Jenny suggests that we develop a 'Finally' piece to be used at the end of a concert. In which we get the majority of the musicians perform in. The 'Chicago' Orchestral Score in the draw is a suggestion.

Jenny wants to organise a separate concert for Strings possible towards end of semester.

Jenny has mentioned already to David at the CO meeting to explain her issues with the concert.

Placing different coloured tape to indicate the placement of Stands and Chairs on stage for the larger groups.

## ***Appendix D2***

Points Made at the RMIT CO Meeting 23/05/14

### Members

Be more assertive to members about playing in the group. Ask for people in the group to talk about the setup of the group at the commitment level required

Say 'I need you' for a gig rather than 'if your free' they can come

Formalise the Desks

Discuss the best approach of the group to new members

Ask people to tell ME if they can't make it.

Need more Violins

People's attitudes; need to be 'a commitment attitude' and not a fully 'just have fun attitude'

Very dangerous accepting walking people; need to have people with high standards or competence

Basic playing must be able to play and read

### Guidelines to Join the Group

We will not accept any one who isn't up to our standard or skill level

Minimum of competence in reading and playing

Preliminary Violin is the minimum or 2 years of playing the instrument competently

### Rehearsal Schedule

Winds turn up to rehearsals within the last few weeks before the concert.

Music must then be given to the wind players as soon as we get them.

Stings will rehearse there parts exclusively for the first half of the semester.

### Repertoire

Need wind variety

Min 2 of French Horn is required for any works requiring Horns

Strings Only

Pyre Grint Grieg

Scheherazade

Vivaldi Concertos?

Mozart Concerto No.21 K467 Andante

Mendelsohn Italian Symphony

Capriol Suites

Handel Concerto grossos No.6

Pizzicato Polka

Jamacan Rumba A. Benjamin

Orchestral Chamber

Danse Macarbe

Binge

Tchaikovsky

Elizabethan Symphony

Finally

Chicago

Pirates

Performances

?Concert in Week10

Mostly quartet music for gigs

Separate concert similar to ROCS Concert i.e. Gallery Performance

Involvement of Piano is not recommended for gigs

Semester Concert; two sets Strings and Strings + winds; together or separate

Jenny would like to play Percy Granger Music at a concert

Discussion on order of Last concert; have stage and/or concert band first

Library

Meet after 19<sup>th</sup> June to organise music in the Filing Cabinet and Gig Folders

Genevieve is the Librarian

Data Log/Catalogue of Parts for all Songs in Filing Cabinet

Numbering Originals

Sort out Music for:

Gig Music

Concert

## **Appendix E**

**Role:** Concert Band

### **Attendance:**

How many attendees have you had over the past x weeks?

Between 13-15. We had 18 performers at the Showcase Concert, but several of these performers have not indicated they will be long term members.

Is this good, bad or stable?

Stable overall.

### **Musical decisions:**

Any additions or removals of pieces?

Not really applicable now.

How is the scoring of the ensemble, top heavy, bottom heavy, section heavy, etc?  
Instrumentation at rehearsals is a bit inconsistent as not all members can attend every rehearsal.

At the moment, we will be missing a trumpet next semester so we will be searching for someone to fill this part.

Any other notes on musical decisions.

We will begin thinking about pieces for next semester over the next few weeks.

We will be accepting suggestions from within the group regarding pieces for next semester.

### **Performances:**

Has your ensemble done any?

The Themed Showcase Concert

If so how were they?

Despite some minor issues with timing and confidence at the start of some pieces, we played well overall.

Do you have any coming up?

None.

### **General comments:**

Any other general insights or interests from your ensembles?

We are on break. We are currently considering starting again the week before semester 2 begins.

Has anyone come to you with committee business?

None.

**Appendix F**  
**Flute Group**

**Attendance:**

How many attendees have you had over the past x weeks?

5

Is this good, bad or stable?

Stable

**Musical decisions:**

Any additions or removals of pieces?

No Change

How is the scoring of the ensemble, top heavy, bottom heavy, section heavy, etc?

NA

Any other notes on musical decisions.

-

**Performances:**

Has your ensemble done any?

Concert

If so how were they?

Went very well, although tuning needs to be considered a bit more and keeping the time allowance in mind as well. Maybe went a little long.

Do you have any coming up?

No

**General comments:**

Any other general insights or interests from your ensembles?

Nope

Has anyone come to you with committee business?

Nope

## **Appendix G**

**Role:** Recorder Consort

### **Attendance:**

How many attendees have you had over the past x weeks?

4

Is this good, bad or stable?

A bit lower, our tenor players haven't been able to attend rehearsal

### **Musical decisions:**

Any additions or removals of pieces?

Not really applicable now

How is the scoring of the ensemble, top heavy, bottom heavy, section heavy, etc?  
Equal(ish), with Andrew doubling up the Alto, instead of Bass.

Any other notes on musical decisions.

We will begin thinking about camp and open day pieces, but we also are still accepting suggestions (from within the group) regarding pieces for the next concert.

### **Performances:**

Has your ensemble done any?

The Themed Showcase Concert

If so how were they?

Good, some pieces could have used more rehearsal, but I am satisfied that they were at an acceptable standard.

Do you have any coming up?

There is a VRG blow-in (possibly during this meeting) that Din may be going to. It's focusing first on some baroque techniques, and then the second section has a mix of a 1940s pop song, and an ancient Irish battle song. So it should be an interesting day depending on if anyone can attend.

### **General comments:**

Any other general insights or interests from your ensembles?

We were on break this week. Maybe next week.

Has anyone come to you with committee business?

Not since the last items.

## **Appendix H**

**Role:** Ukulelefied Representative (Lettisia)

### **Attendance:**

How many attendees have you had over the past x weeks?

6. We had a post concert break so not sure about current numbers. We'll likely have an exam time drop off same as most groups.

Is this good, bad or stable?

stable

### **Musical decisions:**

Any additions or removals of pieces?

We'll start on Want you gone and go back to I will wait and I'm yours next rehearsal

How is the scoring of the ensemble, top heavy, bottom heavy, section heavy, etc?  
Ukulele heavy.

Any other notes on musical decisions.

We're looking forward to playing in keys other than C.

### **Performances:**

Has your ensemble done any?

Yes the Disney one.

If so how were they?

Awesome. We had some great feedback from the crowd. Next time we'll use a mic for all vocalists as although they could hear me I could have used some extra definition. I'm told that the sound guy did a great job with micing Cate and keeping everything balanced so I hope we can have the same for the next concert. Also next time we will do a proper sound check as it is important when working with mics etc.

Do you have any coming up?

No. I'd like to have about 30 mins of performance ready material by the end of the year but we'll see how things go.

### **General comments:**

Any other general insights or interests from your ensembles?

No

Has anyone come to you with committee business?

No