

1. Strategic Planning Day Transcript
  1. Present: Lauren, Frazer, Trent, Bridget, Sandra, Damien
  2. Apologies: Geordie
2. Bands
  1. What Bands will run:
    1. Recorder, Concert, Stage, ROCS, MANGA (5:30-6:30 audition only), Strings
    2. Adrusha
      1. We need to ask at every concert if they want to performance
      2. Patrick Baguley added to the committee group
  2. Table 1 Who will run the rehearsals:

Group	Representative	Conductor
Recorder	David	David/Sandra
Concert	Trent/Bridget (acting)	Trent
Stage	Declan	Trent
Strings	Damien	Jenny/Damien
ROCS	Geordie	Sandra (principal)
Adrusha	Patrick/Alex	

3. Resources needed/Quantified
  1. Piano tuning
  2. Not done yet
  3. Recorders to be added to the equipment list
  4. Stationary
    1. pencils/pens, erasers, scissors, standard tape, gaffer tape, blue tac, hole punch, 4 ring sheet protector, reams of paper
    2. Reciept book
    3. power boards
    4. Frazer to go to office works
  4. Orchestra
    1. Tuesday nights as a stand alone group rather than an amalgamated group with strings
    2. Week 3 tuesday, 6:00pm start
    3. Conductor; Jenny, Trent, or someone at the VCA
    4. Approximately 2 hour rehearsals
    5. Get saxes to play other instruments they can and if needed act as ring instruments
3. Budgets
  1. Budget Priorities
    1. Expenditures
      1. \$1000 on booking the concert venues
      2. \$4400 on camps
      3. Parties
        1. Orientation Party (good budget for others as well)
          1. \$100-160
            - \$75 back from entry fee
            - = \$25-95 out of pocket
          2. x 3 (for other parties)
            - \$300-720
            - \$225
            - = \$75-285 out of pocket
    2. Funding Projected
      1. \$3000 Arts Council

2. \$1200 Memberships
3. \$1500 currently in bank account
2. What needs to be done/purchased?
  1. Maintenance
    1. Saxes need servicing
    2. Piano needs tuning
  2. Purchases
    1. Sousaphone (joke)
    2. Tuned percussion – xylophone, vibraphone, glockenspiel, etc
    3. Baton
    4. Bring up total to 22 stands
  3. We can divert the base funding to Kaleide booking (April funding)
3. Fee Structure
  1. Table 2 Membership Fees

Current	New	New <sub>1</sub>
\$10.00	\$15.00	\$30.00
\$15.00	\$20.00	\$35.00

denoting the deal

2. Party fee will remain at \$5 per party
3. T-Shirts are \$20 (+potential subsidies)
  1. A new student will pay \$30 (Semester 1 with shirt) and \$15 (Semester 2)
  2. Non-student new member will pay \$35 (Semester 1 and T-shirt)
  3. Current members will be at last years prices with the T-shirt being an additional \$20
  4. Life Members \$20 a T-Shirt
4. Camp
  1. Students  $\leq$ \$50
  2. Non-Students  $\leq$ \$60
5. We will organise electronic payment methods
4. Performances and Events
  1. Semester 1
    1. Orientations
      1. Brunswick, Tuesday, 26<sup>th</sup> February
      2. Bundoora Wednesday, 27<sup>th</sup> February
      3. City, Thursday, 28<sup>th</sup> February
      4. Performances
        1. 'Every Major's Terrible' (xkcd Modern Major General parody) by Hayden at Orientation
    2. Returning members starting dates:
      1. Recorder 4<sup>th</sup> of February
      2. ROCS 31<sup>st</sup> of January
      3. Concert Band 22<sup>th</sup> of February
      4. Stage Band 20<sup>th</sup> of February
      5. Strings 9<sup>th</sup> of February
      6. Orchestra 12<sup>th</sup> of March
    3. Official start for the public is the 4<sup>th</sup> of March
    4. Performances
      1. AIV 10<sup>th</sup>-20<sup>th</sup> January (ROCS)
      2. RMIT Music End of Semester Concert
        1. Kaleide booked for 17<sup>th</sup> of May week 10
        2. There is still time for music to be bought

3. MCs Tim and possibly Geordie, Not Theo
4. Tech form is due 2 weeks before the actual performance
5. If the agreement with Link Arts and Property Services is not reached then the cost is \$100 an hour
  1. General concert procedure are a 7pm start and 10:30pm finish
  2. 6:45pm start letting people in
  3. Don't pay for warm ups (on stage)
  4. Sound checks will be done on stage
  5. 5pm-11pm \$600
  6. Get people in the room at 4:30pm
  7. Open the theatre at 6pm
  8. 45 minutes to drop everything off in the theatres
6. Stage plans
  1. Due the week before the concert
  2. Refer to template on the google drive
  3. Ensure people who know what is required draft the plan
3. ROCS Musical
  1. Have a few combined rehearsals, but each involved group to add it to their separate rehearsals
  2. No booking at this stage
2. Semester 2
  1. RMIT Music Showcase Concert
    1. 4<sup>th</sup> of October, Week 10 6-11
    2. Raffle Prizes
      1. Dracula and other big places would require notification soon, ~6 months notices
      2. Stable sponsors can be orchestrated
      3. T-shirts
    3. Theme (Time Travel)
      1. Execution is up to the group
      2. Use Time travel within the group
      3. Either different periods within the same performance
      4. Or one specific period of time or music (time based music periods)
    4. Props
      1. Tardis to walk through
      2. HG Welles' Time Machine
      3. Delorian
  2. ROCS Concert
    1. 25<sup>th</sup> October SWOT VAC 6-10
  3. Other Performances
    1. ROCS
      1. Chaplancy Christmas songs
      2. IV s
      3. Other performances throughout the year
    2. Strings
      1. Began last year with small on campus performances, (near the cafeteria/Sports and Recreation)
    3. MANGA
      1. Anime Festival
    4. Stage Band
      1. Jazz Festivals, Melbourne, Wangarrata
    5. Concert Band

1. Retirement homes
  2. Moe ~10 days before Christmas
6. Recorder
  1. St. Vincent's Hospital, last Sunday before Christmas
3. Potential future event plans
  1. All ensembles to attempt/attend RMIT Campuses and events
    1. Draft a letter to the HR or Administration in each school/college
    2. Balls, Christmas Parties, etc
  2. impromptu performances
    1. Better for the smaller or quieter groups
      1. Strings, Recorder, ROCS
      2. Maybe Concert and Stage Band
5. Camps
  1. Semester 1 (Rehearsal)
    1. 22<sup>nd</sup> - 24<sup>th</sup> March
    2. Start rehearsing Friday afternoon
    3. Potential Locations
      1. Queenscliff
        1. 1 hour away
        2. Bus route 75/76 (after train to Geelong)
        3. Leave Melbourne at 7:30 arrive at 8:30
      2. Anglesea, Phillip Island, Mornington Peninsula
      3. Baccus Marsh
        1. Sunny Stone
    4. Possible plan
      1. Meet at 1pm
      2. Leave at 2pm
      3. Arrive and unpack at 4:30pm/5pm
      4. Dinner at 7:30pm
      5. Rehearsal at 6:30-7:30 (ROCS and Orchestra perhaps)
      6. Night activities begin after dinner
      7. Saturday -Open Rehearsals first
        1. Recorder 10:30am
      8. Refer to Lauren's notes for more timetable options
    5. Bring collapsable stands
    6. \$275 for the weekend usage Link Bus
  2. Semester 2
    1. 11<sup>th</sup> August Open Day
    2. Camp 2<sup>nd</sup> -4<sup>th</sup> August
    3. Primary Sites
      1. Queenscliff or Phillip Island
    4. Secondary
      1. Anglesea or Mornington Peninsula
6. Social Events
  1. Orientation night 8<sup>th</sup> of March
  2. Summer Camp (Rehearsal) 22<sup>nd</sup>-24<sup>th</sup> March
  3. Pub Nights
    1. First Friday of the month March - November
    2. 8pm beginning, unless there is another event superseding it
  4. AGM 15<sup>th</sup> November
  5. Trivia night 6<sup>th</sup> Week Semester 1 19<sup>th</sup> April
  6. Undecided Event 20<sup>th</sup>/21<sup>st</sup> September, week 7, Semester 2

7. Post Concert:
  1. Parties the night of the Concerts
  2. Post Concert Dinner after 6:30pm, Monday, 20<sup>th</sup> May (Semester 1)
  3. Post Concert Dinner after 6:30pm, Monday, 7<sup>th</sup> October (Semester 2)
7. Recruitment and Promotion
  1. Flyers have the new logo
  2. High schools
    1. emailed this year
    2. Email the letter next year
    3. Have an artistic version of the flyer from Skye to send
  3. Make sure we get details of people coming to practices
  4. Poster drop
    1. RMIT Campuses
    2. RMIT Village and UniLodges
    3. Submit all things to Link Arts for display
  5. Jenny said she would help with student services
  6. Open Day
    1. During performances, have someone handing out flyers
  7. Recruiting committee members
    1. Mention it during semester 2 at least
    2. Have necessary forms and definitions out before semester 2
    3. Dump 'Camp Coordinator' from the Concert Band President's role
      1. Alter to helping or something of that nature
    4. always recap the meeting for ensembles
    5. have a copy of the current minutes on the meeting board
  8. Stand Banners not discussed
    1. Do we re-hem or get new?
    2. Do we use Leah's contact (her brother I think)?
    3. What is the potential cost of any work on the current or new stand banners?
8. Orientation Day/Weeks
  1. Polos will be ready
  2. Banners, standing
    1. Skye is designing it
    2. \$139.99
  3. Flyers
    1. A5 flyers
    2. A4 folder book sheet
      1. Fees
      2. Performances
      3. camps
      4. parties
      5. Other matters of interest
  4. Updated expression of interest form on docs
    1. Performances
    2. No Specifics
  5. Get previous members to be more social
  6. We should be proactive and take initiatives
  7. Interest sheet to send follow up email (draft)
9. T-shirts
  1. T-shirts are ready to go when we are
    1. Timeline for production is one week within ordering
  2. 50 at \$20 each

3. ROCS to sell at \$30 for IV
4. Embroidery \$45 (once off)
5. Shirts \$19.95
6. 80 shirts in total?

1. Table 3 Survey results and ratio distributions

Male	Survey Results	Ratio	Ordering	Female	Survey Results	Ratio	Ordering
XS	0	1	1	8	0	1	4
S	1	2	5	10	2	2	6
M	2	8	7	12	3	3	15
L	4	8	14	14	1	2	10
XL	4	4	13	16	0	1	3
XXL	0	0	4	18	0	0	
				20	0	0	

2. Total 46 male
3. Total 38 female
4. 86 shirts in total
7. .05c profit per shirt
10. Thanking Skye
  1. A free T-shirt
  2. A letter of recommendation
11. Room
  1. Table 4 Keys and Access Cards

Key Holder	Key Numbers	Card Number
Adrusha	Unknown at this time	Staff Access Card
	361A.10 – 10	
Damien	361A.12 – 12	5
Sandra/Geordie (ROCS/Recorder)	Unknown at this time	Sandra has a Staff one, Kit should have one
	361A.10 – 39	
Trent	361A.12 – 8	2
Suzi	Unknown at this time	Unknown at this time
David	None	4
Unused		6

2. Pinboards
  1. All need updating
  2. Photo board
  3. Use the one outside the store room as an 'Info Board'
    1. Camps, Rehearsal/Performance updates, Social Events, etc
3. Consolidation of Consumables
  1. Biscuits, we have none, except gluten free
  2. We have ample napkins
  3. Need cutlery
4. Organise the room so it is in a logical order
  1. Folders on top of the committee filing cabinets
    1. AGM

2. Committee Minutes/Agendas
3. Flyers and other promotional material
5. Weekly Rehearsal grid needs updating (and digitising)
6. Yearly Timetable
  1. Event, Time/Date, Cost, Location
12. Gmail and 'docs'
  1. Expression of Interest form
    1. on google docs
    2. Performances
    3. No Specifics
  2. Gmail
    1. Put Logo in email signature
    2. use BCC
  3. Put current constitution on the docs
  4. Ensure all minutes and agendas are on the drive
  5. Website going live now updated
    1. 'About Us' page is updated
  6. Wikipedia to be updated when the website is finished
  7. Need to have an induction for new committee members to the procedures, non/digital
13. Calender (on line and in room)
  1. Repeat all the rehearsals for the semester
    1. Different colours for different events
      1. rehearsals
      2. social
      3. concerts/performances
  2. Friday the 10<sup>th</sup> of May for Plan, Representative and Members
  3. Mid-year Break and Returns
    1. Concert and Stage finish week 13
    2. Orchestra finishes the concert week
    3. Week 15 for the rest of the other groups
    4. ROCS continues
    5. Recorder comes back on the 8<sup>th</sup> July
    6. Strings returns on the 12<sup>th</sup> July
    7. Concert and Stage return 2-3 weeks before the semester, for camp/Open Day
  4. AGM Agenda to be distributed by Friday, October 18<sup>th</sup>
  5. Table 4 Committee Meetings (emergency meetings exempt from list)

No.	Time (pm)	Day	Date
1	4:30-5:30	Friday	8 <sup>th</sup> February
2	5:30-6:30	Monday	25 <sup>th</sup> February
3	5:00-6:00	Tuesday	12 <sup>th</sup> March
4	5:30-6:30	Wednesday	24 <sup>th</sup> April
5	5:30-6:30	Wednesday	8 <sup>th</sup> May
6	5:30-6:30	Monday	20 <sup>th</sup> May
7	5:00-6:00	Thursday	25 <sup>th</sup> July
8	5:00-6:00	Monday	26 <sup>th</sup> August
9	5:00-6:00	Tuesday	24 <sup>th</sup> September
10	5:00-6:00	Thursday	10 <sup>th</sup> October