1. Introduction

- 1. Welcomed to the 16th RMIT Music Committee Meeting (24-10-2012)
- 2. Meeting begins at 5:30pm
- 3. Attendees:
 - 1. Present: Trent, Frazer, Lauren, David,
 - 2. Apologies: Suzanne, Damien, Jenny
 - 3. Absent: Kit

2. Confirmation of Previous Minutes

1. Minutes Confirmed, not moved

3. Business Arising from Previous Minutes

1. No business arising from minutes

4. Reports

- 1. President's Report
 - 1. No report given
- 2. Vice President's Report
 - 1. I'm awesome, carry on
- 3. Treasurer's Report
 - 1. President wrote the wrong bank account on the CBC SAP form
 - 1. Arts is putting the money in the CBC account
 - 2. Total Funding
 - 1. \$4000 total funding for RMC and CBC
 - 2. \$1000 for ROCS
 - 3. \$90 still outstanding for Bridget
 - 4. VRG cashed their cheque
 - 5. \$1500 at the start of next year
- 4. Band Representative's Reports
 - 1. Concert Band
 - 1. 3 people at rehearsal on Monday
 - 2. Apologies were too late to plan for
 - 2. Recorder
 - 1. St Vincent's performance coming up
 - 2. Planning to raid the VRG Library
 - 1. First do inventory of our current outstanding borrowings
 - 3. Strings
 - 1. Playing at the child care centre
 - 1. Jenny has drafted a script
 - 4. Stage Band
 - 1. Not running at the moment
 - 5. ROCS (by David)
 - 1. Concert on Friday
 - 2. Sounded good
- 5. Musical Director's Report
 - 1. Nothing to report in terms of music collective
 - 2. The cat is playing in boxes
 - 1. Playing in cookie bag
 - 2 Adorable

5. Agenda Items

- 1. Summer Camp
 - 1. Link Sport and Recreation's Alpine Lodge
 - 1. Really Far away (Con)
 - 2. Wineries and recreational things on the way to and from (pro)
 - 2. Camp Alooca
 - 1. Mornington peninsula
 - 2. Space might be an issue (con)
 - 3. No minimum numbers listed (pro)
 - 3. The Island CYC
 - 1. Phillip Island
 - 2. Pros
 - 1. 2 function rooms
 - 2. Ball court
 - 3. Breakout room
 - 4. Self Catered
 - 5. Free Wifi
 - 3. Cons
 - 1. No mention of costs
 - 4. Koala Park
 - 1. Phillip Island
 - 2. Christian, could have issue with alcohol (con)
 - 5. Phillip Island Adventure Retreat
 - 1. Pros
 - 1. Minimum of 20
 - 2. Pillows and doonas provided
 - 3. Heat and Air-con
 - 4. 4 Dining rooms
 - 5. 4 Breakout rooms
 - 6. 4 Recreation rooms
 - 7. Lots of Activities
 - 2. Cons
 - 1. Maybe not self catering
 - 2. Huge
 - 3. No pricing information
 - 6. Phillip Island Pro- Chocolate factory
 - 7. Camp Cooriemungle
 - 1. \$1700
 - 2. Need to pay the fee in full and up front
 - 3. Receive the bond later via cheque
 - 8. Look up Geelong (Ocean Grove)
 - 1. Otherwise Phillip Island or Mornington Peninsula

6. Any Other Business

- 1. Theme Poll
 - 1. Seen by 62, 14 have voted
 - 2. Close it at the AGM

- 2. AGM
 - 1. Open for nominations
 - 2. Post the roles on the Facebook group
 - 3. Current committee members should begin to consider what they are going to report
 - 1. Paper version appreciated by secretary but not mandatory
- 3. New Fee system
 - 1. See Frazer for full details
- 4. Strategic Planning day in January
 - 1. Newbie pack for incoming committee members
 - 2. ROCS representative must attend
 - 3. Fill 12 Month plan in advance on wall
 - 4. A2 Rehearsal grid
 - 5. Outside Poster
 - 1. Laminated?
 - 2. Staple Gun?
 - 3. A1 or A0
- 5. Email Past Members
 - 1. Have an opt-out system
 - 2. Example sign off:
 - 1. Signature
 - 2. Kind regards,
 - 3. Name
 - 4. Role
 - 5. Disclaimer If you want to opt out of this service...
- 6. Residential Addresses
 - 1. Should we collect them?
- 7. Uni-1-software
 - 1. Should be good as we can sell merchandise and collect fees digitally
 - 2. Currently on indefinite hold/ no current production date set
- 8. Standing Signs for Orientation
 - 1. Check if Arts is moving on this
 - 2. See if we can be reimbursed if we do it ourselves
 - 3. Costs
 - 1. \$399 tall one
 - 2. \$199 same height not as much support
 - 1. Same one that Arts has
 - 3. \$89 too flimsy
 - 4. check if price is inclusive of printing
 - 4. Ask what Arts thinks of putting their logo on (removable perhaps with Velcro)
 - 5. Sponsor area at bottom (again possibly with Velcro or removable)
- 9. Banners
 - 1. Potentially iron on stencil
 - 2. Cost \$3.50
- 10. Website needs updating

1. After logo is ready

7. Action Plan (Previous Meeting)

- 1. Suzanne
 - 1. Email out AGM Agenda
 - 1. Successfully completed by due date
 - 2. Further Outcomes
 - 1. None
- 2. Trent
 - 1. Email Mark about Piano Tuning
 - 1. Successfully completed by next meeting
 - 2. Further Outcomes
 - 1. Still to contact Brunswick Pianos
 - 2. Find the most current constitution from zip file and load onto Google drive
 - 1. Wasn't in the zip file, use the one supplied by David
- 3. Lauren
 - 1. T-shirt quotes and costs
 - 1. Successfully competed by next meeting
 - 2. Further Outcomes
 - 1. \$40 at Arides before outsourcing
 - 2. NNA
 - 1. \$45 to stitch the design and keep it on file (one off cost)
 - 2. \$21 per shirt
 - 3. Colour and style
 - 1. Black Shirt
 - 2. White Stitching
 - 3. Red RMIT
 - 4. Logo Left Upper Chest
 - 5. Microfibre fabric
 - 6. No Stripe on outer chest
 - 7. No Different coloured sleeves
 - 8. Left red stripe on black background
 - 9. Red needs to be non-pastel, more spectral
 - 4. Collective absorbs the \$45 fee and subsidises the shirt price
 - 5. Message core members personally
 - 6. No ROCS option on the shirt, choices become messy and confusing
 - 7. Use a digitised logo draft as an example of shape and size
- 4. David
 - 1. Ask Skye about the logo
 - 1. Successfully competed by next meeting
 - 2. Further Outcomes
 - 1. Skye is able to do it after she finishes her next major assignment
 - 2. Ask about PNG or EPS, maybe Scalable Vector Graphic if she can
 - 2. Facebook Poll on Themes
 - 1. Successfully competed by next meeting
 - 2. Further Outcomes

- 1. See Item 6.1.
- 5. Everyone
 - 3. Camp Ideas
 - 1. Successfully Completed by next meeting
 - 2. Further Outcomes
 - 1. See Item 5.1.
- 6. Anyone
 - 4. AGM Roles and Voting forms
 - 3. Not successfully done by the date of next meeting
 - 4. Further Outcomes
 - 2. See Item 6.2.

- **8. Date of Next Meeting**1. 9th of November (AGM)
 - 2. Meeting Closes at 7:45pm

9. Action Plan

Committee Member	Task	Deadline
Trent	Email Brunswick Pianos about the Piano Tuning Begin contacting Phillip Island sites for quotes	
	(Option to delegate if required)	
Lauren	Double Check T-shirt quotes and costs and more	
	information	
	Look into Standing Banners	
	Look into Iron on Transfers	
David	Ask Skye about the Logo details	
	Bring up standing signs at Arts	
	Post Committee Role Descriptions on Facebook	
	Create Facebook event for AGM	
	Send digitised logos to Lauren	
	Look up Geelong Campsites	
Frazer	Tell people the poll closes at the AGM	
Everyone	Ask that ROCS President is present at a certain	
	number of meetings or a representative is sent in	
	their stead	