

**BAND ASSOCIATION OF NEW SOUTH WALES**  
**Minutes of the Management Committee Meeting**  
**held 3 July, 2009**

The meeting opened 7.40pm

Attendance: Jeff Markham (Chair), Ian Madden, Kristen Moodie, Elaine Markham, Tony Luck, David Kimpton, Ross Griffiths

1. Apologies: Brenden Millard. Moved I Madden seconded D Kimpton apology be accepted – carried.
2. The minutes of the meeting held 5 June, 2009 were read. Moved E.Markham seconded T.Luck minutes be adopted – carried.
3. Business Arising: Our Joan Sutherland PAC contact is on maternity leave. \$88 per hour as a community rate rather than full hire rate has been quoted for the State Band Championships.
- 4.

Correspondence:

21.3 Located attachment B relating to Nationals rules

24.2 Band Conference. Further inquiries to be made

3 July CNL trophy

Parramatta: Request that for State Band Championships Open B Grade Brass to be on Sunday afternoon.

Willoughby: Andrew Snell has resigned as conductor. Leniency requested by band with regards to entry to State Championships & registration of conductor. Moved I.Madden seconded Kristen Moodie that their entry be accepted and if a conductor is not appointed prior to the competition, then Willoughby can withdraw without penalty. If they withdraw less than 2 weeks prior to the contest then the entry fee is due and payable. Carried

5. Reports:

**Treasurers:** Moved to be discussed later in meeting

**Recorder:** State Solos results have been entered and will be available on the website by end of the week. Roughly 85% attendance rate at the contest.

**Registrar:** more bands registering. User name and password system is now up and running

**Publicity:** Nil to report

**Drill Advisory Board:** Nil to report

**Sponsorship:** Brenden looking after trade stands at the State Band Championships. Talking about metre prices for the trade stands rather than tables. Working on State Band Championship program. Jeff Markham to speak with Yamaha about sponsorship by the end of next week.

**Grading:** Uni of Sydney Wind Ensemble. Unable to attend one of their rehearsals. Elect to put them in B Grade Concert for the Championships. Moved Elaine Markham. Seconded by David Kimpton. Baulkham Hills – A Grade Juniors. Grading to be reviewed following contest.

**Life Members:** Nil to report

**Music Selection:** Nil to report

**Liaison:** Moved to general business

**Young Musician of the Year:** Forbes Town & District Band to submit an entry.

Trophy is to be returned by the previous winner.

**Workshops:** Percussion workshop unable to be held at the State Solos but adjudicator David Mead provided tips at the closure of each section.

**NBCA:** Conference next week. Kristen Moodie moved to nominate Jeff Markham for president Of NBCA. Seconded David Kimpton. Carried. Elaine Markham moved to nominate Jeff Markham for Vice President. Seconded by Tony Luck. Carried.

6. Contest:

**Solos Championships:** Positive feedback, very low scratching, slow melody events were well attended and received. Noted that Kristen Moodie did a good job with putting the contest together. No financial wrap up as yet. Elaine Markham did a great job pulling volunteers together at short notice.

**Band Championships:** Adjudicators have been approached: Peter Warmesley (Open Grades) and Ross Griffiths (Junior Grades). Lots of enquiries particularly from school bands. 1<sup>st</sup> preference for percussion is St Marys Brass Band Club. Other bands to approach Castle Hill and Waratah.

**B of the Bands:** Ken Bradley has submitted a query to look at changing rules for BOB. Jeff Markham to review the rules and further discussion about this to be held at next meeting.

**Jazz & Stage Band Festival:** Approach Castle Hill RSL. Possible date to look at Sept 20. Kristen Moodie to talk with Newington (Paul Vickers)

7. General Business: Brian McGuinness unavailable tonight but would like to meet with committee members on Sunday afternoon to discuss vacant roles.

Ross Griffiths arrived at meeting at this point.

Jeff Markham moved to approach Norm Peverell about secretary position. Elaine Markham seconded.

Liaison – would be a job by itself. Tony Luck agreed

**Executive and Management Committee Duties:**

**President:**

**Duties:**

Chair all meetings of the Associations

Co-ordinate and monitor all functions of the Association (ie: The Buck Stops Here)

Guide and set (with consultation and approval of the Management Committee) policy and direction of the Association

Ensure the Rules and By-Laws of the Association are followed at all times

Be the public face of the Association wherever and whenever possible

Attend all Association functions, events and meetings wherever possible.

Maintain regular contact with current supplier businesses as well as sourcing new businesses for trade stands / advertising / event sponsorships and Member Benefits scheme inclusion.

**Honorarium: \$1000.00 p/a**

Vice President

Duties: Substitute for the President whenever the President is unavailable  
Support and advise the President  
Attend all Association functions, events and meetings (wherever possible)

**No Honorarium**

Secretary:

Duties: Collecting and opening mail, recording all inward and outward correspondence  
Answering Correspondence, redirect all appropriate correspondence / enquiries to the correct coordinator for answer. Monitor and follow up for answer of all referred enquiries.  
Prepare and Send Meeting agendas, Minutes, notices, etc.  
Attend and take minutes at all meetings.  
Ensure all reports and records (including correspondence lists) for meetings are provided to Committee Members well before the meeting date.  
Be at BANSW office at least 1 calendar day a week (preferably split throughout the week).  
Be available to work at all BANSW functions  
Monitor all coordinators (Committee Member roles) to ensure smooth functioning of all events.  
Issue all awards and maintain database records re issuance of those awards  
Provide regular reports to Management Committee on status of functions.

**Honorarium: \$2000.00 p/a**

Treasurer:

Duties: Prepare and attend to all Banking functions  
Maintain MYOB style Bookkeeping System  
Produce Monthly and annual P & L Accounts, Balance Sheets and reports  
Prepare and submit Arts and Other Government Grant applications  
Monitor and maintain issuance of all invoices / receipts.  
Liaise with Registrar re reconciliation of registration fees paid / outstanding

**Honorarium: \$1000.00 p/a**

Registrar / Recorder:

Duties: Receive, Process maintain all band Registrations and BANSW Database  
Send out Reminders for registrations, copying development coordinator in on this list.  
Liaise with coordinator re status of registrations and regularly provide updated lists to both Committee and development coordinator.  
Maintain BANSW database for all contest / Band records and assist with processing contest entries / results.

**Honorarium: \$1000.00 p/a**

Web Site

Duties: Maintain and Develop all aspects of Online Capabilities.  
Maintain and update all info on website.  
Liaise with Registrar re development of online capabilities for online entries / Registration processing and database access thru the website  
Liaise with Librarian re development of online access to Library thru website.  
Liaise with all coordinators and President to ensure correct and up to date information is on the BANSW website  
Work with Development coordinator and Registrar to develop and maintain card system for preferred suppliers and registrations  
Provide regular reports to Management Committee on website status and usage.

**Honorarium: \$500.00 p/a**

Programes, Trade Stands and Sponsorships:

Duties: Produce and send news releases out to radio, press web services.  
Contact existing advertisers and sponsors for advertisements in our publications, programs, and website.  
Liaise with President regards new supplier and advertising / sponsorship opportunities.  
Provide reports to Management Committee on status of role functions.

**Honorarium: \$500.00 p/a**

Development Officer:

Duties: Contact / Visit / Develop links with unregistered / non member Community and School bands to promote and encourage membership and participation.  
Manage and prepare all Grant strategies and applications

Arrange for BANSW Trade Stand to be used and staffed at major non BANSW Musical events (ie: School Band Festival, Sydney Eisteddfod, etc...)

Co-ordinate and arrange any non contest functions such as band Sunday's, etc...

Provide regular reports to the Management Committee on activities / feedback and results.

Obtain and forward names and contact details for new volunteers to Volunteer Coordinator.

**Honorarium \$3500.00 p/a**

Contest Administrators:

Duties: Responsible for all aspects of management and arrangements for State Solos, State Bands and Battle of the Bands.  
Source quotes and book all venues as directed by the Management Committee.  
Book Accompanists and Adjudicators for State Solos and Bands.  
Co-ordinate return of perpetual trophies and ordering and preparation of all medals and trophies for contests.  
Liaise with Volunteers coordinator for personnel required to work at contests (including provision of up to date duty statements)  
Book catering at contests.  
Prepare and release (following approval by Management Committee) Test Music Lists, Schedules and entry packs.  
Co-ordinate processing of entries and scheduling of events.  
Liaise with Development coordinator and Publications coordinator and President re advertising, sponsorship and publication of programs.  
Ensure timely organisation and delivery of music to adjudicators and accompanists.  
Co-ordinate set-up and pull-down of contest Supervise running of the Contests.  
Provide regular reports on current status, progress leading up to events and report on outcomes following.

**Honorarium: \$1500.00 p/a**

Volunteers Supervisor:

Duties: Maintain and update the BANSW list of Volunteers including preferred and suitable roles for the various individuals.  
Liaise with Contest coordinator and Development coordinator re Volunteer requirements BANSW events.  
Provide regular feedback and reports to BANSW Management Committee.  
Ensure all Volunteers are fully briefed and supplied with a role description / list of Duties for their individual roles before the event.

**Honorarium: \$500.00 p/a**

## Music Stand

Duties: Maintain operations of "the Music Stand", producing it bi-monthly, including following up with all Committee members for news items, stories, calendars and required items for publication.  
Designing and laying out of TMS and liaising with Printers for production.  
Obtaining labels and posting.

**Honorarium: \$500.00 p/a**

Liaison: – Regularly contact all registered bands to obtain items for "The Music Stand", dates for the Events diaries and feedback to the Association on items the Band Association could do to assist bands.  
Actively promote the usage of BANSW Trade Stand and marketing tools by member Bands.

**Honorarium: \$500.00 p/a**

## Librarian

Duties: Maintain the BANSW library, ensuring that music issued is returned.  
Liaise with BANSW Secretary re borrowed music

**No Honorarium**

The above roles are as submitted to the General Meeting.

1 Jeff Markham moved that the role structure be adopted as presented above. Seconded by David Kimpton. Carried.

2 Jeff Markham moves that honorariums be distributed as follows and that payments as per above list up to \$13500 be distributed. The maximum indicated amounts listed above:

JM to provide list.

Payments approved on a six monthly basis. Seconded by Ross Griffiths. All in favour.

**Treasurers Report:** Same reports as what was presented at the General Meeting.

2010 grants - 7 Bands have shown interest. Looked at 2 offices within current building. 1 not suitable. Preference is to stay in current office if Norm Peverell and Brian McGuinness are appointed. Quotes are to be obtained to move Music Library from Nance Stenning's residence to the Association's office.

## **General Business**

Card to be sent to Mary Mead.

Moved Kristen Moodie to award certificates to 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places in each event at the State Band Championships. Small plaques to be given to aggregate winner and 2<sup>nd</sup> place. All other bands in each section to receive a participants certificate. Seconded by David Kimpton. Carried

Ian Madden submitted list of expenses to the Treasurer.

Chris Downes has expressed an interest in helping with the recordings at the State Band Championships.

Meeting Closed: 11.15pm