



## Minutes of 2014 Annual General Meeting

Held on Tuesday 24 February 2015 at Federation Estate, Greenwood Avenue, Ringwood at 9pm.

### **PRESENT**

24 Members of Maroondah Symphony Orchestra Inc (MaSO):

Caroline Barron, Michael Bonsall Kendra Bousfield, Arthur Braun, Steve Burns, Ruth Collins, Alicia Donnelly, Robert Dorin, Lyn Farnworth, John Ferwerda, Judith Fox-Smith, Joella Gould, Gitta Green, Tony Hayes, Tony Hodges, David Keefe, Ina Koetsier, Anne Lacey, Helga Lindemann, Caitline Lyons, Karen Martin, John Nowakowski, Geoff Oakes, Fiona O'Callaghan, Myra Peeler, Felicity Schijf, Michela Scully, Shahriah Shams, Suneith Sukumar, Keren Smith, Melanie Smith, Suneith Sukumar, Gerry Tan, Michael Taylor, Joshura Vandenberg, Hilton Vermaas, Tania Vethanayagam, Leah Walsh, Paul Watson, Rob Weiss.

Conductor: Willem van der Vis.

### **APOLOGIES**

Elaine Ogden

The President, Rob Weiss presided as Chairman of the 2015 Annual General Meeting.

### **MINUTES OF AGM ON 25 February 2014**

Moved: Michael Bonsall, Seconded: David Keefe that the Minutes of the Annual General Meeting of the Maroondah Symphony Orchestra Inc held on 25 February 2015 be accepted. Carried.

### **BUSINESS ARISING FROM THE MINUTES OF AGM OF 25 February 2015: Nil**

### **PRESIDENT'S REPORT**

Rob Weiss presented his President's report. See Attachment 1.

Rob thanked Geoff Oakes, who is retiring from the committee and as Orchestra Manager. Rob presented him with a plaque in honour of his tireless work for the Orchestra and Lyn Farnworth presented him with a gift in appreciation.

### **CONSIDERATION OF THE FINANCIAL REPORTS**

#### **Treasurer – Ina Koetsier**

Ina tabled Treasurer's report for the year 01 January to 31 December 2014 which had been sent to members, (by email and post). See Attachment 2.

Moved Ina Koetsier, seconded Arthur Braun that the Treasurer's report gives a true and fair view of the financial performance and position of the Orchestra during and at the end of the financial year of the association ending on 31 December 2014 and that the report be accepted. Carried.

#### **Proposed Annual Subscription and date annual subscription is to be paid**

Rob Weiss announced that the Committee recommends that the subscriptions for 2015 remain at \$200 and that it be payable by 31 March 2015.

Moved Rob Weiss, seconded Lyn Farnworth that the subscriptions be \$200 for 2015. Carried  
Moved Lyn Farnworth, seconded Gerry Tan that the subscriptions be payable by 31 March 2015. Carried.

### **CONDUCTOR'S REPORT - WILLEM VAN DER VIS**

Willem reported that it was great to see so many players, particularly violins. He encouraged members to keep coming to rehearsals. He thanked Rob Weiss, as President and the Committee for their work.

### **ELECTIONS**

Rob Weiss declared all positions vacant on the Committee and conducted the election of the President. Rob Weiss called for nominations for each position separately. As there was only one nominee for each position, Rob Weiss declared each elected in turn.

#### **Committee Members for 2015:**

<b>Office</b>	<b>Nominee</b>	<b>Nominated by:</b>	<b>Seconded by:</b>	<b>Result</b>
President	Rob Weiss	Lyn Farnworth	Geoff Oakes	Elected
Vice-President	Elaine Ogden	Ina Koetsier	Rob Weiss	Elected
Secretary	Lyn Farnworth	Rob Weiss	Ina Koetsier	Elected
Assistant Secretary	No nominations			
Treasurer	Ina Koetsier	Lyn Farnworth	Rob Weiss	Elected
Librarian	Michela Scully	Rob Weiss	Lyn Farnworth	Elected
Ordinary Committee Member	Steve Burns	Michael Bonsall	Gerry Tan	Elected
Ordinary Committee Member	Andrew Shemmeld	Rob Weiss	Hilton Vermaas	Elected

### **RATIFICATION OF COMMITTEE'S APPOINTMENTS & CONDUCTOR'S HONORARIUM**

**Conductor:** Rob Weiss announced that the Committee has reappointed Willem van der Vis as Conductor. Moved Rob Weiss, seconded Lyn Farnworth that this appointment be ratified. Carried.

**Leader of the Orchestra:** Rob Weiss announced that the Committee has reappointed Tania Vethanayagam as Leader of the Orchestra.

Moved Rob Weiss, seconded Lyn Farnworth that this appointment be ratified. Carried.

Rob Weiss announced that the Committee had appointed David Keeffe as Deputy Conductor, and Steve Burns as Assistant Conductor.

Rob Weiss announced that Geoff Oakes had resigned as Orchestra Manager, and that we will be seeking assistance for these tasks.

**Conductor's Honorarium** - Rob Weiss stated that the Committee recommended that the Conductor's honorarium be increased from \$6700 (2014) to \$7500 with a bonus of \$1000. Moved Rob Weiss, seconded Lyn Farnworth. Carried.

## **GENERAL BUSINESS**

- Robert Dorin raised the possibility of purchase of a bass drum with the surplus funds. Rob Weiss noted that purchase of the third timpani is hampered by its size – it will not fit through the doors of Federation Estate without dismantling it, which is impractical.
- Arthur Braun raised the possibility of playing at the Melbourne Symphony Orchestra Free Concerts in Alexander Gardens in February each year. Zelman Orchestra performed in 2015 and performing at this event would give us great exposure.
- Paul Watson advised that he has an A3 photocopier available as a gift, if the Orchestra wants it, and can store it.
- David Keeffe raised programming – this year he knows of four community music groups with concerts on this date, competing for players. Rob noted this and will try to coordinate with other orchestras in the future. (Rob explained that the program is set for 2015. Furthermore, there are constraints on the dates we can select for our concerts, as the school has first priority).

### **Date of next meeting**

The 2016 Annual General Meeting is to be held in February 2015. Date to be advised.

Meeting was closed at 9.25 p.m.

Lyn Farnworth  
Secretary  
Maroondah Symphony Orchestra Inc

# ATTACHMENT 1

## President's Report

Robert Weiss

Welcome all to the Annual General meeting for our 50<sup>th</sup> Year of operation. My first term as President turned out to be an exciting and eventful year. Thanks to Willem, our hardworking committee and all of you, our members, we had an excellent year. The size and enthusiasm of our audiences continue to increase, with some audience members mentioning that our November concert last year was our best yet (despite the last minute substitution of soloist). This in turn was reflected in another good year financially.

We are very fortunate to have access to an excellent venue in the George Wood Performing Arts Centre and have built up a good relationship with the staff there. Despite the occasional issue with catering, it is well regarded by our audiences and players alike.

In an attempt to avoid clashes with other ensembles, we are now presenting our concerts earlier in each school term. This means that we start rehearsing the following year's program in November. I would welcome your feedback on how you find this arrangement. We are also changing our programming practices to try to entice permanent brass players by having pieces in each concert that are more attractive to them. However, this is still a work in progress.

### 50<sup>th</sup> Anniversary Events and Concerts

The highlight of 2014 was our 50<sup>th</sup> Anniversary celebrations, which we decided to celebrate with a number of different events throughout the year.

The Orchestra commissioned David Keeffe, our Deputy Conductor and principal horn, to compose a piece commemorating our 50<sup>th</sup> Year. David wrote the *'Thousand Steps Overture'* which was premiered at our 15 June concert to audience acclaim.

The concert on 17 August was earmarked as our *'50<sup>th</sup> Anniversary Concert'*. We invited past players and conductors along with local council members, politicians, and representatives from musical groups we have collaborated with. We were thrilled to have Henk and Rob Visscher (the son and grandson of our founder and initial conductor), Gerrit Visscher (Gerald Fisher), attend the concert. Equally we were delighted in the presence of four of our previous conductors, Frank Pam, Alfred Artingstall, Geoff Conrau and Roland Yeung. We were honoured to have The Minister for the Arts, Heidi Victoria MP, attend the concert. Thank you to the Orchestra members who provided a special afternoon tea to celebrate the occasion and to Elaine Ogden for her tireless efforts in organising the additional celebrations.

The Committee decided to research and prepare a publication to document 50 years of the Maroondah Symphony Orchestra. Elaine Ogden offered to take this on, and the final result is a tribute to her tireless efforts. These included researching the source material, meeting with key past players, and contacting local historical societies. It was a huge task that she carried out meticulously. There was invaluable material available for the period 1964 to 1975 due to regular reporting in the local newspapers. Fortunately these news cuttings were retained by Dick Lack and Bill Hosking in scrapbooks. Other information was sourced from archival material, programs, flyers, personal accounts etc. This allowed for a broad overall picture of the Orchestra's fifty years. It is by no means a final document and can be added to or amended if further information comes to hand. Thanks to Geoff Oakes and Arthur Braun for providing material. The booklet, *Fifty Years of the Maroondah Symphony Orchestra*, was kindly printed courtesy of Michael Sukkar MP, the Member for Deakin. Thanks to Elaine for her time and energy in writing such a valuable document our history.

The 50<sup>th</sup> Anniversary celebrations culminated with the launch of *Fifty Years of the Maroondah Symphony Orchestra 1964 – 2014* and the launch of the Orchestra's updated website. Former conductor Frank Pam cut the celebration cake.

## **Publicity**

Our publicity was enhanced this year by having a professional and attractive brochure detailing the year's activities. This made it much easier to promote the Orchestra in public areas such as libraries, arts venues, shops and at our concerts. We were also able to send them to people on our mailing lists and inform them well in advance of concert dates and programming.

We used online booking (Trybooking) for all concerts and purchased printed tickets from Yarra Valley Grammar, which enhanced our profile.

This year Elaine regularly advertised our concerts in the 'Royal Auto' events page. This resulted in drawing new audience members and also provided a contact point when seeking past players and conductors for our 50<sup>th</sup> Anniversary celebrations.

Our concert attendance has increased. Having Yarra Valley Grammar as our set concert venue has contributed to this. It is a local venue, has excellent facilities, great acoustics and plenty of onsite parking. As well, we are able to allocate tickets for people with special needs prior to the concerts. Programming has helped along with the calibre of the soloists. David Keeffe's '*Thousand Steps*' Overture was a draw card at the June Concert and our celebratory 50<sup>th</sup> Anniversary Concert drew past players and conductors.

We have received a lot of positive feedback from concert goers. Willem is a popular conductor and feedback indicates the standard of the Orchestra has increased. Our mailing lists have grown and we are getting an increase in enquiries from prospective players.

We are fortunate to have wonderful volunteers who look after the 'front of house' and afternoon teas at each concert, ably led by Elaine. We appreciate the support and commitment of Pat Hodges, Cathy Tan, Peter Gurr & Ken Ogden. Thanks too, to Anne Lacey who looks after our 'snail mail' for each concert. A big thank you to Elaine Ogden for her commitment and hard work in publicity.

## **Website**

The Committee successfully applied for a grant from Maroondah City Council, which provided funding of \$1500 towards our new website, which was launched at the December 50<sup>th</sup> Anniversary Celebration. We now have an accessible location for all information relating to our orchestra, and already we are noticing an increase in enquiries from prospective players and interest from the community through the website. It is a key marketing tool and provides direct booking access to TryBooking as well as detailed venue information for patrons. Part of the site is dedicated to you, our players, and I encourage you to go there first if you have any questions. The current schedule, forms and other guidance material are all there, and you can email the committee with queries or repertoire suggestions. Thanks to Lyn Farnworth for arranging the grant application and to David Keeffe for hosting our previous website over the years and for helping me to put together the new site, with artistic input from our graphic designers The Wizards.

Any suggestions for changes or additions are very welcome!

## **Librarian's Report**

2014 was a busy and productive year and on the whole, everything went really well. The library itself is growing each year as we are moving away from hiring music, to buying it instead. In a lot of cases the purchase cost is not much more than hiring, so it makes sense to do this. Also, some music has been available for free on the internet and not under copyright, so we have been able to print orchestral sets and scores from there. As a result of all the new music, the library is now 'bursting at the seams', and the cupboard is not big enough to accommodate it all. Some music will be stored in the other general cupboard.

In terms of sourcing music for each concert, the key has been to start early - ideally two months prior to the first rehearsal. Michela checked with Willem that the program had not changed, and purchased the music from the USA, which generally takes 6 weeks to be delivered. Handing out music at each new rehearsal period has gone quite smoothly, although as the orchestra keeps growing bigger with new string players (a fantastic situation to be in!), more copies are often required. Collecting music after each concert has gone

well, with very few missing parts to be chased, and this makes Michela's job so much easier. Thank you to all orchestra members for being so conscientious in returning music promptly.

A big thank you goes to Michela for managing the complex task of obtaining and keeping track of our music in such an efficient and pleasant way. Thanks too to Michela's trusty and reliable assistant Arthur who did a fantastic job looking after things while she was away at the end of 2014. It is great to know she can go on holiday without any problems.

### **Player Appointment Process**

A key role of the committee is to ensure that we get the right balance between the duty of a community orchestra to provide playing opportunities for those in the community, whilst ensuring that the abilities of individual players are compatible with the needs for the orchestra as a whole. This can become particularly challenging in an environment where the general standard of the orchestra has gradually improved over time. In the past this process has been managed informally (or not at all) and this has resulted in a number of issues over the last few years. To avoid these problems in future, a more formal player appointment procedure was developed during last year, following extensive discussion. This is intended to ensure that we all have a common expectation of the processes followed, and that these processes are applied fairly to all concerned. A copy was emailed to all members and is on the website. Feel free to contact me or any committee member with any comments.

### **Committee 2014**

A huge thanks from me to our hardworking and highly effective committee. We are indeed fortunate in having a group of people who each pull their weight and together ensure that complex organism that is a symphony orchestra runs smoothly. I'd particularly like to thank Lyn Farnworth, our Secretary for her efficient organisation of committee meetings, correspondence and all that we do. I've already mentioned our Vice President Elaine who went well above her normal role of publicity management to organise our 50<sup>th</sup> Anniversary events. Our Treasurer Ina has, as always, efficiently managed our finances and ensured our subscriptions are paid on time. Of course thanks to Michela, who I have mentioned earlier. Thanks too to our committee members Steve Burns and Leah Walsh for their contributions.

Our longstanding orchestra manager, Geoff Oakes, is retiring from the Committee this year. Geoff has brought years of experience, knowledge of our players and his gentle manner to the committee. His efficient and almost invisible organisation will be very much missed, but I am grateful that he has offered to continue handling our hall bookings and setting up the rehearsal venue.

Of course much of the credit for the success of the orchestra goes to Willem our effervescent Musical Director. Thanks Willem for another excellent year, and your inspired artistic leadership. My thanks, also to our Deputy and Assistant Conductors, David Keeffe and Steve Burns for filling in when Willem is away and for taking wind sectional rehearsals.

Robert Weiss  
President  
Maroondah Symphony Orchestra Inc  
24 February 2015

## **ATTACHMENT 2**

Tabled at Annual General Meeting 24<sup>th</sup> February 2015

### **Treasurer's Report for 2014**

My report covers a successful year. A good year in terms of income as well as fees.

Our concert takings this year were all excellent. Once again much of the credit must go to Willem for his excellent leadership and choice of programs, to Elaine Ogden for her work in publicity and to everyone who helped in any way.

We had 2 special highlights this year. One was our 50<sup>th</sup> Anniversary Concert on 17<sup>th</sup> August with invited guests attending including the Minister for the Arts Heidi Victoria and previous conductors and members of the Orchestra.

Second was our soloist at the November Concert Hannah Shin, who at 14 years of age wowed the audience with her splendid performance. Add to that the fact she had about 2 weeks to prepare for this concert and the mind boggles. I had the privilege to sit at the back of the auditorium and hear her performance. The audience was enthralled!

A lot of people did a great amount of work to make our 50<sup>th</sup> Anniversary year very special, so thanks to you all. The booklet which was for sale at our break up party was also a nice touch. A special thanks to Elaine Ogden for all her work this year.

A Profit & Loss Statement and Balance Sheet are attached and have been emailed to all members.

Also available for distribution is a Job report, listing profit and loss per concert.

My thanks to John Lethbridge of DCA Tax & Finance for auditing these books at no charge.

Ina Koetsier  
Treasurer

# Maroondah Symphony Orchestra Inc

8 Greenbank Drive  
Mooroolbark Vic 3138

## Balance Sheet

As of December 2014

20/01/2015  
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Assets		
Cheque Account	\$195.00	
Investment Account	\$18,179.91	
Fixed Assets		
Music	\$5,093.47	
Instruments	\$22,338.00	
Total Assets		<u>\$45,806.38</u>
Liabilities		
Net Assets		<u>\$45,806.38</u>
Equity		
Retained Earnings	\$5,700.40	
Current Earnings	\$4,774.23	
Historical Balancing Account	\$35,331.75	
Total Equity		<u>\$45,806.38</u>

**Maroondah Symphony Orchestra Inc**  
8 Greenbank Drive  
Mooroolbark Vic 3138

**Profit & Loss [Cash]**

**January 2014 through December 2014**

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Income	
Fees	\$7,950.00
Concert Takings	\$17,235.64
Refreshments Income	\$415.65
Donations	\$210.00
Sponsorship	\$800.00
Grant	\$1,500.00
Total Income	<u>\$28,111.29</u>
Cost Of Sales	
Total Cost Of Sales	<u>\$0.00</u>
Gross Profit	<u>\$28,111.29</u>
Expenses	
Bank Charges	\$9.25
Concert Refreshments	\$184.85
Concert Gifts	\$191.00
Concert Soloist Fees	\$1,000.00
Equipment	\$35.46
Honorarium	\$7,200.00
Insurance	\$1,892.96
Librarian Expenses	\$257.55
Music Purchased	\$839.70
Music Hire	\$197.00
Postages	\$186.05
Publicity	\$413.00
Rent	\$8,456.14
Subscriptions	\$233.60
Sundries	\$605.79
Web/Internet	\$2,020.25
Total Expenses	<u>\$23,722.60</u>
Operating Profit	<u>\$4,388.69</u>
Other Income	
Interest Income	\$385.54
Total Other Income	<u>\$385.54</u>
Net Profit (Loss)	<u>\$4,774.23</u>