



## Minutes of 2017 Annual General Meeting

The Annual General Meeting of the Maroondah Symphony Orchestra Incorporated was held on 27 March 2018 at Federation Estate, Greenwood Avenue, Ringwood at 7.45pm.

The President, Robert Weiss presided as Chairman of the 2017 Annual General Meeting and he declared the meeting open at 7.45pm.

### **PRESENT**

37 Members of Maroondah Symphony Orchestra Inc (MaSO):

Kim Alford, Arthur Braun, Rosalind Burns, Steven Burns, Peta Cope, Alicia Donnelly, Hilary Edwards, Vincent Fazio, Judith Fox-Smith, Joella Gould, Gitta Green, Jude Harper, Leon Heale, Tony Hodges, Emily Johnson, Ina Koetsier, Lyn McCutcheon, Jane Moon, Elaine Neely, John Nowakowski, Fiona O'Callaghan, Elaine Ogden, Myra Peeler, Alex Richardson, Felicity Schijf, Michela Scully, Keren Smith, Melanie Smith, Suneith Sukumar, Gerry Tan, Michael Taylor, Phoebe Turner, Yoke-Cheng Vaile, Hilton Vermaas, Vicki-Ann Ware, Paul Watson, Robert Weiss.

Conductor: Willem van der Vis.

Present but not members: Bill Clark, Helga Lindemann, Beth Marrocco, Frances Muggeridge, Rosemary Smith, Ramona Tilley.

**APOLOGIES:** Michael Bonsall, Kendra Bousfield, Kirsty Dixon, Anne Lacey, Anthony Ware.

### **MINUTES OF 2016 AGM HELD ON 21 February 2017**

Moved: Hilton Vermaas, seconded Alicia Donnelly that the Minutes of the 2016 Annual General Meeting of the Maroondah Symphony Orchestra Inc held on 21 February 2017 be accepted. Carried.

### **BUSINESS ARISING FROM THE MINUTES OF AGM OF 21 February 2017**

The grant from Arts Nunawading Inc to purchase a bass drum has not been possible because of the lack of storage. Federation Estate has advised the Committee that a new storage area is available and is being renovated for the Orchestra. We will be able to purchase the drum as soon as the area is ready for us.

### **PRESIDENT'S REPORT**

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

Rob thanked Willem for his excellent leadership and direction, the Committee, the outgoing committee members, and Ina Koetsier for auditing the books.

Moved Robert Weiss, seconded Michela Scully that his report be accepted. Carried.

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

Michael Taylor tabled Treasurer's report for the year 01 January 2017 to 31 December 2017, which had been sent to members, (by email and post). See Attachment 2.

Michael explained that the reports are now in a different format to enable a consistent comparison of concerts and annual profits.

Moved Michael Taylor, seconded Arthur Braun that the Treasurer's report and financial statements give 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 2017 and that the report be accepted. Carried.

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

Robert Weiss announced that the Committee recommends that the subscription for 2018 remain at \$200 for full subscription, \$150 for concession and \$80 for students and that this is paid by 30 April 2018.

Moved Gerry Tan that the 2018 subscription be \$200 for full subscription, \$150 for concession and \$80 for students. Seconded Ina Koetsier. Carried.

Moved Ina Koetsier, seconded Judy Fox-Smith that the subscription be paid by 30 April 2018. Carried.

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

Willem presented his Conductor's Report. See Attachment 3.

#### **ELECTIONS**

Robert Weiss declared all positions vacant on the Committee and conducted the elections. Nominations received prior to the meeting were read out.

Robert Weiss called for additional nominations for each position separately. As there was only one nomination for all positions except Ordinary Member and Assistant Secretary, Robert Weiss declared each elected in turn.

Robert called for nominations from the floor for two Ordinary Members and for Assistant Secretary. As there were only two nominations for the two positions of Ordinary Member and one for Assistant Secretary, and no other nominees, Robert declared Steven Burns, Judy Fox-Smith elected as Ordinary Members and Leon Heale elected as Assistant Secretary

#### **Committee Members for 2018:**

<b>Office</b>	<b>Nominee</b>	<b>Nominated by:</b>	<b>Seconded by:</b>	<b>Result</b>
President	Robert Weiss	Michela Scully	Michael Taylor	Elected
Vice-President	Elaine Ogden	Lyn McCutcheon	Robert Weiss	Elected
Secretary	Lyn McCutcheon	Robert Weiss	Michela Scully	Elected
Assistant Secretary	Leon Heale	Lyn McCutcheon	Felicity Schiif	Elected
Treasurer	Michael Taylor	Michela Scully	Elaine Ogden	Elected
Librarian	Michela Scully	Lyn McCutcheon	Michael Taylor	Elected
Ordinary Member	Steven Burns	Robert Weiss	Arthur Braun	Elected
Ordinary Member	Judy Fox-Smith	Elaine Ogden	Rosemary Burns	Elected

### **COMMITTEE'S APPOINTMENTS**

Leader of the Orchestra: Robert thanked Rosalind Burns for her leadership in 2016. Moved Robert Weiss seconded Elaine Ogden that Rosalind be appointed Leader of the Orchestra for 2018. Carried.

### **GENERAL BUSINESS**

Question was raised about use of balcony for concerts. Elaine explained that this is possible if we fill the lower area. Lyn noted it requires more ushers for the doors.

Moved Elaine, seconded Lyn a vote of thanks to Rob be made for all the work he undertakes as president, to ensure the successful running of the orchestra.

### **DATE OF NEXT MEETING**

The 2018 Annual General Meeting is to be held in March 2019. Date to be advised.  
Meeting was closed at 9.15pm.

Lyn McCutcheon  
Secretary  
Maroondah Symphony Orchestra Inc  
27 March 2018

## ATTACHMENT 1

Tabled at the Annual General Meeting 27 March 2018

### President's Report

Welcome all to the Annual General meeting for our 53<sup>rd</sup> year of operation. Thanks to Willem, our hardworking committee and all of you, our members, we had another excellent year. The size and enthusiasm of our audiences resulted in another good year financially.

This year's choral concert in November featured Elijah with a choir of around 150 and was well received by a large audience. As always this was an exciting event to be part of, despite last-minute rehearsal venue issues. Our other programs featured Guitarist Matt Withers from Guitar Trek playing Rodrigo's much-loved *Concierto de Aranjuez* as well as young soloists Charlotte Miles playing the Dvořák cello concerto and Kevin Chow playing Tchaikovsky's first piano concerto. Both were audience favourites.

An ongoing challenge is retention of a stable low brass section. Although we had a strong section in 2016, a number were unable to continue for 2017 and there is a general shortage of orchestral trombone and tuba players. A related challenge is that although music from the romantic period is attractive to wind and brass players, it can be challenging for the strings. To try and support Willem with repertoire selection during 2017 we formed an informal programming committee with representatives from all sections of the orchestra. Further surveys of players' preferences were also undertaken (thanks Jude Harper!). This work highlighted the numerous challenges involved with repertoire selection, which needs to balance the needs of all musicians together with those of our audience. Nevertheless, some guidelines were developed, and the results are evident in the 2018 program. For the first time we are including a concert of film music. We also have a designated "low-brass-free" program so we can focus on earlier classical music. This process is still a work in progress and all feedback is very welcome.

Thanks to Rosie Burns for leading the orchestra effectively during 2017, and to Yoke and Michela who stepped up when, unfortunately, Rosie was injured. It was great to have an expanded double bass section of up to five players, and also additional violas. Welcome to all those who have joined us in the last 12 months. We are now in urgent need of additional violinists.

We were fortunate to obtain all our preferred concert dates at George Wood Performing Arts Centre in 2017. This allowed us to visit Cowes in autumn rather than winter and avoid a concert on Father's Day, both of which have been necessary in the past. We continue to have an excellent working relationship with the theatre manager, Paul Sherriff, and his team who continue to provide this excellent venue at very favourable rates. We are also extremely grateful to a generous donor who donates a venue hire for one concert each year.

Our website continues to be well used and as well as providing access to concert information and to TryBooking for online concert bookings, is also an ongoing source of new player enquiries. Much useful information for members can also be found there, particularly the latest rehearsal schedule with any late changes and committee contact details.

Storage space at Maroondah Federation Estate, our rehearsal venue, has limited our ability to purchase more percussion instruments, and provides less than ideal storage for our extensive music library. We have negotiated access to a dedicated storage room at no extra cost and hope to be able to gain access shortly. This will also allow us to take delivery of a new gong and bass drum partly financed by previous grants.

## Publicity Report (from Elaine Ogden)

There has been an expansion in the numbers on our mailing lists both online and snail mail. Many of these come from outside the City of Maroondah. I believe this is due to 'word of mouth' and the Orchestra having a more visible profile.

Rob is to be congratulated on the high standard of the website. It is attractive, up-to-date, well maintained and very functional. We are grateful to Amelia Boissevain who maintains our Face Book page and also posts on the Maroondah Arts Collective Face Book page. She plans to expand our coverage in 2018. Our online booking system, TryBooking, is working well and is set up so patrons can book ahead for all four concerts. There is a gradual increase in the numbers using this system including a few community groups now making group bookings. We offer a phone booking service for those who prefer not to use the internet and for older people and those with specific seating requirements. There is a group of regulars who avail themselves of this.

The 2017 program, on the whole, was challenging to market, with lesser known works on offer. We need to closely consider our audience's musical tastes and appetite for lesser known works when programming. Popular well-known works sell themselves. This has been addressed with the 2018 programming.

We are fortunate to have a wonderful team of volunteers who look after 'the front of house' and afternoon teas. A huge 'thank you' to Pat Hodges, Cathy Rose, Jenny Rose, Peter and Helen Gurr, Shwetha Sukumar, Perren Mortimer and Ken Ogden. Thanks too to Anne Lacey who sends out the 'snail mail' for each concert.

We couldn't function without the time and expertise invested by the 2017 Committee Members under the leadership of Rob. Thank you all!

## Librarian's Report (from Michela Scully)

2017 has been a relatively easy year in terms of sourcing music compared to 2016 (remember the opera concert!). We were very lucky to be able to obtain the majority of music from our own library or printing from IMSLP, thus saving ourselves some money. The biggest expense was for Rodrigo's Concerto de Aranjuez which we had to hire from Hal Lenard due to copyright restrictions. We were fortunate to receive the Elijah orchestral set from Peter Bandy at no charge, and the only costs involved were for printing all the extra string parts.

Whilst printing music from IMSLP has been great in terms of saving money, the downside is that the music is only A4 size. This can be problematic especially for string players who share stands, as the music can be hard to read. Most players can put up with it for the shorter works e.g. overtures & concertos, but for the larger symphonic works, it is very difficult. I have therefore decided to buy or hire these larger works instead.

Our library is filled to the brim and I am very much looking forward to the move into our own space in 2018 so we can have much better access to the music and minimise damage to the sets. I will take the opportunity to do a stock take of our inventory as part of the move and update the catalogue accordingly.

We hired out various sets of music to other orchestras during the year and have reciprocal arrangements with some e.g. Preston and Heidelberg Symphony Orchestras, which has been handy.

I would like to thank Arthur, Jude and Alicia who all helped out immensely last year, giving out and collecting music and keeping things ticking over while I was away. I really appreciate your support. Thank you also to orchestra members for returning music promptly after each concert. This has made my job so

much easier. And finally, a big thank you to the committee who work tirelessly behind the scenes bringing everything together.

### **Grants Report (from Lyn McCutcheon)**

In 2017 we were very pleased to be awarded \$1,482.95 grant from Maroondah City Council (MCC) under the Arts and Cultural Grants program for 2017/2018.

Each year the Committee decides our priorities for purchases for the Orchestra. Should it be music or percussion instruments or something else? In 2017 we decided that a gong would be a valuable asset and would mean we do not have to borrow this instrument from other orchestras or percussionists and add to the impact of our performances.

I submitted our application for the purchase of a Zildjian 30" Orchestral Gong, Gibraltar Gong Stand and a Grover Medium Beater. We very much appreciate the support of the Maroondah City Council to allow us to add these to our percussion instruments. Thanks to Elaine Ogden who attended the MCC Grants Presentation Evening to accept the cheque on our behalf.

### **Committee 2017**

*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 the complex organism that is a symphony orchestra runs smoothly. I'd particularly like to thank Lyn, our Secretary for her efficient organisation of meetings, correspondence, grant applications and all that we do, and our Vice President, Elaine, who takes on many and varied roles as well as publicity and membership. Our new Treasurer, Michael, has efficiently taken over management of our finances, and is updating our financial reporting to give a better progress view. Our librarian, Michela, carries out a difficult role with aplomb. Thanks too to our committee members Steve Burns, Jude Harper and Alicia Donnelly.*

*The streamlined committee meeting format introduced in 2016 is working well. A one-hour meeting at MFE prior to rehearsal approximately once every 4-6 weeks minimises the time required by committee members. Hopefully this will make it easier to fill committee vacancies.*

*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*

*26 March 2018*

## ATTACHMENT 2

### Treasurer's Report for 2017

Tabled at Annual General Meeting 27 March 2018

Please find attached a profit & loss statement and balance sheet for the 2017 calendar year. Also attached is the *Schedule 1, Regulation 15, Form 1* required by Consumer Affairs Victoria to be signed and circulated to members prior to the AGM.

These reports show another successful financial year continuing an average of three to four thousand dollar profits over the last nine years. I have taken the opportunity to layout the reports in a new way enabling a consistent comparison of concerts and annual profits. To this end the reports are presented on an accruals basis rather than the cash basis of previous years. With this migration in accounting method there are a few special adjustments to the operating profit of 2017 so that the profit reported to Consumer Affairs Victoria matches with the 2016 figures. (See note 4 on the second page of accounts)

Thanks to Ina Koetsier for undertaking an audit of the books.

Michael Taylor  
Treasurer

# Maroondah Symphony Orchestra Inc

Incorporated association: A0015357Y

ABN: 63 307 591 916

## Accounts for 2017 (Page 1 of 3)

### Concert Income and Expenses

	Transactions between		01/01/2017	31/12/2017
<b>Concert Income</b>	<b>Concert 1</b>	<b>Concert 2</b>	<b>Concert 3</b>	<b>Concert 4</b>
Tickets	\$ 5,194.60	\$ 5,788.05	\$ 4,286.76	\$ 8,177.95
Second Concert (Coves / Cherry Tree)	\$ 1,160.00	\$ -	\$ 565.00	\$ -
Refreshments	\$ 126.75	\$ 147.65	\$ 122.80	\$ 204.35
	<b>\$ 6,481.35</b>	<b>\$ 5,935.70</b>	<b>\$ 4,974.56</b>	<b>\$ 8,382.30</b>
<b>Concert Expenses</b>	<b>Concert 1</b>	<b>Concert 2</b>	<b>Concert 3</b>	<b>Concert 4</b>
Venue	\$ 1,270.00	\$ 1,270.00	\$ 1,270.00	\$ 1,630.00
Soloists	\$ 600.00	\$ 300.00	\$ 600.00	\$ 1,400.00
Other performers	\$ -	\$ -	\$ -	\$ 750.00
Marketing	\$ 195.72	\$ 108.50	\$ 209.80	\$ 106.50
Music hire	\$ -	\$ 117.60	\$ 700.81	\$ -
Music printing	\$ -	\$ 151.90	\$ 145.49	\$ 361.00
Music purchases	\$ -	\$ -	\$ -	\$ -
Refreshments	\$ 60.87	\$ 67.64	\$ 95.38	\$ 137.11
Gifts	\$ 70.00	\$ -	\$ 47.00	\$ 108.00
Other (share of profit)	\$ -	\$ -	\$ -	\$ 1,485.08
	<b>\$ 2,196.59</b>	<b>\$ 2,015.64</b>	<b>\$ 3,068.48</b>	<b>\$ 5,977.69</b>
<b>Concert Profit (Loss)</b>	<b>Concert 1</b>	<b>Concert 2</b>	<b>Concert 3</b>	<b>Concert 4</b>
	<b>\$ 4,284.76</b>	<b>\$ 3,920.06</b>	<b>\$ 1,906.08</b>	<b>\$ 2,404.61</b>
NOTE: music expenses made in 2016	\$ 343.49			
Profit after 2016 music expenses	<b>\$ 3,941.27</b>			
<b>Total Concert Profit</b>	<b>Total</b>			
	<b>\$ 12,515.51</b>			

# Maroondah Symphony Orchestra Inc

Incorporated association: A0015357Y  
ABN: 63 307 591 916

## Accounts for 2017 (Page 2 of 3)

### Operating Income and Expenses

Transactions between	01/01/2017	31/12/2017
<b>Concert Profit (Loss)</b>	<b>2017</b>	<b>2016</b>
Concert Profit (Loss)	\$ 12,515.51	\$ 10,786.46
<b>Operating Income</b>	<b>2017</b>	<b>2016</b>
Donations	\$ 1,270.00	\$ 1,290.00
Fees	\$ 9,167.50	\$ 9,978.00
Interest	\$ 136.63	\$ 217.23
Sponsorship	\$ 950.00	\$ 800.00
	<b>\$ 11,524.13</b>	<b>\$ 12,285.23</b>
<b>Operating Expenses</b>	<b>2017</b>	<b>2016</b>
Equipment	\$ 198.90	\$ 543.15
Honorarium	\$ 9,600.00	\$ 9,200.00
Insurance ①	\$ 2,745.35	\$ 2,239.28
Music Library ②	\$ 315.13	\$ -
Publicity	\$ 690.80	\$ 960.30
Rent	\$ 6,154.74	\$ 6,179.30
Subscriptions	\$ 202.67	\$ 169.67
Sundries	\$ 111.00	\$ 106.99
Web/Internet ③	\$ -	\$ 166.75
	<b>\$ 20,018.59</b>	<b>\$ 19,565.44</b>
<b>Operating Profit (Loss)</b>	<b>2017</b>	<b>2016</b>
	<b>\$ 4,021.05</b>	<b>\$ 3,506.25</b>

### NOTES

① Increase cover to \$20 million

② Black music folders

③ Bi-annual

### Reported Profit (Loss)

Operating Profit (Loss)	\$ 4,021.05
2016 Honorarium paid in 2017 ④	\$ -2,000.00
2016 Rent paid in 2017 ④	\$ -3,288.50
2016 Music postage paid in 2017 ④	\$ -25.30
2017 Brochures paid in 2016 ④	\$ 690.80
	<b>\$ -601.95</b>

### NOTES

④ These adjustments are part of the migration from accounting in a cash basis to an accruals basis

# Maroondah Symphony Orchestra Inc

Incorporated association: A0015357Y

ABN: 63 307 591 916

## Accounts for 2017 (Page 3 of 3)

### Balance Sheet

	Balance at 31/12/2017	
	2017	2016
<b>Assets</b>		
Cheque bank account	\$ 6,476.04	\$ 5,660.81
Investment bank account	\$ 21,938.36	\$ 21,810.75
Music	\$ 5,093.47	\$ 5,093.47
Instruments	\$ 27,086.01	\$ 27,086.01
Receipts yet to be received <sup>⑤</sup>	\$ 100.00	\$ -
Advance payments <sup>⑥</sup>	\$ 704.60	\$ -
	<b>\$ 61,398.48</b>	<b>\$ 59,651.04</b>
<b>Liabilities</b>		
Grants yet to be spent <sup>⑦</sup>	\$ 3,482.95	\$ -
Payments yet to be made <sup>⑧</sup>	\$ 823.04	\$ -
Expected future payments	\$ -	\$ -
Supper money <sup>⑨</sup>	\$ 43.40	\$ -
	<b>\$ 4,349.39</b>	<b>\$ -</b>
<b>Balance</b>		
Retained earnings	\$ 22,319.29	\$ 16,558.19
Current earnings	\$ -601.95	\$ 7,761.10
Historical balancing account	\$ 35,331.75	\$ 35,331.75
	<b>\$ 57,049.09</b>	<b>\$ 59,651.04</b>

### NOTES

#### <sup>⑤</sup> Receipts yet to be received

\$ 100.00 Salvation Army - venue deposit

#### <sup>⑥</sup> Advance payments

\$ 516.00 Deposit for Yarra Valley

\$ 188.60 Music printing

#### <sup>⑦</sup> Grants yet to be spent

\$ 2,000.00 Bass Drum (2016)

\$ 1,482.95 Gong (2017)

#### <sup>⑧</sup> Payments yet to be made

\$ 371.27 Singularity

\$ 371.27 Yarra Valley Singers

\$ 80.50 Anne Lacey - Mail out

#### <sup>⑨</sup> Supper money

Supper money is operated separately from the orchestra accounts but occasionally excess cash is held in the orchestra's bank account before being returned.

19<sup>th</sup> February 2018

I have audited the books of the Maroondah Symphony Orchestra Inc and found them to be a true and accurate record for the financial period 1<sup>st</sup> January 2017 to 29<sup>th</sup> December 2017.

A handwritten signature in black ink, appearing to read 'Ina Koetsier', is enclosed in a light gray rectangular box.

Ina Koetsier  
Member.

**Schedule 1**  
**Regulation 15**  
**Form 1**

*Associations Incorporation Reform Act 2012*

Sections 94 (2)(b), 97 (2)(b) and 100 (2)(b)

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**Annual statements give a true and fair view of financial performance and position  
of incorporated association**

We, Robert Weiss and Michael Taylor, being members of the committee of the  
Maroondah Symphony Orchestra Incorporated certify that –

“The statements attached to this certificate give a true and fair view of the financial  
performance and position of the above named association during and at the end of  
the financial year of the association ending 31 December 2017.”

Robert Weiss, President

Signed:  \_\_\_\_\_

Date: 6 March 2018

Michael Taylor, Treasurer

Signed:  \_\_\_\_\_

Date: 6/3/2018

## ATTACHMENT 3

### Conductor's Report for 2017

Tabled at the AGM 27 March 2018

Thank you one and all for a very rewarding 2017 - lower string sections have been growing a little which is great - we do need another 6 violins to balance out the sound - word of mouth is a great way of doing this, so let's spread the word! (Tell 'em how good our Beethoven 7 was!) I am happy with the flexibility of wind and brass players in their covering of each other for absences etc. The trombone situation is showing signs of improving re attendance at rehearsals.

We started off last year with a special soloist Charlotte Miles - we all admired her sensitive and expressive playing in the Dvorak Cello Concerto. Some fine playing from the orchestra too, with many exposed and tricky sections for the wind in particular. We all enjoyed our Haydn 103 (especially the timpani statement!), and that favourite "Finlandia" - I must say our audience in Cowes for our repeat concert performance just keep on loving what we do, and it's safe to say that we as musicians find this especially rewarding - well worth the effort for the whole Sunday "day out".

The second concert went well, with the orchestra rising to the occasion for the challenging "Rhenish" Symphony. I felt our Tchaikovsky piano concerto soloist didn't quite capture the drama and commitment this work requires.

The third concert was the standout as far as orchestral achievement went. Les Preludes had plenty of verve with great brass playing, especially at our repeat performance at Cherry Tree Retirement Village. Loved the sensitive Rodrigo Guitar concerto, and we all enjoyed the less well known Russian Easter Festival Overture. The brass really pulled it off for the concert despite some counting issues for the second trombone solos in rehearsals! There is much satisfaction in performing a work that has its rehearsal challenges surmounted!

The Elijah performance much exceeded my expectations, (especially after the final rehearsal with all the issues that needed fixing). An audience member said the first half sounded just like a CD - high praise indeed for a community Orchestra and Choirs!

I would especially like to thank Rob and our committee for all the venue organising and reorganising that needed to be done especially in this last concert - it's a huge undertaking, and that's a major consideration as to why we do this every other year only.

2018 is already under way, and I think we have given one of our best performances ever with Beethoven 7. I am really looking forward to the rest of this year.

Thanking you all

Willem Van der Vis