

WPPS BAND COMMITTEE

MINUTES OF MEETING

TERM 4 2017

Date: 17 October 2017, 7.08pm

Attendees: Paul Haynes (PH), Miriam Methven (MM), Vanessa Reis (VR), Sarah Dunlop (SD), Jackie Foley (JF), Jocelyn Girard (JG)

Apologies: Matt Dalziel (MD), Wendela Flokstra-Mesker (WFM), Rachael Merlo (RM), Katrina Crooks (KC), Annabel Hunt (AH), Sophie Davidson (S Davidson), Susan Jones (SJ)

Minutes: Jocelyn Girard (JG)

CONDUCTOR REPORT – Pre meeting with PH and MM

Term 4 performances

- 22 October KMA Charity Concert – All bands
- 29 October Wahroonga Food & Wine Festival – Performance band
- 6 November Police Band – Performance band
- 4 December K-2 Presentation day – Training band
- 4 December End of year concert – All bands
- 8 December Recognition Ceremony – Concert band
- 11 December 3-6 Presentation day – Performance band

- Key Music Charity Concert
 - Parent help for each of bands
 - TB – summer uniform, no tie, polished shoes
 - Arrive ½ hour earlier, parents to stay for whole performance (c.90 mins)
 - Provide drum kit and keyboard
- Wahroonga Food & Wine Festival
 - Bring music stands, keyboard stand and lead
 - Encourage parents to attend
- Police band performance
 - MM to confirm time

TRAINING BAND (VR)

Band is doing ok. TB needs to be pushed / challenge students more.

Three children have pulled out of band during the year.

MM to discuss behaviour management with MD.

CONCERT BAND (KC)

Concert band performed well at NSSWE Spring Festival and St Matts Education Week lunch with an almost full attendance. Next performances are Key Music Charity Concert, Recognition Ceremony and End of Year concert.

Three children pulled out of band in the last term. MD and PH have been notified.

PERFORMANCE BAND (PH)

PB is doing well, although repertoire seems smaller than previous years. No major complaints; some issues raised.

Piccolo and base clarinet have been hired out. Committee to consider communicating earlier in the year (to parents and students in second year of PB) that some extension instruments are available – tenor sax, base clarinet, piccolo - with the charge for instruments to cover service costs.

PH/MM to discuss adding some classical pieces into the repertoire. MM to investigate Australian composer for some sample pieces.

TREASURER'S REPORT (SD)

(Refer to attached document for details)

Forecasted balance at end of year (excluding \$1,500 windfall raised from election day cake stall) is \$2,100. Average shortfall per student is \$30 (instrument hire is currently subsidising band program). Balance in operating account (including \$1,500 from cake stall) to be kept in account (ie not moved to instrument account) in case there are miscellaneous expenses.

Once 2018 band numbers are known, it will be easier to determine fees for 2018 (invoice usually sent ~end February for payment by end of term 1. Committee agreed that band program should be easy to join at entry level when considering any fee increases.

Note – band numbers will affect costing for band camp (current year was close to maximum number of beds available).

INSTRUMENT REPORT (PH)

Piccolo and base clarinet hired out, each \$60 (~\$100 cost of service).

Instrument control needs to be tightened. No instruments should be removed from storage prior to discussion with instrument co-ordinator so that movement of instruments can be tracked.

ALL OTHER BUSINESS

1. TRAINING BAND TRY OUTS – 8 November 2017

Once parent contact details are available from class parents, email will be sent to Year 2 parents explaining TB process and expectation of costs (this year as example). Follow up email to be sent to any other parent if any other child wants to be involved in TB try outs.

Two parent helpers will be required. Once children have completed forms with blow test results (from tutors) with rating 1-5, students (in groups) to return form to helpers. Helpers to note on form which instruments are child's first preferences (from those instruments where the score is highest) for an early indication.

Once online and group lesson enrolment (via KMA website) is complete, MD will have firm numbers and contact details of all new TB students (start of 2018 school year).

2. END OF YEAR

a) End of year concert

- PH to act as MC for end of year concert
- Suggest CB perform one piece with PB

b) Gifts

- MM to arrange end of year presents. Special recognition to WFM and Alfred for their dedicated years of service to band program with 4 children having participated over the years.

c) Continuing students

- To allow for instrument and budget forecasting, an email (at end of term 4) proposed to send an email to parents of current band members confirming those definitely not continuing in 2018. Follow up email in late January 2018 to be sent.
- Suggestion to send information to parents such as moving from group lessons to shared / private lessons, circulate a suggested list of tutors (especially for PB) so parents can consider arrangements over holiday period and allocated days for each band (PB – Tuesday morning / Thursday afternoon; CB Thursday morning).

d) Return of instruments and folders

- Training band – at conclusion of End of Year Concert

- Concert band – after Recognition Ceremony
- Performance band – after 3-6 Presentation Ceremony

- Check sheet for returned items will be required

- No instruments to be available for Talent Fest

- Rental of instruments over summer holidays will be available for \$50 rental

3. BAND ROLES FOR 2018

Band co-ordinator:	MM (PH assisting)
Treasurer:	SD
Secretary:	JG
Staff Liaison:	RM
Band camp co-ordinator:	KC + one other
Instrument co-ordinator:	Vacant (PH assisting)
Sheet music co-ordinator:	Vacant
TB co-ordinator:	Vacant
CB co-ordinator:	Vacant
PB co-ordinator:	Vacant

4. REMAINING DATES FOR 2017

22 October (Sunday): KEY MUSIC AUSTRALIA CHARITY CONCERT – All bands

29 October (Sunday): WAHROONGA FOOD and WINE FESTIVAL – Performance Band

6 November (Monday): POLICE BAND PERFORMANCE

4 December (Monday): END OF YEAR PRESENTATION DAY: YRS K-2 – Training Band

4 December (Monday): END OF YEAR CONCERT – All bands

8 December (Friday): RECOGNITION CEREMONY – Concert Band

11 December (Monday): END OF YEAR PRESENTATION DAY: YRS 3-6 – Performance Band

Band camp 2018: May 18-20

No Further Business

MEETING ADJOURNED AT 9:15pm

NEXT MEETING TERM 1 2018:

Tuesday 6 February 2018 7:00pm

Other items outstanding

- Band camp tutor to be provided by KMA
- Parent / student contract which includes commitment to band program, expectations of the student in the band and estimated performance dates
- Band roles for 2018
- Procedure for instrument damage
- Update DET risk assessment for band camp
- Review Instrument Rental Agreement wording to include notification of damaged instrument
- Honour board for band captains (position holders for the school)