**THE GRAINGER WIND SYMPHONY INC.**

Minutes of the Annual General Meeting, Wednesday 24 August, 2016  
Blackburn High School

Meeting started 7.00pm and finished at 8.05pm

1. **Welcome and Apologies:**Roland nominated to chair the meeting in Matthew Sutherland’s absence.  
     
   **Apologies:** Matthew Sutherland, Peter James, Maree Pattas, Christine Ewan, Peter James  
     
   **Present:** Erin Wallach, Jacci Jones, Tavis Ashton-Bell, Shane Walterfang, Joel Mayes, Sophie Caldwell, Jamie Chan, Carmen Robertson, Ruth Collins, Paul van Haaster, Elizabeth Moh, Sebastian Beswick, Ryan Lynch, Robyn Yeung, Roland Yeung.
2. **Minutes of previous AGM**  
   Shane Walterfang moved acceptance of minutes, Jacci Jones seconded. Motion carried.
3. **Business arising from previous AGM**  
     
   Invoicing for subs- this function now exists through the CRM, but is self regulated by players.
4. **Correspondence received**  
   No correspondence received.
5. **Office Bearers Reports  
     
   President’s Report**Matt sends his apologies for non attendance**,** written report read by Roland.  
   Caitlin Stubenrauch moved acceptance of President’s report, Joel seconded. Motion carried.  
   No discussion arising.  
     
   **Music Director’s Report**Summary:  
   - Quality of work terrific from guest artists and soloists this year.  
   - Changes in programming have seen fewer performances, though still performing a diverse array of pieces.  
   - Congratulations to our scholarship winners, Harry and Sarah, who have both madea a terrific contribution.  
   - The Strategic Plan has been a work in progress over the past year to provide direction to the group  
   - Big thanks to Josh for his work on the CiviCRM. CRM development occurred over the past year.  
   - The appointment of Shane Associate conductor has helped to shape the group,   
   - Thanks to Blackburn HS, Ingrid Martin and Manningham CXoncert Band for the loan of sheet music.

No discussion arising.

Roland Yeung moved acceptance, Tavis Ashton-Bell seconded. Motion carried.  
  
**Treasurer/ Secretary Report**  
Summary:  
GWS needs to be able to support itself through subscriptions. 25 paid members this year 2016, (incl. 5 life members). This means that we are not able to cover the costs of venue hire for rehearsals.  
This year we have made marginal profits at each concert, which means that they have paid for themselves. This is in contrast to last year, where performance venue costs outweighed ticket sales, due to the use of Deakin Edge. This year the committee has decided to be more conservative in rehearsal venues which has been financially beneficial  
  
Question raised- Caitlin Stubenrauch: What is our backup if members don’t pay subs?  
Robyn’s response- we don’t send debt collectors, and historically members tend to pay subs by the end of the year, but we haven’t been able to come up with a long term solution.  
  
Comment- Jacci Jones: historically there has been uncertainty about players being either full members or invited members. Having more stability makes it clearer who needs to pay subs and encourages people to do so.  
Roland’s response- drafting of membership rules has helped provide clarity. Thanks to Christine for her input.

Robyn Yeung moved acceptance. Caitlin Stubenrauch seconded. Motion carried.  
 **Administrator’s Report**  
Summary:  
  
Some new projects have been undertaken over the past year, including developing position descriptions for committee positions, and pursuing options for other funding methods through inclusion of GWS on the Register of Cultural Organisations. This project is still ongoing into 2017

Comment- Jacci Jones: thanks for the position descriptions; they have provided clarity about what each of the positions entail.  
  
Erin moved- Roland second. Motion carried.  
  
**Concert/ Publicity Manager’s Report**Summary:  
At this time last year we had just finished our contract with Deakin Edge. This year we have performed mostly at St Stephen’s church in Richmond. Feedback received has been largely positive, with compliments on the lovely venue and great performance space; however the main difficulty has been parking.  
This year, Tavis’ main learning has been how to run cheaper events. This includes the use of in house percussion when performing with schools etc.  
  
Tavis also wished to acknowledge and thank Roland for his updates on Facebook, which has seen content posted beyond concert information and calls for players. This content has drawn more people to the page.   
  
Comment: Thanks Tavis, great work in a huge job.  
  
Tavis moved acceotance, Jamie second. Motion carried.  
  
**Associate Conductor’s Report**  
Summary:  
  
Thank you to the group for welcoming to the role, and for easing the transition from being a player with the group to a conductor.  
  
Shane moved acceptance, Caitlin second. Motion carried.  
 **Personnel Manager part 1- Roland Yeung**Summary:  
This last year has seen the development of the CRM and the implementing of processes outlined in the Rules. Tremendous amount of time spent with Josh Petherbridge developing these processes- thank you Josh.  
  
**Personnel Manager part 2- Shane Walterfang**  
Summary:  
Following taking on the role of Section Manager, work has continued on the CRM and it has begun to be implemented.  
  
It has been a positive experience asking new players to join the group and discovering that they are already familiar with the name of the group.  
  
A big thank you to each of the Section Managers for the wonderful work they do, and to Carmen and Joel, for newly taking on the role of Section Manager.

**Section Manager’s Reports**  
  
Christine Ewan- Flute  
Christine sends her apologies, though we wish to acknowledge Christine for the consideration she gives to the role, and her ability as a musician. This sentiment is echoed by her section.  
  
Jamie Chan- Clarinet  
Player stability has improved in the clarinet section, with new players on board to replace players that left at the end of last year. All players have given input at sectionals, which has been particularly valuable given the skills and experience of each of the members in the group. Sarah, the winner of the scholarship, has fit in really well with the group.  
  
Stuart Newstead- Percussion   
Stability has been more of an issue this year,   
Thank you to Tavis for his organisation with the calendar, as this has been valuable in securing players in the percussion section.  
  
Roland Yeung- Low Brass & String Bass  
Rob Clarke stepped down from the role.  
Wayne has been a terrific mentors to the players  
Michael Taylor has been fantastic, adding stability and commitment.  
  
Thanks to all low brass for contribution. Thanks to Liz and Stuart (stalwarts on trombone) and Ben on tuba who has joined recently as well.  
  
Roland Yeung- Double Reed.  
Josh has been an anchor for the group on bassoon. Thanks also to Jessie and Rebecca.  
  
Carmen Robertson- Trumpet  
Trumpet section has been building a stronger bond, and continues to bring in new people.  
  
Caitlin Stubenrauch- Saxophones  
This year has seen a pretty stable section, with 5-6 players with various commitments. We have been able to get the required numbers with players taking on different roles in concerts.  
Thanks to clarinets for providing additional support when required.  
  
Nick Benbow- Horn  
Nick absent from meeting. In his stead Shane has asked that we please spread the good word about GWS, particularly horn players, as Nick is moving further away and Nola is pregnant.  
  
Paul- Sound engineer  
It has been a pleasure working with the group, and thanks for patience waiting for the mixes. Some great recordings have been produced this year.  
  
Shane Walterfang moved acceptance, Ruth Collins second. Motion carried.  
  
**Web Administrator Report**  
To read in Josh’s absence.  
  
Roland Yeung moved, Caitlin second. Motion carried.

**6.** **Election of Office Bearers.**  
In the past, the Secretary and Treasurer positions have been combined. With the group’s permission we would like to continue with that arrangement.  
  
President: no nominations, unfilled.   
Treasurer Secretary: 1 nominee, Robyn Yeung  
Administrator: 1 nominee, Erin Wallach  
Concert Manager: 1 nominee, Tavis Ashton- Bell  
Publicity Manager: no nominations, unfilled  
Personnel Manager:- 1 nominee, Joel Mayes  
  
Web Administrator: Josh Petherbridge volunteered  
Social secretary: vacant  
Assistant treasurer: Sophie Caldwell volunteered  
Librarian: vacant  
  
**Section Managers**  
Double reed- no nominations  
Clarinets- Jamie moving to Ballarat and has resigned as manager, though will stay in the role for the rest of the year. Sophie Caldwell nominated.  
Trumpet- Carmen Robertson to continue  
Sax- Caitlin Stubenrauch to continue  
Horn- current section manager, Nick Benbow, not at meeting  
Percussion- Stuart Newstead to continue  
Flute- current section manager, Christine Ewan, not at meeting.

**8. Subs and joining fee.**  
No changes recommended. $240 full fee, $120 conc.  
  
Vote taken, motion carried.  
  
**9. Strategic Plan**  
  
The Strategic Plan has been updated, with a new descriptive statement included for each section to help provide context for the goals. Each dot point articulates what we are already doing, and what we want to continue doing.  
  
The committee has brought the draft to the GWS members for approval, as this will inform the workings of committee over the next 5 years.  
Caitlin moved, Joel second. Motion carried.

**10. General Business**  
  
**Privacy Policy**The Privacy policy is now ready for viewing on the website, and has been drawn from other business organisations for adaption for GWS. This policy outlines the responsibilities of GWS in relation to the collection and retention of personal information.  
  
Comments on the draft policy are open until the end of September. Please send through any questions or comments to committee. Committee will then ratify the policy.  
  
**2017 Plans**All concerts for 2017 have booked for St Stephens, except for 1 at the Knox School. There is also a possibility of performing at Rochford Winery next year, with discussions still being pursued. Concert themes and winery yet to be confirmed, but once approval has been received from committee the calendar will be distributed to the group.  
  
Already a number of composers have been in contact regarding the Made in Australia concert, thus far scheduled for mid 2017.

**No additional business raised.**  
  
**Meeting concluded 8:05pm**