

FLINDERS QUARTET

MINUTES

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| Date/time of meeting | Wednesday 19 April, 5pm AEST |
| Location of meeting | FQ Aeyons platform (online) |
| Attendees | Julian Burnside, Mary Vallentine, Sandra Stoklossa, Fiona Phillips, Sarah Hunt, Helen Ireland, Zoe Knighton and Wendy Avilov |
| Apologies | n/a |
| Guests | n/a |

| Agenda Item/Topic | Discussion/outcomes | Person accountable for action |
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| 1.3 | <p>Meeting minutes from 9 February 2023</p> <ul style="list-style-type: none"> No outstanding action items Meeting minutes approved | |
| 3.1(a) | <p>2022 Audited Financials to be reviewed and discussed prior to AGM, with a view to seeking the Board's approval at the AGM.</p> <p>Sandra reiterated that the three documents provided are:</p> <ol style="list-style-type: none"> 2022 Audited Financial Statements Board representation letter, signed by Sandra and summarising the various comments and assertions made to the auditors in the course of the audit Management Letter provided by the auditors that indicates the 2022 accounts have been finalised and in the course of the audit the accounting records of the company are in good order <p>The year-end result is a surplus of \$7,692 which is an increase on the forecast, resulting from 'payments in advance' adjustments made at the accountant's recommendation (applied to 2023 marketing expenditure as well as public liability, equipment and Workcover insurance).</p> <p>Sandra stated that it was a clean audit and that she endorses the 2022 Financials for Board approval.</p> | |

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| 2.1 | <p>AGM</p> <p>2022 Audited Financials for Board review and approval</p> <ul style="list-style-type: none"> ● The Board of Directors have reviewed the 2022 Financials ● The Board approves the 2022 Financials ● Fiona Phillips and Sandra Stoklossa to sign the 2022 Financials on behalf of the Board, Wendy to coordinate signing via email ● Once signed, Wendy will return a copy to the accountants and auditor, and lodge the statements with funding bodies and ACNC by the required deadlines <p>Election of office bearers</p> <ul style="list-style-type: none"> ● Chair - Julian Burnside AO KC (nominated by Mary, seconded by Zoe) ● Vice Chair - Mary Vallentine AO (nominated by Fiona, seconded by Sarah) ● Treasurer - Sandra Stoklossa (nominated by Mary, seconded by Fiona) ● Secretary - Wendy Avilov (nominated by Julian, seconded by Zoe) | <p>Fiona, Sandra Wendy</p> <p>Wendy</p> |
| 3.1(b) | <p>Financials</p> <p>2023 forecast</p> <ul style="list-style-type: none"> ● Private donations update since papers were sent out: now up to \$19,500 with another \$3,000 pledged and expected in the coming month or so ● Review of philanthropic revenue targets/progress to commence in July, once the Fifth String and general donor EOFY campaigns have been completed and the outcomes of Trust and Foundation grant applications are known <p>Long service leave (LSL)</p> <ul style="list-style-type: none"> ● LSL provision to be reflected in the financials from 2023 onwards ● Commencing a broader discussion around recognising continuity of service for the time prior to 1 January 2020 (which was when part-time salaries for musicians and administration personnel commenced) ● Particularly for Zoe and Helen who commenced paid work (on a per performance, contractor basis) with Flinders Quartet in 2001, after forming the quartet in 2000 ● General agreement from the Board about recognising continuity of service; the Board notes the obligation ● Sandra and Wendy will continue work on this to look at the implications and proposed costs and will update the Board later in the year | <p>Sandra, Wendy</p> |
| 3.2 | <p>Artistic / programming</p> <ul style="list-style-type: none"> ● Discussion about the Melody Eötvös and Rishin Singh commission project (detailed in the Artist Report Board paper), Julian is supporting Melody's commission, and we now need to find funding for Rishin's commission; these works will premiere together in 2025, but ideally will be programmable either together or separately in future performances ● FQ has had its first experience working with an early career musician; using learnings from that experience, the quartet will discuss the best way to work with the early career musicians, ensuring they are | <p>Zoe</p> |

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| | <p>adequately supported and not thrown in the deep end - we recognise that this initiative will require a lot of thought and care</p> <ul style="list-style-type: none"> ● The quartet are learning all the time about how to identify composers who are willing and ready to work with a quartet like FQ, how much support each of their needs require, how FQ can provide that, best allocation of our time resources, etc ● Emerge composer workshops going extremely well, and FQ's composer programs seem to be being noticed internationally ● Zoe to put list together of composers FQ believe should be supported, and how much commissioning each of them could cost ● Discussion about how much a Caroline Shaw commission would cost; the Board encouraged FQ to make an approach, recognising that it might end up being in partnership with another string quartet ● First Nations musicians being mentored by the Geelong orchestra – Fiona has suggested FQ for mentoring to Mark Rose; Zoe, Helen and Fiona will discuss further in upcoming education meeting ● Helpful for Sarah to be kept up to date about conversations with Linda Herd regarding her support of FQ projects (e.g. her potential interest in the dance project) | <p>Zoe</p> <p>Zoe</p> <p>Zoe</p> |
| 3.3 | <p>Development</p> <p>2023 Fifth String event</p> <ul style="list-style-type: none"> ● To be held at at Mary Muirhead's (and Tom's) private home as a thank you event for existing Fifth String donors ● FQ would love for Board members to attend if you're able ● Zoe has invited Julian to preside over the event; Zoe to prepare talking points and messaging for Julian for the evening ● MRC concerts and post-concert suppers to be used as key events to introduce new prospective donors to FQ <p>EOFY campaign</p> <ul style="list-style-type: none"> ● Messaging will be focused on FQ's high levels of artistic achievement across all areas of activity (including education and outreach activity), and working against the odds ● EOFY campaign will be delivered through general database electronic direct mail (EDMs), personalised individual contact to existing donors, and reaching out to ticket buyers | <p>Zoe</p> |
| 3.4 | <p>Governance</p> <p>June 6th strategy day planning and preparation</p> <ul style="list-style-type: none"> ● Regina Hill is available and willing to facilitate; we are seeking to confirm her fee and desired process/preparation ● Main focus for the day will be to consider long-term strategy possibilities based on whether we are successful in multi-year funding (Australia Council in the first instance, but also continued multi-year support from Creative Victoria and City of Melbourne) ● If we do end up with extra funding, where is the best impact / where should the money be spent? | <p>Wendy</p> |

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| | <ul style="list-style-type: none"> Looking to also include governance on the agenda; including discussing the introduction of terms for Board members to provide increased clarity for prospective new Board members | |
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| Time closed | 6:00pm AEST |
| Member absence during meeting | n/a |

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| Date, time and location of next meetings | <p>BOARD STRATEGY SESSION: June 6, 10am to 2pm (in person at Julian and Kate's home in Hawthorn)</p> <p>BOARD MEETING 3: September 5, 5.30pm (online) confirmed <i>Helen apologies</i></p> <p>DRAFT 2024 BUDGET MEETING: Nov 15, 5.30pm (online) confirmed</p> <p>BOARD MEETING 4: December 7, 5.30pm (online) confirmed</p> |
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