

FLINDERS QUARTET

MINUTES

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| Date/time of meeting | Thursday 21 September, 5pm AEST |
| Location of meeting | FQ Aeyons platform (online) |
| Attendees | Julian Burnside, Mary Vallentine, Sandra Hunt, Sandra Stoklossa, Fiona Phillips, Zoe Knighton and Wendy Avilov |
| Apologies | Helen Ireland |
| Guests | n/a |

| Agenda Item/Topic | Discussion/outcomes | Person accountable for action |
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| 1.3 | <p>Meeting minutes from 19 April 2023</p> <ul style="list-style-type: none"> No outstanding action items. Meeting minutes approved. | |
| 2.1 | <p>Financials</p> <p>2023 forecast</p> <ul style="list-style-type: none"> Management is confident that the \$38,186 philanthropic revenue yet to be confirmed in 2023 is achievable by the end of year. Wendy suggested the current approx. \$8,500 forecast could be used to reduce the private donation revenue target but Sandra advised not to at this time, as that surplus may be needed for other expense areas (e.g. long service leave provision, once calculated). Sarah queried whether the ticket sale revenue yet to be confirmed in 2023 was likely; we've reached 75% of that remaining target in pre-sales for the October concerts with one month still to go before the concerts, so we're confident that revenue target will be reached. <p>2024 pay model</p> <ul style="list-style-type: none"> Management and quartet musicians' preference is Model 2. Julian proposed that we adopt Model 2 for 2024; Mary and Fiona support this motion. Wendy will commence drafting the 2024 Budget using Model 2 and will share that with the Board in November in preparation for our 2024 Draft Budget meeting (Nov 15th). | Wendy |

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| 2.2 | <p>Artistic / programming</p> <ul style="list-style-type: none"> ● The announcement about Liz Sellars’ appointment to FQ has been extremely well received and garnered a mention in The Strad online magazine (a first time mention for FQ). ● 2024 sees FQ return to full length concert programs in most venues, and this means that 2x MRC concerts in one day is no longer tenable; we will return to 1x MRC evening (7pm) concert, and will introduce new lunchtime concert venue (St Johns Southgate) with the concert taking place in the week prior to the MRC evening concert. ● We will experiment with a low ticket price ‘community concert’ at Docklands library in 2024, marketed specifically to the Docklands and surrounds community to encourage them to experience chamber music for the first time; marketing strategy and plans to be discussed with Sarah. ● Undertaking a review of FQ Digital to consider making it a free service/resource, using it to increase FQ visibility/profile rather than as a revenue source. ● Helen has stepped back from the Education Coordinator role, Zoe is looking after the activity until the end of 2023. We are to review what FQ is doing with education going forward, probably focusing on working with the schools we have existing relationships with to give them what they need, rather than looking to expand. ● Education priorities to be recalibrate with Fiona; Fiona suggested VCE teacher support might be useful, and to continue giving students access to aspirational performances. | <p>Zoe, Sarah, Katherine</p> <p>Zoe, Wendy</p> <p>Zoe, Fiona</p> |
| 2.3 | <p>Development</p> <ul style="list-style-type: none"> ● FQ Syndicate #6 to be launched once we know about Plus1 outcome; if we are successful with Plus1, the campaign messaging will incorporate the matched funding incentive (if Plus1 is unsuccessful, we will still launch the syndicate, just with different messaging). ● The Board encouraged FQ to seek feedback from Frankie Airey regarding our unsuccessful Betty Amsden application, and following the review of education activity (with Fiona) make a new approach / have a new conversation. ● Julian suggested inviting Tony Berg to join a syndicate with Kim Williams. | <p>Zoe</p> <p>Zoe</p> |
| 2.4 | <p>Governance</p> <p>Board terms of appointment and succession planning</p> <ul style="list-style-type: none"> ● Proposal to introduce a maximum term of 9 years (i.e. 3 x 3-year terms). ● Proposal that Julian and Mary be the first two members to retire; Julian to retire 2023, Mary’s retirement effective 12 months later. ● In recognition of Julian’s extraordinary contribution, invitation to Julian to accept a lifetime appointment of Patron of Flinders Quartet. ● Julian’s retirement and Sarah’s Chair appointment to be announced publicly at the Oct 30th MRC concert - a public acknowledgment of Julian’s role in FQ’s growth (the quartet, the organisation, and the Board). | |

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| | <ul style="list-style-type: none"> • Zoe, Julian and Wendy to make arrangements for the Oct 30th announcement. • Julian officially resigns from the Board effective midday Oct 30th, and accepts the Patron position. • Julian’s retirement and Sarah’s appointment to be included in the 2024 season brochure. <p>Observership Program opportunity</p> <ul style="list-style-type: none"> • Based on the skills matrix we provide, the program organisers send a selection of candidates, then we interview, choose a observer, and they join for a year. No voting rights, they are there to gain governance knowledge and skills (the program also provides the observers with training). Observers often come from corporate and are looking for learnings about NFPs. Arts Access Victoria’s CEO says it’s amazing for building the Board’s skills, and that they’ve invited every one of their observers to become fully fledged board members following their 12-month terms. • Sign FQ up for 2024. | <p>Zoe, Julian, Wendy</p> <p>Zoe, Wendy</p> <p>Wendy</p> |
| | <p>Other matters</p> <ul style="list-style-type: none"> • Decision to return to Zoom for future Board meetings; continue to use Aeyons for music teaching. | <p>Wendy</p> |

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| Time closed | 6.25pm AEST |
| Member absence during meeting | Sandra departed 6.06pm |
| For reference | <p>A copy of the Board papers relating to this meeting can be found: https://www.flindersquartet.com/board-papers</p> |

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| Date, time and location of next meetings | <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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