

# FLINDERS QUARTET

## Minutes

Flinders Quartet Inc.

<b>Date/time of meeting</b>	Tuesday 22 June 2021, 5.00pm
<b>Location of meeting</b>	Zoom (online)
<b>Attendees</b>	Julian Burnside, Zoe Knighton, Mary Vallentine, Sarah Hunt, Helen Ireland, Wilma Smith, Wendy Avilov, Sandra Stoklossa, Kirsty Hillhouse
<b>Apologies</b>	Thibaud Pavlovic-Hobba

<b>Agenda Item/Topic</b>	<b>Discussion/outcomes</b>	<b>Person accountable for action</b>
	No issues or questions arising from the meeting minutes from 16 March 2021	
2.1	<p>AGM</p> <p>2020 year-end financials for Board approval</p> <ul style="list-style-type: none"><li>• Queries about some of the language used in the reports:<ul style="list-style-type: none"><li>○ “Your Board” explained as the reports being addressed from Zoe and Wendy to the FQ Board</li><li>○ Removing “after proving for income tax” - queried with external accountants, no response yet</li><li>○ Whether FQ is considered a “non-reporting entity” - accounting standards hold that charities are defined as "non-reporting entities". Generally, "reporting entities" are publicly listed corporations, insurance companies, banks credit unions, mutual funds etc. These organisations have many users' dependant on their reports and the reporting requirements are much more onerous than for non-reporting entities.</li></ul></li><li>• Subject to the changes in the report, everyone is happy to accept. Moved and carried.</li></ul> <p>Election of office-bearers</p> <ul style="list-style-type: none"><li>• Chair - Julian Burnside</li><li>• Vice Chair - Mary Vallentine (for a year to June 2022)</li><li>• Treasurer - Sandra Stoklossa</li><li>• Secretary - Wendy Avilov</li></ul>	Wendy following up

	2020 Annual Report - approved by the Board	
3.1	<p>Artistic / programming update</p> <ul style="list-style-type: none"> <li>● 2021 Composer Development Program postponed due to lockdown restrictions, to be rescheduled for September</li> <li>● Proposed 2022-2023 program provided in Zoe's Artistic Report</li> <li>● 2022 concert programs to be kept to 60-70 minutes with no interval, in line with current trends in concerts</li> <li>● Mary and Sarah suggested post-concert Q&amp;A, allowing audiences access to FQ without having to meet out on the street (example of COVID precaution at MRC) if concert time in venue can be extended</li> <li>● Julian advised notify audiences at the start of each concert that there won't be an interval and how long the concert will run</li> </ul> <p>2021</p> <ul style="list-style-type: none"> <li>● Suggestion to change the calendar format to enable easier reading: format down the page</li> <li>● Interested in seeing the whole pattern of the year, not just the key events</li> </ul>	Wendy to update
3.2	<p>Financial report and 2021 Forecast</p> <ul style="list-style-type: none"> <li>● Financial report provided is based on the one discussed June 2 but with updated figures, including recent donations received but not including \$10,000 from Kim Williams contribution towards new commission</li> </ul>	
3.3	<p>Development</p> <ul style="list-style-type: none"> <li>● Flagging new major donor Kaye Birks: big increase from her with \$20,000 supporting the cello chair</li> <li>● Julian asked how the Board might know her thank her at the next concert/event, Zoe will ensure there is an introduction</li> <li>● EOFY campaign nearing completion</li> <li>● City of Melbourne 2022 grant submission and awaiting outcome; large RISE application also awaiting outcome but unsure of likelihood of successful with that</li> <li>● Confirmed multi-year support from Cybec Foundation, Besen Family Foundation</li> <li>● Noticing slight increases in donations from regular donors</li> <li>● Planned July and October open rehearsal; live audience if permitted but otherwise definitely live streaming</li> <li>● Post-concert donor/development supper Oct 25th at Blondie following MRC 6pm concert, draft invite list prepared not yet sent (some invites will be a thank you and some are encouraging support) <ul style="list-style-type: none"> <li>○ Sarah to assist encouraging Monica Lim to attend</li> </ul> </li> <li>● "Bartok, My Father" behind-the-scenes experience open to invitees</li> </ul>	Kirsty/Sarah
3.4	<p>Board skills matrix and recruitment process</p> <ul style="list-style-type: none"> <li>● Aiming to identify skill areas to build/increase in the board, and consider how to better incorporate diversity</li> <li>● Skills categories identified/articulated: <ul style="list-style-type: none"> <li>○ <i>Accounting / Finance in the arts</i></li> <li>○ <i>Advocacy</i></li> </ul> </li> </ul>	Wendy to send final matrix

	<ul style="list-style-type: none"> <li>○ <i>Arts administration including policy development (Board, Artistic Director or Executive Management level)</i></li> <li>○ <i>Current FQ musician</i></li> <li>○ <i>Legal</i></li> <li>○ <i>Marketing and communications in the arts</i></li> <li>○ <i>Not for Profit and/or Arts Governance and Operations (including risk management and corporate strategy)</i></li> <li>○ <i>Philanthropy / Fundraising</i></li> <li>○ <i>Specialist audience interest / diversification</i></li> <li>● Each Board member to self-assess to complete matrix of current Board</li> </ul>	<p>All Board members to return self-assessment to Wendy via email</p>
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<b>Time closed</b>	5.45pm
<b>Member absence during meeting</b>	n/a

<b>Date, time and location of next meeting</b>	<p>Financial update - 5pm, August 31 (Zoom)  Board meeting - 5pm, September 14 (Zoom)</p>
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