

FLINDERS QUARTET

MINUTES

Date/time of meeting	Wednesday 6 April 2022, 5pm AEST
Location of meeting	FQ Aeyons platform (online)
Attendees	Mary Vallentine, Sarah Hunt, Sandra Stoklossa, Helen Ireland, Zoe Knighton and Wendy Avilov
Apologies	Julian Burnside
Guests	None

Agenda Item/Topic	Discussion/outcomes	Person accountable for action
1.3	Meeting minutes from 8 February 2022 - approved	
2.1	<p>Financials</p> <ul style="list-style-type: none"> ● Acknowledgment that Federal funding isn't something that we can rely on in the future (given the recent Federal Budget news). ● Third RISE application was unsuccessful, and no feedback was made available; another round of RISE has since opened and Wendy and Zoe initially thought to not commit further time/resources to a fourth application, however Sarah offered to share some information she has sourced about the latest round and suggested reconsidering. <ul style="list-style-type: none"> ○ Sarah to send Wendy and Zoe notes about RISE ○ Wendy and Zoe to consider potential scope of fourth RISE application ● Draft 2021 year-end figures presented for review and Board approval (board papers). ● Clarification that the approx. \$5,000 difference between previously presented draft figures and final figures represent 2022 marketing expenditure journal out of 2021 and into 2022 (at the external accountant's recommendation). ● In addition to the draft 2021 financial reports, the accountants have provided the following documents for Board signature, and the Board has approved Sandra to sign these on the Board's behalf: <ul style="list-style-type: none"> ○ Committee representation letter (provided in meeting papers) attesting that all financial information provided to the external accountants has been presented fairly, is free of misstatements, etc 	<p>Sarah Wendy/Zoe</p> <p>Sandra</p>

	<ul style="list-style-type: none"> ○ Income in advance certification detailing income carried forward to 2022 ● The Board has approved the financial statements. ● Wendy will advise the accountants and have the final report sent to Mary and Sandra for Board signatures. ● Provision for long service leave to be included in financials from 2022 onwards. ● 2022 Forecast: key area to be monitored closely in the coming months is the philanthropy revenue at risk - currently approx. \$190,000. Monthly financial update about progress on this revenue to be provided to the Board via email. 	<p>Wendy Sandra/Mary Wendy</p> <p>Wendy/Zoe</p>
2.2	<p>Artistic / programming</p> <ul style="list-style-type: none"> ● FQ commissioning objectives and process discussed; aiming to ensure the pieces we're commission are of the highest standard, avoiding having to premiere a piece that's not an artistically suitable representation of FQ. ● Zoe to ask Julian about any legal ramifications or considerations of email offer to Clare Strong (offer for commission made verbally and via email; no commission agreement entered into and no deposit yet paid). ● Learning from the recent commissioning experiences and clarifying FQ's commissioning process. ● 2023 subscription series programs: ensuring all of the works in that 'main' series are of the highest quality, and that we know are really going to work (perhaps only having one risky element) and then having a fourth and more experimental regional touring program that will potentially include the Gifford commission, and the Yu Goldberg arrangements. Carrillo has suggested getting into the Shepparton Art Museum and that might be a good venue for this kind of experimental idea. Using this as a test platform for new works and then deciding if they fit into the following year's subscription concert series programs. ● Mary proposed having a Board discussion about 2023 programming once FQ members are happy/comfortable with the proposed 2023 program; meeting will inform the Board and seek to discuss: <ul style="list-style-type: none"> ○ planned 2023 programming ○ FQ composer programs, findings from the last six years, plans for the next phases ○ discussion about looking internationally for commissioning projects ○ brief 2022 Forecast update ● June meeting date options to be proposed via email. 	<p>Zoe</p> <p>Zoe/Wendy</p>
2.3	<p>Development</p> <ul style="list-style-type: none"> ● May 30th Fifth String donor event to be held after 6pm Primrose Potter Salon concert at Blondie <ul style="list-style-type: none"> ○ all Board and current Fifth String members to be invited to concert and post-concert dinner, as well as some new potential donors ○ this is the ideal concert program to have this kind of event for; perfect representation of the FQ brand 	<p>Wendy/Zoe</p>

	<ul style="list-style-type: none"> ○ mindful of Fifth String members already having a ticket, careful messaging about the extra mile they go to in supporting FQ ○ mindful of excluding general audience/public (sign on the door to Blondie saying “FQ Fifth String event” to increase awareness of program) ○ adding these guests will help us appear to ‘sell out’ for the 6pm concert (great visuals) ● Appointment of Katherine Lee to Development & Marketing Coordinator role; she is currently about half-way through the probation period and is going well so far. Very proactive and is already relieving some of the pressure from both Zoe and Wendy. Probation period will end at the beginning of July. ● Upcoming donor campaign plans have been outlined in the Development Report (meeting papers). ● Discussion about business philanthropy (finding an individual donor interested in giving through their business); Wendy and Zoe to look through audience lists for possibilities but keep primary focus on private philanthropy and foundations. 	Wendy/Zoe
2.4	<p>Governance</p> <ul style="list-style-type: none"> ● Board recruitment next steps <ul style="list-style-type: none"> ○ Zoe has contacted Fiona Phillips, who is on the Board of Fairley Foundation and is a regional education expert; she has shown an interest but is too busy to discuss/consider further until approx July. Zoe will follow up with her then. ○ Carrillo Gantner has provided Tiriki Onus’ contact details and Zoe has contacted but hasn’t responded yet. Zoe to follow up. ○ Zoe has contacted Barb Dennis (husband is Tim Orton, Chair of Rising), however she is not able to help at the moment. Zoe to invite her to the May 30th MRC/Blondie event. ● 2021 Annual Report in progress, draft will be shared with the Board for review/approval via email circulator resolution. 	Zoe Zoe Zoe Wendy/Zoe
2.5	<p>Other</p> <ul style="list-style-type: none"> ● FQ Digital first premiere is Monday 11 April, 7.3pm AEST ● Sarah and Zoe to discuss marketing campaign for FQ Digital 	Zoe/Sarah

Time closed	6:20pm AEDT
Member absence during meeting	

Date, time and location of next meeting	June TBD Artistic meeting - potential meeting dates to be circulated via email Next scheduled Board meeting: 5pm AEST, 24 August 2022 on FQ Aeyons meeting link
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