FLINDERS QUARTET

Date/time of meeting	Thursday 7 December, 5pm AEDT
Location of meeting	Zoom (online)
Attendees	Sarah Hunt, Mary Vallentine, Sandra Stoklossa, Fiona Phillips, Helen Ireland, Zoe Knighton and Wendy Avilov
Apologies	Wilms Smith, Elizabeth Sellars (musicians - non board members)
Guests	n/a

Agenda Item/Topic	Discussion/outcomes	Person accountable for action
1.3	 Meeting minutes from 21 September 2023 Outstanding action items 2024 community concert marketing strategy yet to be discussed between Sarah, Zoe and Katherine. Seeking Observership Program participation for 2025 (instead of 2024). Meeting minutes approved. 	Zoe to arrange meeting Wendy
2.1	 Financials 2023 forecast Concern expressed about the remaining unconfirmed philanthropy revenue; expenditure to be reviewed to see what we can cut or withhold before the end of the year. Sandra raised a query about whether the annual year-end "pay out" method of annual leave is appropriate; she will investigate. 	Zoe, Wendy, Sandra Sandra
	 The presented draft Budget did not allow for a CPI increase in the permanent employee base salary; the Board expressed reluctance in letting the wage rate fall too far behind, which could make it impossible to catch up. Mary, Sarah and Sandra all recommended to apply a 3% increase to the permanent employee base salary. The Board approved, in principal, a 3% increase to the permanent employee base salary commencing 1 January 2024. Wendy and Zoe to explore how to fund the increase through expense cuts. 	Wendy, Zoe

	 Historical provision for long-service-leave is yet to be calculated; the 2023 Forecast and 2024 Draft Budget include provision for those years. 	Sandra, Wendy
	Insurance • Public liability and equipment insurance policies due for renewal by mid-	Wendy
	 December 2023. New association liability insurance policy is out for quote; update to be shared with the Board when the quote is received. 	Wendy
2.2	 Artistic / programming FQ Digital to become a free resource in 2024. Long-term we would like to engage someone to overhaul the site and integrate it with flindersquartet.com but for now will manage the updates internally. Mary asked about Shepparton (following on from the discussion at the Board Strategy Day in June 2023) FQ performed in a fundraising concert at Shepparton Art Museum (SAM) in 2023, supported by Carrillo Gantner We are exploring the options for a one-off 2024 concert at SAM to deepen the relationship and explore audience potential, but venue hire and other costs are still unclear Momentum for this project has lagged, and we feel FQ's resources are probably better spent elsewhere Zoe commented that she is conscious that there's a lack of sincere First Nations engagement planned in 2024. Success of the lan Potter Foundation funding (confirmed after the Board meeting) means that the planned 2024 Ascend and 2025 Emerge composer program activity can be expanded to be better resources, and to involve more participants. 	Wendy, Zoe
2.3	 Development Sarah to share analysis of The National Theatre's recent giving day. Acknowledged private donation shortfall in 2023; new strategies planned 	Sarah
	to increase private donations in 2024, including: O Giving Katherine more autonomy in generating engagement Introducing a new high level donor event to be hosted by Philip Rounsevell and Nelson Estrella Inviting selected \$500-\$999 donors to the annual Fifth String event (to be held at Faye Goldsmith's home) and encouraging them to become Fifth String members (\$1000+ annually) Zoe to endeavour to secure FQ Syndicate #6 by year's end. Work will continue to secure an individual donor for matched funding.	Zoe Zoe Zoe
2.4	 Governance Proposed focus/working session to be held in 2024 in preparation for 2026-29 strategy; could be in-person or online. Date options to be explored. Board members requested to do self-assessment of skills and update the FQ Skills Matrix (linked here). 	Wendy Whole Board

 Email update of skills analysis and current gaps to be circulated via email along with an update of Zoe's recent conversations with potential new Board members. With Julian's departure, we now have a 'law' gap: Mary's advice was to look for a lawyer with capacity and connections, and the right fit with the organisation. Zoe reported that Matthew Hoy is interested in being on the FQ Board and is particularly keen to be on the board with Mary (if only for a short time). Zoe to set up coffee meeting with Matt and Sarah. 	Wendy, Zoe Zoe
 Other matters Conversation about the Israel-Hamas war, and query about whether FQ has received any criticism or communication (e.g. in relation to FQ's support from the Besen Family Foundation). We have not. Mary recommended laying low, speaking through the artform rather than making political statements, and maintaining accessibility to the widest possible audience. 	

Time closed	6.25pm AEDT
Member absence during meeting	Fiona departed 5:17pm

Date, time and	2024 meeting dates to be explored and determined via email.
location of next	
meetings	