

# FLINDERS QUARTET

## MINUTES

<b>Date/time of meeting</b>	Thursday 9 February, 5pm AEDT
<b>Location of meeting</b>	FQ Aeyons platform (online)
<b>Attendees</b>	Julian Burnside, Mary Vallentine, Sandra Stoklossa, Zoe Knighton and Wendy Avilov
<b>Apologies</b>	Fiona Phillips, Sarah Hunt, Helen Ireland
<b>Guests</b>	6pm - brief hello from Thibaud and Wilma
<b>Meeting recording</b>	<a href="https://vimeo.com/798306761/fe486bb0c3">https://vimeo.com/798306761/fe486bb0c3</a> (unlisted URL, only people with the link can access this video)

<b>Agenda Item/Topic</b>	<b>Discussion/outcomes</b>	<b>Person accountable for action</b>
1.3	<p>Meeting minutes from 7 December 2022</p> <ul style="list-style-type: none"> <li>The only outstanding action item is the finalisation of 2023 Board meeting dates; to be discussed with those present at Board meeting and via email with those who are an apology</li> <li>Meeting minutes approved</li> </ul>	Wendy
2.1	<p>Financials - 2022</p> <ul style="list-style-type: none"> <li>2022 financials are now with the accountant, Gianna Rosica Pty Ltd (specialist arts accountants), for review, adjustments and audit</li> <li>The audit is a Creative Victoria multi-year funding requirement</li> <li>The audit will be conducted by Roslyn Buzza, Chartered Accountant and Registered Company Auditor</li> <li>The draft 2022 net result of \$2,743 surplus, as shown in Attachment 1 of the financial report, is based on the actual figures in Xero (the bookkeeping system) plus Wendy's estimates for the adjusting journals to be made</li> <li>The draft 2022 year-end financials will be circulated to the Board via email for review and questions as soon as we have received them from the accountants</li> <li>The final 2022 year-end financials will form part of the Board papers for the April 2023 Board meeting (to be provided one week prior to the Board meeting)</li> <li>Management will seek the Board's acceptance and approval at the Board meeting</li> </ul>	Wendy  Wendy

	<ul style="list-style-type: none"> <li>The audited and finalised 2022 financials (and annual report) are due for submission to Creative Victoria by 30 April 2023, and to ACNC by 30 June 2023</li> </ul> <p>Financials - 2023</p> <ul style="list-style-type: none"> <li>The 2023 Budget was approved via email circular in December 2022, including the 3% base salary increase for the six part-time employees, in acknowledgment of the rising cost of living</li> <li>The only movement in the 2023 Forecast since then is the engagement of FQ for a recording project which results in \$10,000 revenue and \$10,000 in salary expenditure (therefore nil impact on the bottom line)</li> <li>Key risk in the 2023 Forecast remains the philanthropy targets, specifically the increase in private donation targets</li> <li>Management will be applying for at least two Trust &amp; Foundation grants in the coming two months; this revenue is not currently in the Forecast so should one or both of these applications be successful, the private donation target will be reduced</li> <li>Acknowledgment that the rising cost of living is also a key risk in the 2023 Forecast, potentially impacting expenditure as well as box office revenue</li> </ul>	Wendy
2.2	<p>Artistic / programming</p> <ul style="list-style-type: none"> <li>Australia Council 4-year EOI is for the 2025-2028 period, full timeline: <ul style="list-style-type: none"> <li>Stage 1: Expression of interest (EOI) <ul style="list-style-type: none"> <li>EOIs close 3pm AEDT on Tuesday, 14 February 2023</li> <li>applicants notified in June 2023</li> </ul> </li> <li>Stage 2: Full application for organisations invited after EOI process <ul style="list-style-type: none"> <li>applications open from June 2023</li> <li>applications close August 2023</li> <li>applicants notified by December 2023</li> </ul> </li> </ul> </li> <li>If successful: <ul style="list-style-type: none"> <li>Contracts issued Jan-Feb 2024</li> <li>First forecast reporting deadline Oct 2024</li> </ul> </li> <li>Trish Pinto (grant writer) helping to ensure the EOI aligns with Australia Council priorities and criteria, the final application will be shared with the Board</li> <li>Julian, Zoe and Wendy to meet before the EOI deadline to brief Julian about the submission</li> <li>FQ 2023 rehearsals commenced in late January, and currently in rehearsals ahead of 3MBS marathon and Musica Viva national tour (with Karin Schaupp)</li> <li>Discussion around the new work commissions that aren't included in FQ's main stage concert series in 2023: <ul style="list-style-type: none"> <li>Brenda Gifford - programmed as part of regional touring program</li> <li>Julian Yu - programmed as part of regional touring program</li> <li>Clare Strong - programmed as part of Itet mentoring and performance program</li> </ul> </li> </ul>	Wendy/Zoe  Julian/Zoe/ Wendy

	<ul style="list-style-type: none"> <li>○ Natalie Nicolas - private performance for commissioners</li> <li>● This is a different approach to what we've had in the past, being more considered about where the commissioned pieces are best suited, and to ensure a longer life (e.g. repeat performances by FQ in mainstage subscription series, and encouraging other ensembles to program the works)</li> <li>● 2023 Emerge composer program has commenced with our first score study session Feb 8th; we have an excellent cohort of participants who are all very intelligent, enthusiastic, and grateful to be part of program</li> <li>● Zoe made a decision to offer phone feedback sessions to the unsuccessful applicants to the 2023 Emerge program, resulting in over 20 discussions: outcome has been plenty of new insights, and Zoe has facilitated several connections for those composers</li> <li>● Richard Piper / Mendelssohn project planning and discussions have commenced; should Brigid Colledge agree to 12 month term with FQ, her acting experience may enable her to take on a dual role of violin and actor (Wilma will also have a dual violin/singing role)</li> <li>● We note with immense gratitude that Julian has offered to support another new commission; Zoe will organise commission planning session and will come back to Julian with ideas for discussion</li> <li>● 2025 will be FQ's 25th birthday, Beethoven cycle idea discussed with excellent advice from Mary that we would want to have the permanent violin appointment in place before taking on projects of that magnitude; further thinking and planning to be done, and an aim to make programming decisions by March/April 2024</li> </ul>	<p>Zoe</p> <p>Zoe</p>
2.3	<p>Development</p> <ul style="list-style-type: none"> <li>● 2.5 FQ 'chairs' are currently supported by donors (each chair is \$15,000 p.a.), once the new violinist is appointed, it will be a good opportunity to cultivate new and existing donors</li> <li>● Zoe has asked for any Board members willing to make thank you phone calls to major donors in the coming few months; Zoe will ensure the 'match' between donor and Board member is aligned and will provide names, phone numbers, and details of the donor's support (latest donation, area of support, and brief history of past support)</li> <li>● Discussion about 2023 Fifth String event (ideally in May 2023) and Julian has once again very generously offered to host it at his home; Zoe to discuss possible dates with Julian</li> <li>● Zoe has an upcoming meeting with Cybec Foundation, who have given \$20,000 per year over the past three years (2020-2022) supporting FQ's regional activity; we are hopeful for a similar level of support for 2023 and 2024 (this amount is not currently in the 2023 Forecast)</li> </ul>	<p>Zoe</p> <p>Zoe</p>

	<ul style="list-style-type: none"> <li>● Zoe has an upcoming phone call with Betty Amsden Foundation, who gave \$20,000 for 2021-22 to support FQ secondary school project; we are looking to submit to them for further funding in March but the area of support may be something else (still aligning with their priorities of serving the community, education, etc)</li> <li>● Balnaves Foundation remains on our radar but we need to wait for the right project to approach them with; they have a rolling application process, so there are no fixed deadlines</li> </ul>	
2.4	<p>Governance</p> <ul style="list-style-type: none"> <li>● Board strategy session <ul style="list-style-type: none"> <li>○ All of the potential dates/periods for this session have member/s of the Board or quartet away</li> <li>○ Potentially looking at a date in early June when Mary will be in Melbourne; Wendy to send date options to check Board availabilities</li> <li>○ Wilma will be overseas in early June, but we would still love her input so Management will ensure there is a way for her to do some pre-session work to add her voice to the session; session will also be recorded for her later viewing</li> <li>○ Management to work through and articulate aims for the session, and would welcome suggestions from the Board about how best to run such a strategy session: preparation work, agenda, whether we need a facilitator, and so on</li> </ul> </li> <li>● Based on availabilities of those present at the meeting, the proposed date for Board meeting 2 is April 19, 5pm; Wendy to check availabilities with those who are a meeting apology</li> <li>● Board papers will be emailed one week prior to the meeting; Wendy will express post hard copy papers to Julian and anyone else who requests them</li> <li>● Proposal to make Board meeting 2 (tentatively scheduled for April 19) the Flinders Quartet Annual General Meeting, an increase the total meeting time to 90 minutes (5pm to 6.30pm) to allow for the AGM</li> <li>● Board strategy session planning and preparation will also form part of that meeting agenda</li> <li>● Draft 2024 budget meeting proposed for Nov 14, 15, or 16 at 5.30pm (online), Board members to send Wendy their availabilities for these dates, please</li> </ul>	<p>Wendy</p> <p>Zoe/Wendy</p> <p>Zoe/Wendy</p> <p>Wendy</p> <p>All Board</p>

<b>Time closed</b>	6:20pm AEDT
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<b>Date, time and location of next meetings</b>	BOARD MEETING 2: April 19, 5pm (online) TBC  BOARD STRATEGY SESSION: June TBC (in person in Melbourne)  BOARD MEETING 3: September 5, 5.30pm (online) confirmed <i>Helen apologies</i>  DRAFT 2024 BUDGET MEETING: Nov 14, 15 or 16 (online) TBC  BOARD MEETING 4: December 7, 5.30pm (online) confirmed
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