

ORANGE MALE VOICE CHOIR  
MEETING OF THE MANAGEMENT COMMITTEE

13 August 2019 – Gladstone Hotel, 5.30 pm

**MINUTES**

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**1 ATTENDANCE**

D. Kennedy (Chair), M. Collett, P. Derrig, , S. May, B. Patterson, R. Rochelli,  
B. Stanford, D. Woodside (Minutes), K. Fishpool (for Jarman/Bogle report)

**2 APOLOGIES**

D. Harvey, J. Spencer

**3 MINUTES OF PREVIOUS MEETING**

D. Kennedy noted that D. Bell is not to be re-auditioned but has been offered membership following a successful audition. (S. 11 Memberships)

**Motion:** That the Management Committee approves the minutes of the June 18, 2019 meeting as a true record subject to the amendment to Section 11 as above .

Moved: DW                      Seconded: BS                      Carried

**4 BUSINESS ARISING FROM THE MINUTES**

**4.1 Commitment to rehearsals, performances.** Plan to address attendances.

DW spoke to the issue. Due to the age profile of our group we have many members travelling regularly. For example 40% of our group are unavailable to sing at the Orange Eisteddfod and this situation has become the norm for almost all of our performances. Absences impact the quality goals we set for OMVC. In order to learn repertoire and maintain choral quality it's vital that a performance choir practices and performs together as a complete entity as regularly as possible. DW suggested possible strategies e.g. finalising the bulk of our performance commitments in the preceding year, re-structuring our year, bringing the issue before members in an open discussion. The issue was discussed at length by committee with constructive and helpful observations and suggestions. Among them the importance of maintaining rolls, encouraging ongoing participation through challenging personal periods and ensuring that we promote an environment emphasising individual value. A need to broaden our activities (e.g. recreational) and to develop new recruitment strategies to expand our appeal was identified as a key component in addressing the issue. Committee suggested that BP, RR and BS consider the matter further and bring ideas to the next meeting.

**Action:** BP, RR and BS to report to September meeting.

**4.2 Change to fee structure as per email 1/7.**

This decision was made out of session following the June meeting and requires formalising.

**Motion:** That we maintain our fee of \$150 for choristers joining in the first half of the year and apply a 50% reduction in both fees for those joining after 30/6 in any year i.e. a fee of \$75.

Moved: DW                      Seconded: SM                      Carried

### 4.3 Jarman/Bogle

Sub-committee report (KF).

KF will be absent for several weeks during September during which time BP will convene the sub-committee.

KF supplied the meeting with written plans for event budget, monthly schedules and Bloomfield seating.

Budget. Estimated expenses \$25,350, income \$41,400 (based on 240 for Bloomfield, 450 for Civic Theatre) yielding net profit \$16,050. PJ is prepared to offer commissions free of charge or for \$1000 total if funds are available and will be paid \$1000 for travel.

Monthly Schedule.

*August.* Promotional poster to be finalised. PJ will deliver 3 items by first week September. BP has program in hand. KF has forms for liquor licence – C'tee approved him as licensee.

Accommodation arrangements for PJ and EB and band in place. Ticketek doing both concerts. Tickets \$60 both concerts (no freebies). OMVC singers will be subsidised, those not at tables to be seated separatel. IGA platters being investigated for Bloomfield. November Shorn to be confirmed for Friday 8/11. Tables/chairs & ladder from Kennards gratis.

*September.* Choir to learn four new song arrangements & practice others. Song "The Last Note" to be performed with a piper. Publicity to commence.

*October.* KF to liaise with JS re. soft drink purchase. KF to organise bar personnel through OBC contacts. Design task sheet for distribution of tasks across membership.

*November.* Full planning for full setting up (sound, risers, tables etc.), rehearsal schedule to be planned/promulgated, sound checks all to be scheduled closer to the event.

Sub-committee will meet next Fri. 23/8

Action: RR to confirm November Shorn Fri. 8/11.

Action: PD to circulate poster before printing.

Action: BP to circulate both programs to OMVC members.

Action: BP/DW to liaise for EB interview (for Fri. concert).

Action: DW to prepare and circulate new commitment sheet for both concerts.

Action: Sept. plan regional coverage for 9/11 concert. Oct. commence full publicity coverage incl. Macca, local print & electronic media. (KF, PD, BP, DH, DW).

**Motion:** That a subsidy be offered to choir members to offset purchase cost of their concert tickets

Moved: RR      Seconded: SM      Carried

The possibility of a scholarship being set up to utilise excess funds was discussed and will be enlarged upon by DH at the September meeting.

### 4.4 D. Driscoll. Resignation

Music and uniform items returned.

Archived minutes Nov. 2018. As advised previously, a discrepancy has existed between the hardcopy minutes and those loaded to the website. DH signed off the hardcopy minutes for November (as circulated to members) at the December meeting 4/12/2018. Committee agreed that records should be harmonised accordingly.

Motion: That the November 2018 minutes on the website be amended to correspond with the hardcopy ones as adopted at the December 2018 meeting.

Moved: DW      Seconded: RR      Carried

#### **4.5 Sponsorships**

Committee agreed to place this item with Ongoing Action items to be dealt with as a lesser priority matter.

#### **4.6 P&P Manual Update**

Report DK, DW. Work is well advanced and a complete draft of changes will be circulated later in the year which will incorporate all of our recent decisions.

Draft grievance policy (Attachment 4 for consideration/approval). An amendment was suggested to the effect that the words “excluding respondent” be added to the first sentence of point 2 under “First steps....”

**Motion:** That the Grievance Policy as circulated in Attachment be adopted as amended and incorporated in the P&P Manual.

Moved: DW      Seconded: SM      Carried

#### **4.7 Website/Social Media**

Report of Working Party on new website and social media. DK reported that the website team have undertaken significant work to move the new website closer to launch. MC suggested that some of our music be made directly available to listen to from the homepage e.g. Friendship...

BP and RR agreed to respond to contacts/queries made by visitors to the website.

The Committee placed on record its thanks to DK, SM and MC for their labour, care and diligence in readying the website and social media for OMVC's use.

Final invoice KK Academy \$1100.

DK noted the apparent shortcomings/inexperience in KK's business practices – lessons here for future contracts we might enter into. Committee accepted that responsibility also rested with OMVC at the outset to ensure that details of the contract were delineated clearly from the outset. MC suggested that KK is essentially an IT specialist, not a designer – hence the many grey areas in her development of our website.

**Motion:** That OMVC meets KK Academy's final invoice.

Moved: MC      Seconded: PD      Carried

Action: DW to respond to KK. Treasurer to attend to payment of invoice.

Action: BP to supply audition items for loading to website.

#### **4.8 New Aluminium Risers**

The working party (BP, RR, BS) require further time to determine the specifications required by OMVC.

Action: Working party to continue enquiries and report in due course

#### **4.9 NZ Tour 2020**

Report. NZ MDs have been notified of cancellation (see Correspondence).

Action: BP to follow up Te Atatu on Facebook.

#### **4.10 Possible 2020 Tour**

JS has suggested a survey of members. (His email 15/7)

Action: JS to action his survey of members.

#### **4.11 Return of Jackets**

Report DH, RR

(Non-members Baker, Maloney, Roberts, Schmich, Prestige)

Action: Maloney: DK will follow up. Schmich: Bob Nash following up. Prestige: RR to follow up. Roberts and Baker require further contact.

#### **4.12 Associate Members**

"Friends of OMVC" proposal. To be held over as a non-priority item in Ongoing Actions.

#### **4.13 Appoint Section Leaders, Music Monitors**

Music Monitors: T1 D.Woodside, T2 Chris Mills, Barit. Rod Davis, Bass Mike Collett

Section Leaders: Tenors: Jeff Rogers, Baritones: David Kennedy, Basses: Don Harvey

Action: DW to contact JR for his agreement to continue in the role and contact J. Mealings in the event of JR relinquishing the position.

Action: DH & BP to organise a meeting with the above officers and see that choristers are brought up to date with appointments to their sections as well as being fully informed of the purpose/role of leaders (absences, leave, apologies etc.).

**Motion:** That the committee endorses all of the above appointments.

Moved: DK

Seconded: BP

Carried

#### **4.14 Checklist for Prospective Choristers**

Draft checklist prepared by JS.

To be held over until JS returns.

#### **4.15 Payments**

D. Nicholls has been paid for deputising (2 funerals, 1 rehearsal).

#### **4.16 Name Badges**

KF has taken on the role of Badge Co-ordinator.

Action: SM to check/distribute magnetic badges at 19/8 rehearsal.

Action: DW/DK to incorporate appointment and details re. costs in P&P Manual update.

#### **4.17 Grievance Procedures (DW, DK)**

Dealt with in P&P Manual Update (see 4.6).

#### **4.18 Help is on its Way project**

No follow up required (no sheet music received from our request).

### **5 CORRESPONDENCE**

See Attachment 3.

### **6 TREASURER'S REPORT**

**Motion:** That the Treasurer's report be accepted and the accounts for payment be approved.

Moved: DW                      Seconded: RR              Carried

Former member Ian McIvor has made a donation of \$200 (originally marked for the Public Fund). Gift acknowledged by letter.

DK thanked P. Reid for preparing report in the absence of JS.

### **7 MUSIC DIRECTOR'S REPORT**

Blayne (22/9) has been declined due to BP's unavailability. Organisers have been advised. Alwyn concert. SM agreed to take charge of promoting. Tickets \$10 at the door. Afternoon tea by gold coin donation. Other fundraising activities to be incorporated.

### **8 REVIEW OF RECENT PERFORMANCES**

CD concert very successful. Several tracks to be re-recorded.

### **9 UPCOMING PERFORMANCES**

Sun. 25/8. Afternoon. Orange City Eisteddfod. Entry submitted. Assemble outside Studio 5, ORC at 12 noon.

Sun. 29/9, ORC, 2.00 pm. Benefit Concert Alwyn Roweth.

### **10 CALENDARS**

#### **10.1 Perpetual Calendar**

July/Aug. Orange City Eisteddfod syllabus, entry in sections.

### **11 MEMBERSHIPS.**

David Bell (Baritone). Membership invitation made by DK. No response yet.

Helmut Berndt. Needs to be followed up (Section Leader Bass).

David Cuming (T2) is to be re-auditioned. (Section leader to follow up)

John Mills is to be re-auditioned.

Hamish Pankhurst (Baritone). Offered membership but rehearsals Superstar clash Mondays and enrolled Uni. 2020. Keep on email list.

Action: H. Berndt and D. Cuming to be followed up respectively by MC and JR (or JM)

## 12 OTHER BUSINESS

**12.1 FOOD Week 2020.** Business membership early bird special special \$40 discount closes 30/9. (See Correspondence)

**Motion:** That OMVC pays membership subscription by 30/9 to take up discounted rate.

**Moved:** SM      Seconded: BS      Carried

**12.2 Condobolin Pipe Band Tattoo.** Invitation for 19/9/20. Same as last time. Decision required for organisers.

Meeting agreed that the Tattoo invitation be declined but we can offer to perform in an indoor concert at some time (perhaps with the Pie Band).

**12.3 ORC Security.** Checklist.

Security/lockup procedures have been printed by ORC and placed at door.

Action DW to request e-copy from Donna Riles.

**12.4 CD Recording.**

11 tracks are ready. James B will record concert with Cantar from which tracks can be added. Other tracks can be recorded at rehearsal as required. DW/BP to prepare liner notes, SM to organise artwork. Bogle concert will be recorded.

Action: DW/BP to write liner notes. SM to organise artwork.

**12.5 Bendigo Bank.** Not-for-Profit Everyday Account. (See Correspondence). Suspended till September.

**12.6 Recording Helmut (Bloomfield).**

Action: DW to thank in writing. Gift CD to be made available when pressed.

## 13 LATE BUSINESS

Nil

## 14 NEXT MEETING

Gladstone Hotel, 10<sup>th</sup> September, 2019, 5.30 pm

Meeting closed 7.45 pm.

# ATTACHMENT 1

## ONGOING ACTION ITEMS

Updated 15 August, 2019

Who	Action	Outcome/ Comment
BP Rocky Rochelli	Looking at cost of high quality recording sound gear for Choir.	Ongoing
BP, BS, RR	Commitment, attendances. Strategies for lifting	Sept. meeting
SM, DK, MC  DW, Treas.  BP	Website/Social Media. Aug. launch.  Contact, pay KK Academy.  Provide audition items for website.	August
DK, DW	P&P Manual update (incl. Badge Co-ord. & policy on costs)	Ongoing
ALL	Prospective choristers. Define all stages to possible induction in a checklist. Distribute to Section Leaders and add to P&P Manual.	
BP, SM DW	CD Recording. Finalise product for sale. (Tracks, artwork, liner notes)	Ongoing
DH, RR, DK	Unreturned jackets. Follow up 5 choristers	Ongoing
DH, PD, SM	Sponsorships. Identify potential sponsors & approach	Ongoing
Sub-c'tee  RR  PD  BP  BP, DW	Bogle/Jarman concert 2019. Budget, tasks etc.  November Shorn. Confirm  Poster. Circulate to C'tee prior to printing  Program to choir members  Prepare Bogle interview	Ongoing

<b>DW</b>	Commitments sheets	
<b>KF, PD, BP, DH, DW</b>	Develop regional publicity plan	
<b>BP, DK</b>	Section Leaders & Music Monitors. Appoint, arrange Aug. meeting with them. Update choir.	August
<b>DW</b>	Contact JR/JM for decision about Tenor Section Leader role.	
<b>DW, RR</b>	Archives. Digitise audio-cassettes and vinyl recordings	Ongoing
<b>ALL</b>	Friends of OMVC. Investigate and establish to replace former "Associate Members"	
<b>JS</b>	Action Member Touring Survey. (Identify 2020 tour possibilities)	
<b>BP</b>	Follow up with Te Atatu on Facebook.	
<b>DW</b>	ORC security. Request e-copy from Donna Riles.	
<b>JS</b>	Embroidered logo. Follow up cost of a sew on logo for a casual shirt	
<b>BP</b>	Complete auditions for prospective members	
<b>MC, JR</b>	Follow up H. Berndt, D. Cuming respectively.	
<b>RR, BP, BS</b>	Investigate new aluminium risers. Make recommendation	
<b>KF</b>	Badges. Complete badge audit. Order lapel badges (approved by Committee)	
<b>DW</b>	Letter of thanks Stefan Evans	Action when website goes live



**2019 Calendar**

15 August, 2019

Aug	Sun. 25th	Orange Eisteddfod
Sept	Sun. 29 <sup>th</sup>	Alwyn Benefit Concert, ORC, 2.00 pm
Nov	8-10	Eric Bogle Tribute Concerts with Paul Jarman, Orange
Nov	Thurs. 14 <sup>th</sup>	North Orange Rotary Dinner, 7.30 pm, Orange Ex-Services Club
<b>2020</b>		Possible concerts at Millthorpe (Tonic Function Room), Newcastle (Waratah MVC), Temora. T.B.C.
	May	Forbes (for Uniting Church) in Town Hall. OMVC to determine date

**Correspondence**

Updated 15 August, 2019

**Inward**

- Email (25/6) Kahina Kharitos with final invoice \$1100
- Email (1/7) FOOD Week Committee. Early Bird membership discount \$40
- Email (23/7) Kahina Kharitos replying to our query about final invoice
- Letter (17/7) Bendigo Bank
- Email (13/8) MCAA re. MD workshops Sydney 15/2/20

**Outward**

- Letter (18/6) D. Driscoll accepting his resignation
- Letter (1/7) I. McIvor thanking him for \$200 donation
- Emails (2/7) to Wellington, Whanganui, Hamilton, Te Atu, Auckland and Waitatere Male Choirs advising of our inability to tour.
- Email (7/7) to organisers of Help is on its Way project requesting music
- Email (12/7) Kahina Kharitos re. Final invoice \$1100.
- Email (28/7) Kahina Kharitos in reply to hers of 23/7 advising response after 13/8 meeting

## ATTACHMENT 4

### OMVC Grievance Policy. Draft DW\_DK 9/7/19

#### *Policy*

*Disagreements and disputes arise from time to time between people in an organization. Individuals are encouraged to act early to resolve them directly and in-person with one another.*

*This policy sets out the formal process to resolve disputes within a period of three months. OMVC recognises the importance of fairness, confidentiality, transparency and efficiency in the resolution of disputes.*

**First steps to formally resolve the dispute if unresolved directly by the party/parties concerned.**

1. The **complainant** informs the Secretary in writing of the grievance providing full details (issue, dates, steps already taken to resolve it etc.)
2. The **Secretary** convenes a meeting of at least three members of the Executive. The **Executive** assesses the issue and decides if it is to be dealt with formally or dismissed (e.g. if it is considered to be of a trivial nature or that the complainant has not yet taken appropriate steps to resolve the dispute informally).
3. If the matter is to proceed, the **Secretary** furnishes the person(s) about whom the complaint has been made (the respondent/s) with a copy of the complaint.
4. A **Grievance Sub-Committee** is established to investigate the dispute.

#### **Grievance Sub-Committee**

1. The Grievance Sub-Committee (a Section Leader, an impartial choir member and an impartial member of Management Committee {convenor}) shall be appointed by the Management Committee.
2. The Sub-Committee shall meet with the complainant and respondent (within ten days of the respondent receiving notice of the complaint) to resolve the matter.
3. At the conclusion of its investigation, the Grievance Sub-Committee shall submit a written report to the Management Committee with any relevant recommendations.
4. The Management Committee shall consider the report and act as it sees fit.
5. The parties concerned shall be advised in writing by the Secretary of the outcome of the process.
6. Depending on the circumstances, the President may inform members of the outcome.

OMVC's constitution (Section 10. Resolution of Disputes) sets out the process to be set in train when matters remain unresolved after a period of three months.