

Christchurch Schools' Music Festival

Minutes from the Annual General Meeting held at Avonhead School

Date: Wednesday 15 February 2023

Time: 4:00 PM

1. Present:

Sharyn Hay (President)	Miranda Donnell (Business Manager and Treasurer)	Joshua McGirr (Assistant Music Director & Senior Choir Conductor)
Rachel Wilford (Musical Director and School Representative - St Margaret's)	Jill Plank (Junior Choir Manager & Minute Secretary)	Charlotte Davie (Associate Conductor) - Elmwood School)
Russell Kent - Patron	Matt Harris (Concert Band Conductor)	Tony Ryan (Orchestra Conductor)
Ursula Ryan (Website Manager)	Pam Harvey - Lions Club District 202E	Marion McWha - Lions Club Liaison
Elizabeth Muschamp – Te Parito Kowhai Russley School	Glen Campbell - Te Ara Koropiko West Spreydon School	Fi Glasgow - Rāwhiti School
Hamish Annear – Opawa School	Elizabeth Crampton – Christ The King	Con van den Berg - Haeata Community Campus
Meagan McKinney – Somerfield Te Kura Wairepo	Jillian Kerr – St Michael's School	Craig Paterson - South New Brighton School
Natasha Littler - Fendalton Open-air School	Danielle McChord - Te Matauru Primary	Lawrence Botting - Kirkwood Intermediate School
Jodie Craig - Prebbleton School (1)	Jo Neal - Prebbleton School (2)	Amelia Page - Avonhead School
Lawrence Botting – Kirkwood Intermediate (1)	Gemma Sherry – Kirkwood Intermediate (2)	Sheri Gatehouse - South Hornby School
Kate Husband - Wairakei	Sally Crow - Knights Stream School	Suzy Parker – Ashley Rakahuri School
Madeleine Gillman - Westburn School and Oaklands School	Amber Chapman - Villa Maria College	David Pareanga - Spreydon School
Nick Grant- Our Lady of The Assumption School		

- 1.1. **Apologies:** Jackie Stafford - St Joseph's School Rangiora & Senior Choir Manager, Jacque Culling – St Patrick's Kaiapoi, Samantha Bates – Halswell Primary, Amy Jeffrey – St Joseph's Papanui, Janet Kingsbury – Rangi Ruru, Susan Tansey – Clearview Primary, Donna Webb – Dunsandel School, Hanna Lee – Papanui Street, Melissa Dungey – St Francis of Assisi Catholic School, Victoria Panckhurst – St Peter's Beckenham, George Hart – Sumner School.

1.2. **Accept the Apologies:** *Moved* by Sheri Gatehouse - *Seconded* by Craig Paterson - **carried**

2. Minutes of 2021 AGM

2.1. Corrections from previous (2022) AGM minutes

2.2. Josh McGirr Title to be recorded as Assistant Music Director

2.2.1. Accept the previous minutes as accurate and signed: *Moved* by Charlotte Davie -
Seconded by Matt Harris - **carried**

3. Business Arising:

3.1. There is no new business arising. No correspondence to report.

4. President's Report: As written and presented by Sharyn Hay

4.1. At the Annual General Meeting in February 2022, we were cautiously optimistic about the Festival going ahead and we were very happy to once again present to our Canterbury community our stunning Music Festival in November last year. My heartfelt congratulations go to our Music Director Rachel Wilford who finally had the opportunity to conduct as MD in the Town Hall, after a two year wait!

4.2. We would like to formally acknowledge today the passing of two former executive members, Doug Kelly and Paul Gregory. Paul Gregory was a Past President of the Music Festival and we are so glad that we included the song 'Images' (which meant so much to Paul and his family), in our repertoire last year. Paul wrote the lyrics and his son Mark Gregory the music to the song. Paul passed away in early December last year. Condolences were sent to Mark Gregory and his family on behalf of the Festival Association.

4.3. Doug Kelly was District Music Advisor for Canterbury District and Westland, and in that role he was a valued member of the Festival executive team. Doug advised and helped the executive team in administration, coordinating and music arrangements. Doug will be remembered for being the inspiration behind the representative group format that was initiated in 1972 when the Festival moved into the newly opened Christchurch Town Hall. In our 2019 Festival, we acknowledged his contribution by featuring a video interview with Doug. It was a privilege to meet this great man and an honour to attend his funeral with our current patron Russell Kent a few weeks ago. Doug and Paul's legacy will live on in the annals of Festival history.

4.4. In other executive news, we also want to acknowledge, thank and formally farewell our colleague Malcolm Long who officially stepped down from his two roles within the executive in November last year. Malcolm has served for 20 plus years on the Festival executive, 19 of those years as Webmaster and seven as Vice President. As webmaster he has been a solid rock on the executive, behind all the inner workings of the Festival, contacting schools and students, formatting data, and developing our website to the high standard it is today. We are very glad that he has agreed to accept a life membership in recognition of his important contribution to the Music Festival. We wish Malcolm and his wife Jenny all the very best in their next endeavours.

4.5. Malcolm's role was such that it has necessitated his full role be split amongst three executive members. The lion's share of communication to schools and various other tasks have gone to Miranda Donnell, the role of Website Manager to Ursula Ryan and the data extraction for the representative groups and Town Hall seating arrangements is be taken up

by one of our new school representatives from last year, David Pareanga. Many thanks to Miranda, Ursula and David for your willingness to take up these new roles.

- 4.6. The Christchurch Schools' Music Festival is very grateful for our sponsors and funders who supported the Festival in 2022. Firstly our thanks to our Principal Sponsor, The Lions Club 202E for their partnership with the Music Festival over many years. We know that they work very hard to pull together the funds to support us and we want to acknowledge again Marian McWha for her advocacy and passion for the vision of the Music Festival (over 20 years Marian has given her time and passion).
- 4.7. Sponsors: Christchurch Boys' Choir, UC University of Canterbury, KBB Music, Christchurch School of Music, NZ Graduate College of Education, Rangitapu School, Voices Co Pop A Capella Academy.
- 4.8. Funders: Rātā Foundation, The Lions Foundation, Kiwi Gaming Foundation, Pub Charity, NZ Community Trust, COGs – Community Organisation Grant Scheme, Aotearoa Gaming Trust and Air Rescue.
- 4.9. Reminder to teachers here the form for schools have current OneMusic license. As a point of importance, we would like to remind participating schools that the form they will fill in when registering for the Music Festival will ask schools to confirm if their school has current OneMusic licensing coverage for their roll. The OneMusic licence allows for a school to use and perform music in 'public' performances such as, a school concert to parents or to a wider community like the Music Festival. The OneMusic license for schools is administered by the New Zealand School Trustees Association (NZSTA) but if you have any questions about this, Josh McGirr the Music Festival executive's copyright manager can point you in the right direction.
- 4.10. Primary goal of festival is to enrich the music experience moment for each and every mass choir member, not just the representative groups. With all the uncertainty around the last two years, one thing that is even more firmly established in my mind is that everything we do in the Festival, from the range of music, the four representative groups, the lighting effects and slick production, all have one singular purpose. The primary goal of the Festival, is to enhance the performance experience of each individual massed choir member along with their family and school community. This purpose is the foundational vision upon which the Festival was founded eighty three years ago and will always be of utmost importance.
- 4.11. Accept the President's Report: *Moved* by Russell Kent - *Seconded* by Elizabeth Muschamp - ***carried***

5. **Musical Director's Report:** As written and presented by Rachel Wilford

- 5.1. It is with great pleasure that I can write this report and reflect on our wonderful festival that we finally managed to get on stage last year. 2022 began again for us with trepidation as covid was still in our community and mask wearing was mandatory with choir rehearsals beginning outside and with restricted numbers.
- 5.2. The festival exec and music team all crossed fingers and toes to see if we could run the festival as normal by the end of the year and with held breath we carried on planning the concert as normal.
- 5.3. With great excitement and relief we brought "Te Ara Puoro" Sounds of New Zealand to life with the concert featuring music from New Zealand composers and songs that reflect this beautiful country we live in.

- 5.4. It was only the second time on the Town hall stage since its reopening in 2018 and it was such a buzz to have all the students back on this wonderful stage, performing with no restrictions.
- 5.5. A huge congratulations to all the team for the high standard of performances that the audience got to enjoy. The representative groups all performed to a level that well exceeded their age group and there were many comments about the excellent performances from all the students. Huge thanks to all the tutors and conductors for their level of commitment and expertise in working with the students. The feedback from parents, schools and teachers was very positive and I am pleased to say the festival is back on the events map and school calendars and let's hope it stays that way!
- 5.6. One piece the massed choirs performed was 'Mo Li Hua', a traditional mandarin folksong, which the Chinese community was very excited to hear. They were so thrilled to hear this piece performed, the Chinese consulate invited a small group of representative choir students to perform it at their 50 year international relations celebrations at the Great Hall in November.
- 5.7. At the end of the year, we sadly farewelled Malcolm Long who has been associated with the music festival for nearly 30 years in many different capacities. His main role in the last decade or so has been as our webmaster and communications liaison with the schools. His presence in our exec meetings will be sorely missed but as Sharyn has mentioned we have welcomed some new members onto our team to fulfill the many roles that Malcolm did for the festival.
- 5.8. We are already on board with music arranging for this year's theme which is 'Galaxies'. All songs and music are chosen around the theme of stars, planets and the universe. Josh has been busy arranging the songs over the January break and we are well under way with the programme and getting ready to have the song books printed.
- 5.9. Our music team remains the same this year and we are excited to present you our programme for this year. Charlotte Davie will be singing the songs again for the learning tracks but joining her is Elisha Tan who sang 'Mo Li Hua' last year for us. They will join forces this year so you will hear two singers on the tracks. We will also include some warm up tracks for you this year.
- 5.10. I am looking forward to working with you and your students again this year for the 2023 Music festival 'Galaxies' – let's hope it is a smooth ride!! See you all at the Teacher Demo in May! Best wishes for the remainder of Term 1
- 5.11. Accept the Musical Director's Report: *Moved* by Sheri Gatehouse - *Seconded* by Madeleine Gillman - ***carried***

6. **Treasurer's Report:** As written and presented by Miranda Donnell

- 6.1. Profit and Loss:

Profit and Loss 2022

Christchurch Schools Music Festival Association Inc.

For the thirteen months ended 31 December 2022

Account	Dec 2021-Dec 2022	Dec 2020-Nov2021
Trading Income		
Accompanist's Music	1,252.26	1,434.91
Donations	40.00	1,190.00
Extra Large Format Song Books	257.45	222.69
Interest Income	2,021.70	1,867.77
Programmes Revenue	4,416.50	0.00
Rep Group Fee	10,625.30	10,851.36
Song Books	3,081.78	3,101.74
Sponsorship	15,000.00	5,000.00
Grant Funding	87,145.00	34,803.02
Subscription to CSMFA	6,065.46	5,804.58
Ticket Sales	85,195.04	2,754.65
Total Trading Income	215,100.49	67,030.72
Cost of Sales		
Arrangements & Recording - music	1,852.00	0.00
Lighting	11,340.80	0.00
Production	22,229.70	5,977.08
Sound	12,652.75	0.00
Venue Rental	58,221.74	5,038.05
Total Cost of Sales	106,296.99	11,015.13
Gross Profit	108,803.50	56,015.59
Operating Expenses		
ACC	249.78	0.00
Advertising	0.00	100.00
Audit Fees	400.00	400.00
Bank Fees	31.25	25.00
Cleaning	0.00	66.57
Computer / Website expenses	371.00	324.00
Consulting & Accounting	1,814.25	1,042.85
Copyright - music	2,054.97	17,748.19
Donation	184.30	0.00
Entertainment	505.57	0.00
Freight & Courier	26.78	0.00
General Expenses	2,965.45	1,939.11
Gift	1,345.04	350.31
Instrument and Equipment Hire	1,014.35	550.00
Insurance	564.12	556.09
Post and PO Box	180.96	205.48
Printing and Photocopy all except Prog	6,880.31	6,954.71
Printing Programmes	2,384.00	0.00
Stationery	269.01	11.71
Teachers Release	3,976.16	0.00
Wages	33,091.40	27,390.00
Wages Administration Contractor	16,200.00	14,400.00
Wages Treasurer - Contractor	4,050.00	3,600.00
Music License	792.58	886.92
School assistance	384.00	0.00
Total Operating Expenses	79,735.28	76,550.94
Net Profit	29,068.22	(20,535.35)

6.2. Balance Sheet:

Balance Sheet 2022

Christchurch Schools Music Festival
Association Inc.
As at 31 December 2022

Account	31 Dec 2022	30 Nov 2021
Assets		
Bank		
BNZ Credit Card - M Donnell	76.19	0.00
BNZ Term Deposit - 03017	60,000.00	0.00
BNZ Term Deposit - 03018	40,000.00	0.00
BNZ Term Deposit - 03019	60,000.00	0.00
Christchurch Schools Music Fes	53,391.74	102,726.45
CSMFA Achiever Savings	0.82	0.82
Term Deposit 03013	0.00	60,000.00
Total Bank	213,468.75	162,727.27
Current Assets		
Accounts Receivable	0.00	5,000.00
Prepayments	0.00	44,770.00
Sundry Debtor	0.00	2,754.65
Total Current Assets	0.00	52,524.65
Total Assets	213,468.75	215,251.92
Liabilities		
Current Liabilities		
Accounts Payable	552.88	4,697.15
GST	9,554.89	(3,191.89)
Revenue received in Advance	2,250.00	41,770.00
Sundry Creditors	1,550.00	1,150.00
BNZ Credit Card - M Donnell	0.00	333.90
Total Current Liabilities	13,907.77	44,759.16
Total Liabilities	13,907.77	44,759.16
Net Assets	199,560.98	170,492.76
Equity		
Current Year Earnings	29,068.22	(20,535.35)
Retained Earnings	170,492.76	191,028.11
Total Equity	199,560.98	170,492.76

6.3. Proposal – no specific proposals this year.

6.4. Letter from Victor Gamperle (Auditor) was shown.

6.5. Accept the Profit and Loss Statement and the Balance Sheet that forms the Financial Report: *Moved* by Joshua McGirr / *Seconded* by Rachel Wilford - **carried**

Election of Officers

7. Patron:

7.1.1. Nominations: Russell Kent

- 7.1.2. Accept that Russell Kent be re-appointed as Patron: *Moved by Sharyn Hay / Seconded by Danielle McChord - **carried***
8. President:
- 8.1. Nominations: Sharyn Hay
- 8.2. Accept that Sharyn Hay be re-appointed as President: *Moved by Rachel Wilford / Seconded by Elizabeth Crampton - **carried***
9. Vice-President:
- 9.1. Nominations as Vice-President for a one year interim: Rachel Wilford
- 9.2. Accept that Rachel Wilford be appointed as Vice-President: *Moved by Sharyn Hay / Seconded by Joshua McGirr - **carried***
10. Minute Secretary:
- 10.1. Nominations: Jill Plank
- 10.2. Accept that Jill Plank be re-appointed to the position of Minute Secretary: *Moved by Elizabeth Muschamp / Seconded by Miranda Donnell - **carried***
11. Treasurer:
- 11.1. Nominations: Miranda Donnell
- 11.2. Accept that Miranda Donnell be re-appointed to the position of Treasurer: *Moved by Rachel Wilford / Seconded by Joshua McGirr - **carried***
12. Auditor:
- 12.1. Nominations: Victor Gamperle
- 12.2. Accept that Victor Gamperle be elected to the position of Auditor: *Moved by Miranda Donnell / Seconded by Joshua McGirr - **carried***
13. Website Manager:
- 13.1. Nominations: Ursula Ryan
- 13.2. Accept that Ursula Ryan be elected to the position of Website Manager: *Moved by Craig Paterson / Seconded by Matt Harris - **carried***
- 13.3.
14. School Representatives:
- 14.1. Nominations: Jackie Stafford - St Joseph's School Rangiora & Senior Choir Manager, Craig Paterson - South New Brighton School, David Pareanga - Spreydon School, Madeleine Gillman - Oaklands/Westburn Schools
- 14.2. Accept that the nominees be elected to the position of School Representatives: *Moved by Jill Plank / Seconded by Sheri Gatehouse - **carried***
15. Confirmation of 2023 Subscription Fee:
- 15.1. Move that the Annual Subscription Fee for Schools for 2023 remain at \$75.00
- 15.2. Accept the Motion: *Moved by Lawrence Botting / Seconded by Jo Neal - **carried***
16. Other Business
- 16.1. Nil

Meeting Closed at 4.41 PM

Signed as a true record of the meeting:

President:

Secretary: 

Date:

Date: 14-03-2023