

**Christchurch Schools' Music Festival Association (Inc)**

**Minutes from the Annual General Meeting**

**Date: Wednesday 14 February 2024**

**Venue: Avonhead School, 55 Avonhead Road, Avonhead**

**Time: 4:00 PM**

**1. Present:**

Sharyn Hay – President	Rachel Wilford – Music Director & St Margaret's School Representative	Joshua McGirr - Assistant Music Director & Senior Choir Conductor
Miranda Donnell - Business Manager & Treasurer	Jill Plank - Junior Choir Manager & Minute Secretary	Charlotte Davie - Associate Conductor & Elmwood School Representative
Russell Kent - Patron	Matt Harris - Concert Band Conductor	Tony Ryan - Orchestra Conductor
Ursula Ryan - Website Manager	Jackie Stafford - Senior Choir Manager & St Joseph's School Rangiora Representative	Kimberly Wood – Junior Choir Conductor
Craig Paterson - South New Brighton School	Aija Zandberga – Concert Band Manager & South New Brighton School	
Pam Harvey - Lions Club District 202E	Marion McWha - Lions Club Liaison	Patrick Shepherd – School of Hard Knocks
Sophie Lennon – Te Paritō Kōwhai Russley School	Glen Campbell - Te Ara Koropiko West Spreydon School	Fi Glasgow - Rāwhiti School
Hamish Annear – Te Kura o Ōpāwaho Opawa School	Bobbie Sutton – Te Koromiko Swannanoa	Dani Rupene – Swannanoa School
Lawrence Botting – Kirkwood Intermediate	Brigitte Bilbe – Te Kura o Huriawa Thornington	Sheri Gatehouse - South Hornby School
Madeleine Gillman - Westburn School	Chris Adams – The Cathedral Grammar School	Nick Grant- Our Lady of The Assumption School
Mel Newton – Parkview School	Melissa Clease – St Joseph's School Papanui	Kate Revell – Merrin Ngā Whetū Kouara
Liz Whitehead – Te Kura o Mōkihi Spreydon School	Liz Beattie – St Joseph's Papanui	Linda Gosling – Darfield Primary School
Sue Elley – Pūtahi Belfast School	Micah Hocquard - Avonhead School	Janiene Hill – Heaton Intermediate
Diana Prendergast – Springston School	Judy Harford – Fendalton School	Phoebe Loffhagen – Pareawa Banks Ave School

**Apologies:** Ashleigh Macdonald - Cotswold School, Karen Evans - Grey District Combined Choirs, Susan Tansey and Lisa Barr - Clearview School, Con van den Berg - Haeata Community Campus,

Melissa Dungey - St Francis of Assisi Catholic School, Natasha Littler - Tūora Fendalton School, Elizabeth Crampton - Christ the King School, Cherie Harris - Prebbleton School, Angela Shea - Ararira Springs Primary/Te Puna o Ararira, Kim Morgan – St Mark’s School, Ruth Pritchard – Wairakei School, Alistair Campbell – Harewood School,

1.1. **Accept the Apologies:** *Moved* by Melissa Clease - *Seconded* by Jackie Stafford- **carried**

2. **Minutes of 2023 AGM**

2.1. Corrections from previous (2023) AGM minutes

2.2. List of attendees: Lawrence Botting from Kirkwood Intermediate’s name put twice, instead of once.

2.3. 2. Heading should say Minutes of 2022 (not 2021)

2.3.1. Accept the previous minutes (with corrections) as accurate and signed: *Moved* by Sheri Gatehouse - *Seconded* by Madeleine Gillman - **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. On behalf of the Christchurch Schools’ Music Festival executive team we are delighted to collectively celebrate the success of our Music Festival in 2023. In the closing paragraph of my report last year I stated 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. We are encouraged to have received many positive accolades that attest we are meeting this goal.

4.2. My thanks as president goes to the executive team who serve the Festival so faithfully in a huge variety of roles. I really appreciate working in a team that has a ‘whatever it takes’ motto to make the Festival a success. Many of our on-stage team and executive members take weeks off from their regular employment for the smallest of gratuities and we are so very grateful.

4.3. The Christchurch Schools’ Music Festival would cease to exist if it wasn’t for the combined contributions from our sponsors and funders. Firstly, our thanks to our Principal Sponsor, The Lions Club 202E for their partnership with the Music Festival over many years. Thank you to Marian McWha and Pam Harvey for their support and attendance today.

4.4. Sponsors: Christchurch Boys’ Choir, UC University of Canterbury, KBB Music, Christchurch School of Music, NZ Graduate College of Education, Rangī Ruru Girl’s School, Voices Co Pop A Capella Academy.

4.5. Funders: The Lion Foundation, Kiwi Gaming Foundation, Pub Charity, NZ Community Trust, Aotearoa Gaming Trust, Mainland Foundation, Air Rescue and One Foundation.

4.6. Special thanks to Miranda who works very hard applying for the above funders and sponsors. Many more applications are sent and declined than the ones we have success with, so it’s a really challenging part of her job. Thanks also to Miranda who courageously

stepped into the majority of Malcolm Long's roles after his retirement last year. Thank you, Ursula Ryan, for your guardianship of the website this year and David Pareanga for taking up the data analysis job, both of which were also part of Malcolm's role.

4.7. 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 is administered by the New Zealand School Trustees Association (NZSTA) and 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. Additionally, please note that the Festival's approved copyright for the material we produce (books, learning tracks, etc.) means that we only have permission to use these resources for the purpose of rehearsing the Festival. In accordance to these regulations the online material will not be available to download or access after the Festival. If you have any questions about any of the above, Josh McGirr the Music Festival executive's copyright advisor is more than happy to help you.

4.7.1. Discussion: Being conscious of numbers this year, we have made a rule that new choirs joining the festival this year (or irregular participants) will only be able to be 50 or less members. Choirs who are regular participants may have up to 100 members.

4.8. For the first time in many years, we are needing to discuss the annual school's subscription fee. At the executive meeting in November we agreed to present to the Annual General Meeting a proposed increase of the annual school fee subscription from \$75 to \$135 plus GST. We understand this is a significant increase but with increasing costs of every aspect of our music Festival we feel this is warranted. Also, we are finding that funders are expecting their recipients to be seen to be raising a significant percentage of their own income and not just rely on grants. However, in the interest of making the Festival accessible for all schools, the proposed increase comes with a proviso that should a school have difficulty in meeting the increased payment, the Festival would offer to sponsor those schools.

4.9. On a personal note, many of you will know that I have stepped down from the Junior choir conductor's role at the end of last year. Special thanks to the three amazing pianists I have had over the 20 years, Jean White, Elizabeth Muschamp and Hsing-Yin Lin; and the fabulous team of managers, tutors and choreographers. Junior choir has been a highlight each year and I feel blessed to have met and worked with so many incredible students; many of which are now wonderful young people leaving their mark on the world. Congratulations to Kimberley Wood who was the successful applicant to the Junior choir position and a very warm welcome to the team!

4.10. We have heard on good report that the Christchurch Schools' Music Festival is now the last primary school Music Festival of this nature that is still operating in New Zealand. Other centres like Auckland have in recent years been disestablished. We are in a sense the 'last Bastion' of the combined schools Festival phenomena, but you can be assured that the executive team remain committed (with your ongoing support,) to see it continue to flourish for many more years to come.

Sharyn Hay  
President

4.11. Accept the President's Report: *Moved* by Sharyn Hay - *Seconded* by Craig Patterson - *carried*

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

- 5.1. It is great that I can again report to you all that last year was another successful, uninterrupted festival! The theme of 'Galaxies' was well received with sell out audiences for most of the four nights and a standing ovation on the last night after an amazing performance of 'Rocket Man'. The theme worked well and students were well prepared.
- 5.2. We had more schools participate this year and numbers were at a record. It is pleasing to see so many schools taking part again and it does feel that the festival is back well and truly! But with the positive vibes from schools and teachers, we are also aware that we live in a changing environment and so at times the way things have been run in the past may logistically not be able to stay the same. Going forward we are conscious of the rising numbers of students and schools participating in the festival and so we have to be conscious of health and safety and the requirements put on us by the venue organizers. We will keep you informed about numbers etc but we do ask that you consider the position we are put in and the huge organizational beast that it is, to seat and keep each student safe each night.
- 5.3. Overall feedback from teachers was positive and I would like to thank you all for taking the time to fill out the evaluation form as it does give us a good idea of how we can improve going forward. We are always trying to make sure that certain areas of concern are addressed but we also need to remain practical and think of the big picture when making changes. Having one less song in the festival programme worked well and it was an experiment to have both the representative choirs perform a piece together. We will keep this module again this year. We were aiming to finish by 9.20pm each night which we did and I want to thank our backstage crew and technical crew for making each transition so slick for this to happen. I think the finish time of around 9.15pm is a realistic time as this is a special concert and needs to be viewed as that. I would ask teachers to support us in encouraging younger students to be aware of the finish time so they can have an early night the night before. For this concert to be in the Town Hall and be such a big event, we do not want to shorten it any further.
- 5.4. A huge congratulations to all the team for the high standard of performances that the audience got to enjoy. The representative groups again performed to a high standard and their behaviour and performance etiquette each night was impeccable. This was Sharyn Hay's last year with the Junior choir and she finished her 20 years in the position with an exciting and innovative programme. She will continue as massed choir conductor this year but we are excited to welcome Kimberley Wood to our team as Junior Representative choir director. Kimberley comes to us with a huge amount of experience as a music director for Showbiz and the North Canterbury Music Society. Kimberley is an accomplished pianist and accompanist who often plays with the Court theatre. It is great to have her now on our music team - welcome Kimberley!
- 5.5. This year our theme for the festival is "E Tu" - Hand in Hand - our focus is based on the Olympics which are going to be held in Paris this July. Music is chosen around the theme of resilience and perseverance with some songs having been performed previously at Olympic opening ceremonies. Josh is again our festival arranger extraordinaire and Patrick Shepherd, our previous Music Director is arranging an Anthem medley for us to perform. We are excited to bring you the programme for 2024.

- 5.6. Charlotte Davie and Elisha Tan will be recording the tracks again for us this year. Thank you to them both for this enormous task.
- 5.7. We are looking forward to working with you and your students again this year for the 2024 Christchurch Schools' Music Festival - "E Tu" - Hand in Hand !
- 5.8. See you all at the Teacher demo in May! Noho ora mai! Nga mihi
- 5.9. Accept the Musical Director's Report: *Moved* by Rachel Wilford - *Secoded* by Patrick Shepherd - *carried*

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

6.1. Profit and Loss:

**Profit and Loss 2023**

Christchurch Schools Music Festival Association Inc.  
For the year ended 31 December 2023

Account	2023	2022
<b>Trading Income</b>		
Accompanist's Music	1,147.92	1,252.26
Donations	2,233.82	40.00
Extra Large Format Song Books	330.55	257.45
Interest Income	6,507.88	2,021.70
Programmes Revenue	4,775.39	4,416.50
Rep Group Fee	11,129.60	10,625.30
Song Books	5,299.53	3,081.78
Sponsorship	15,000.00	15,000.00
Grant Funding	80,636.52	87,145.00
Subscription to CSMFA	6,472.50	6,065.46
Ticket Sales	95,013.74	85,195.04
<b>Total Trading Income</b>	<b>228,547.45</b>	<b>215,100.49</b>
<b>Cost of Sales</b>		
Arrangements & Recording - music	2,761.35	1,852.00
Lighting	11,340.80	11,340.80
Production	22,414.41	22,229.70
Sound	13,442.75	12,652.75
Venue Rental	60,611.30	58,221.74
<b>Total Cost of Sales</b>	<b>110,570.61</b>	<b>106,296.99</b>
<b>Gross Profit</b>	<b>117,976.84</b>	<b>108,803.50</b>
<b>Operating Expenses</b>		
ACC	243.24	249.78
Audit Fees	400.00	400.00
Bank Fees	25.00	31.25
Computer / Website expenses	225.42	371.00
Consulting & Accounting	2,101.68	1,814.25
Copyright - music	3,769.18	2,054.97
Donation	0.00	184.30
Entertainment	700.07	505.57
Freight & Courier	18.78	26.78
General Expenses	4,392.09	2,965.45
Gift	606.40	1,345.04
Instrument and Equipment Hire	643.48	1,014.35
Insurance	595.30	564.12
Office Expenses	300.00	0.00
Post and PO Box	253.91	180.96
Printing and Photocopy all except Prog	11,631.17	6,880.31
Printing Programmes	2,417.00	2,384.00
Stationery	329.14	269.01
Teachers Release	5,888.43	3,904.05
Wages	35,050.00	33,091.40
Wages Administration	35,299.56	20,250.00
Music License	470.36	792.58
School assistance	0.00	384.00
<b>Total Operating Expenses</b>	<b>105,360.21</b>	<b>79,663.17</b>
<b>Net Profit</b>	<b>12,616.63</b>	<b>29,140.33</b>

## 6.2. Balance Sheet:

### Balance Sheet 2023

Christchurch Schools Music Festival Association Inc.  
As at 31 December 2023

Account	31 Dec 2023	31 Dec 2022
<b>Assets</b>		
<b>Bank</b>		
BNZ Credit Card - M Donnell	2,489.20	76.19
BNZ Term Deposit - 03017	0.00	60,000.00
BNZ Term Deposit - 03018	0.00	40,000.00
BNZ Term Deposit - 03019	0.00	60,000.00
Christchurch Schools Music Fes	37,348.09	53,391.74
CSMFA Achiever Savings	0.82	0.82
BNZ Term Deposit 03023	55,000.00	0.00
BNZ Term Deposit - 03022	60,000.00	0.00
BNZ Term Deposit - 03021	60,000.00	0.00
<b>Total Bank</b>	<b>214,838.11</b>	<b>213,468.75</b>
<b>Current Assets</b>		
Prepayments	2,280.00	0.00
<b>Total Current Assets</b>	<b>2,280.00</b>	<b>0.00</b>
<b>Total Assets</b>	<b>217,118.11</b>	<b>213,468.75</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	61.24	552.88
GST	793.67	9,482.78
Revenue received in Advance	3,613.48	2,250.00
Sundry Creditors	400.00	1,550.00
<b>Total Current Liabilities</b>	<b>4,868.39</b>	<b>13,835.66</b>
<b>Total Liabilities</b>	<b>4,868.39</b>	<b>13,835.66</b>
<b>Net Assets</b>	<b>212,249.72</b>	<b>199,633.09</b>
<b>Equity</b>		
Current Year Earnings	12,616.63	29,140.33
Retained Earnings	199,633.09	170,492.76
<b>Total Equity</b>	<b>212,249.72</b>	<b>199,633.09</b>

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 Miranda Donnell / *Seconded* by Josh McGirr - **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 Rachel Wilford - **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 Aija Zandberga - **carried**

9. Vice-President:
  - 9.1. Nominations: Craig Paterson.
  - 9.2. Accept that Craig Paterson be appointed as Vice-President: *Moved* by Sharyn Hay / *Secoded* by Russell Kent - **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 Josh McGirr / *Secoded* by Sherie - **carried**
  
11. Treasurer:
  - 11.1. Nominations: Miranda Donnell
  - 11.2. Accept that Miranda Donnell be re-appointed to the position of Treasurer: *Moved* by Aija Zandberga / *Secoded* by Matt Harris - **carried**
  
12. Auditor:
  - 12.1. Nominations: Victor Gamperle
  - 12.2. Accept that Victor Gamperle be re-elected to the position of Auditor: *Moved* by Miranda Donnell / *Secoded* by Josh McGirr- **carried**
  
13. Website Manager:
  - 13.1. Nominations: Ursula Ryan
  - 13.2. Accept that Ursula Ryan be re-elected to the position of Website Manager: *Moved* by Miranda Donnell / *Secoded* by Rachel Wilford - **carried**
  
14. School Representatives:
  - 14.1. Nominations: Madeleine Gillman - Westburn School, Charlotte Davie - Elmwood School, Craig Paterson - South New Brighton School, Aija Zandberga - South New Brighton School, Jackie Stafford - St Joseph's School Rangiora, Rachel Wilford - St Margaret's School.
  - 14.2. Accept that the nominees be elected to the position of School Representatives: *Moved* by Rachel Wilford / *Secoded* by Craig Patterson - **carried**
  
15. Confirmation of 2024 Subscription Fee:
  - 15.1. Move that the Annual Subscription Fee for Schools for 2024 be changed to \$135 + GST (approx. \$155.25) (was \$75.00), with a view of further investigation into the fee structure.
  - 15.2. Accept the Motion: *Moved* by Miranda Donnell / *Secoded* by Chris Adams - **carried**
  
16. Other Business
  - 16.1. Diane Prendergast from Springston School suggests that the annual subscription fees could be looked at on a pro rata basis, as in a fee system based on the school role numbers, the bigger schools pay a higher fee, the smaller schools pay a smaller fee.
  - 16.2. Also Kate Revell from Merrin says maybe schools would be happier to pay a higher annual subscription to offset the cost of tickets for families.

Meeting Closed at 4.40 PM

Signed as a true record of the meeting:

President: Shayn J. King

Secretary: J. K. Hall

Date: 18-04-2024

Date: 19-03-2024