



Christchurch Schools' Music Festival Association (Inc)

Minutes from the Annual General Meeting

Date: Wednesday 12 February 2025

Venue: Avonhead School, 55 Avonhead Road, Avonhead

Time: 4:00 PM

1. Present:

Sharyn Hay – President & Associate Conductor	Rachel Wilford – Music Director & St Margaret's School Representative	Joshua McGirr - Assistant Music Director & Senior Choir Conductor
Miranda Donnell - Business Manager & Treasurer	Craig Paterson – Vice President & South New Brighton School Representative	Jackie Stafford - Senior Choir Manager & St Joseph's School Rangiora Representative
Russell Kent - Patron	Matt Harris - Concert Band Conductor	Tony Ryan - Orchestra Conductor
Ursula Ryan - Website Manager	Jill Plank - Junior Choir Manager & Minute Secretary	Kimberly Wood – Junior Choir Conductor & Associate Conductor
Aija Zandberga – Concert Band Manager & South New Brighton School Representative	Madeleine Gillman - Westburn School & Christchurch East School	Marion McWha - Lions Club Liaison
Pam Harvey - Lions Club District 202E	Natasha Littler - Tūora Fendalton School	Sheri Gatehouse - South Hornby School,
Ruth Pritchard - Wairakei School	Melissa Clease – St Joseph's School Papanui	Brigette Bilbe – Te Kura o Huriawa Thornington
Kate Husband – Wairakei School	Jill Kerr – St Michael's School	Darryn Ward – Lemonwood Grove
Steven Moseley – West Spreydon (1)	Ashley Senice – West Spreydon (2)	Annabel Harrold – View Hill Primary
Sophie Lennon – Russley School	Vicki Lewis - Avonhead	Fiona Lunan – Wigram School
Beth Lynch – Pareawa Banks Avenue School	Hannah Medland – Aidenfield Christian School (1)	Leah Williams - Aidenfield Christian School (2)
Talei Cordes – Rawhiti School	Emma Jarman - Chisnallwood Intermediate	Chris Adams – Rudolf Steiner School
Leigh Robson – Harewood School	Sarah Hickey – Halswell School	Charlotte Davie

- 1.1. **Apologies:** Con van den Berg - Haeata Community Campus, Deidre Hull - Waimairi School, Melissa Dungey - St Francis of Assisi Catholic School, Jeni McKinnon - Elmwood Normal School, Lawrence Botting - Kirkwood Intermediate, Elizabeth Crampton - Christ the King School, April Holland - Medbury School, Victoria Panckhurst - St Peter's School, Karen Evans



- Grey District Combined Choirs, Laura Fifield - Shirley Primary School, Janiene Hill - Heaton Intermediate, Andrew Withington,

1.2. **Accept the Apologies:** *Moved* by Jackie Stafford - *Seconded* by Aija Zandberga - **carried**

2. Minutes of 2024 AGM

2.1. Corrections from previous (2024) AGM minutes.

2.1.1. None

2.1.2. Accept the previous minutes (with corrections, if needed) as accurate and signed:

Moved by Sheri Gatehouse - *Seconded* by Ursula Ryan - **carried**

3. Business Arising:

3.1. For next years' AGM, could we please add the previous years' minutes as part of the invitation email? Or send a reminder to participants that they can access the previous minutes from the website.

3.2. 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 with all of our participating schools and performers, the success of our Music Festival in 2024. My thanks as President of the Association goes first and foremostly to the incredible executive team who serve the Festival so faithfully. Our executive members believe in the Music Festival; many have memories of their own experiences as students in the Festival, and everyone works 'above and beyond' to make every Festival a success and I'm sure you will agree that this year was no exception. Thanks to David Pareanga for his contribution to the executive over the past three years and also to Craig Paterson who has stepped into his role as Vice President with enthusiasm and has been a great support this past year.

4.2. We would like to formally acknowledge the passing of our life member Lennox Willet. Lennox was the fifth Music Director of the Music Festival and served in this role from 1973-1986. Lennox sadly died in May last year but we were privileged that his wife Thelma and family were able to attend the opening night in his honour. On a personal note I recall 'Mr Willet' as one of the first conductors I had as a young senior choir member in the Town Hall and I remember enjoying his conducting style as I felt he drew a beautiful sound from the choirs. Lennox will also be remembered as a life member who was an avid supporter of the Music Festival, regularly attending opening nights and the Life Member and Sponsors' suppers. Lennox was always very encouraging and complimentary to the music team. He will be missed.

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 Pam Harvey (Lions District Governor) and Marian McWha who as a dynamic duo are passionate about the Music Festival. Thank you for your continued support.



- 4.4. Sponsors: KBB Music, Christchurch School of Music, NZ Graduate College of Education, Rangi Ruru Girl's School, Voices Co Pop A Capella Academy, St Margaret's College and Pak'nSave Hornby.
- 4.5. Funders: Christchurch City Council, The Lion Foundation, Kiwi Gaming Foundation, Pub Charity, NZ Community Trust, Aotearoa Gaming Trust, Mainland Foundation, Air Rescue, COGS, One Foundation, and David Ellison Charitable Trust.
- 4.6. 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. In the closing paragraph of my report last year I stated that, "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". 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.
- 4.8. To this end and after some expert advice from an international contact who has worked for many years in public relations for USA Arts, we launched the Festival Whānau supporter's database. Anyone who is interested in and believes in the Music Festival which includes past, present students, teachers, conductors and associated families and organisations are all invited to become a Festival Whānau member. We promise to not be constantly bombarding your inbox with emails but our correspondence will always have significance. The reason for creating this is to stay in contact with our alumni Whānau with the goal that it will help ensure that the Music Festival remains a musical icon in the rich history of our region.
- 4.9. If you have not already done so, please join up to be a Festival Whānau supporter using the QR code and/or link below.



4.10.

4.11. <https://musicfestival.school.nz/festival-whanau-news/>



Sharyn Hay
President

- 4.12. Accept the President's Report: *Moved* by Sharyn Hay - *Seconded* by Russell Kent - *carried*

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

- 5.1. Again, we had a fantastic season last year of the music festival with our theme being around resilience and striving to be the best. "E Tū" summed up a great festival year with record numbers of schools participating and sell out audiences most nights.
- 5.2. A huge thanks to all the schools who participated last year and for the overwhelming positive feedback. It is always good to get feedback from teachers and staff and we strive to accommodate all the feedback so we can make the festival better each year. The students obviously enjoyed the repertoire last year and the music was well prepared by the teachers. Choosing appropriate repertoire and arranging the music accordingly is always a challenge and we aim to accommodate all styles/genre and cultures around our theme in our music selection.
- 5.3. When receiving your feedback, we do aim to take them on board and last year finishing at 9.20pm each night was something we worked hard to do, being conscious of the late night for some of the students.
- 5.4. Thank you to our backstage crew and technical crew for making each transition so slick for this to happen.
- 5.5. 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.
- 5.6. Thank you to the music team for all their work with the students. It was lovely to observe Kimberley in her new role as Junior choir director for the first year and the students responded well to her leadership. A big congratulations also to Kimberley and her partner Kyle on their engagement over the holidays.
- 5.7. We also wish Charlotte well in her role this year as domestic goddess, raising three children. Charlotte and Tim welcomed their new addition, Poppy Mae, to the family fold in January and she is taking this year off to raise her family and we congratulate them on their new arrival. Kimberley will step in as massed choir conductor in Charlotte's absence and will be joining Eleisha in singing the recordings this year. Thank you Kimberley for taking on these roles for 2025.
- 5.8. This year our theme is Whānau - Friends and Family with songs being about friendship and the importance of family and people in your life. This theme has come about due to us often talking of ourselves as the festival family and how music creates a bond between people. We are also linking this theme with our Alumni idea of creating an alumni contact list on our website so we can keep past festival members and performers in touch with our news and events.
- 5.9. This year as a new idea, we are asking past representative members that were part of the festival during the rebuilding earthquake years who missed out on performing in the Town Hall, to rejoin us to create an Alumni choir. The years are from 2011 - 2018. We are in the process of contacting some of these people to see if they would be happy to perform in our festival this year as a once off event - this performance would replace our combined choir



item this year. We are thrilled that Andrew Withington who was Music Director for two of those years will conduct this Alumni choir and we thank him for agreeing to take this choir.

5.10. Watch this space and if you know anyone who is interested or even if this applies to you then please let us know by filling out a registration form.

5.11. This year we have funding to start an Outreach programme where we will be offering mentors to come to your school and assist you with directing your choir. The programme can consist of any help that you may need in choosing correct repertoire, running an efficient choir rehearsal and giving you ideas for warm ups and conducting techniques. We are also keen to mentor young accompanists who may be interested in stepping into this role. There may be some young pianists who could benefit from learning how to accompany a choir.

5.12. We are still in the process of organising how this will work in terms of when this will happen and who the mentors will be. If you are interested in this as your PD for the year, we will send you a form to complete and you will be hearing from us with more information.

5.13. We are looking forward to working with you and your students again this year for the 2025 Christchurch Schools' Music Festival "Whānau - Friends and Family"
See you all at the Teacher demo in May!

Noho ora mai!

Nga mihi

Rachel Wilford

Music Director

5.14. Accept the Musical Director's Report: *Moved* by Rachel Wilford - *Seconded* by Craig Paterson - **carried**

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

6.1. Statement of Service Performance. We had a total of 97 schools participate. We were capacity again with over 3400 massed choir students. The number of Representative students was 309.

6.2. We sold out of tickets every night with a total of 5,580 tickets sold.

6.3. Profit and Loss: Our costs were a little higher compared to 2023 which was to be expected. Copyright, instrument hire and production costs were the most significant hikes.

6.4. As a non-for-profit organization our aim each year financially is to break even. We certainly do not want to incur a loss but we do not want to make a big profit either which is actually what did end up happening. To our surprise most of our grant funding applications this year were successful. This meant we could reduce our ticket prices to the same as the year before and we made a profit of \$43 thousand dollars.

6.5. From this profit, we have set aside \$40 thousand dollars for our new Outreach Programme where we will be offering mentors to come to your school and assist you with directing your choir.

6.6. Balance Sheet: showing our current financial position. The bottom line shows we have a total equity of \$216K.

6.7. So this leaves us in a good, safe place to be in for the future.



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6.8. This year will be a big year for us in terms of future proofing. We will be revising our Strategic Plan and working on our Governance structure in alignment with the new Incorporated Societies Act.

6.9. Profit and Loss:

Profit and Loss 2024

Christchurch Schools Music Festival Association Inc.

For the year ended 31 December 2024

Account	2024	2023
Trading Income		
Accompanist's Music	1,278.35	1,147.92
Donations	0.00	2,233.82
Extra Large Format Song Books	327.98	330.55
Interest Income	11,691.31	6,507.88
Programmes Revenue	4,182.62	4,775.39
Rep Group Fee	16,224.87	11,129.60
Song Books	8,154.92	5,299.53
Sponsorship	19,000.00	15,000.00
Grant Funding	107,599.09	80,636.52
Subscription to CSMFA	13,634.74	6,472.50
Ticket Sales	97,480.87	95,013.74
Total Trading Income	279,574.75	228,547.45
Cost of Sales		
Arrangements & Recording - music	2,044.77	2,761.35
Lighting	14,234.30	11,340.80
Production	27,296.00	22,414.41
Sound	13,982.50	13,442.75
Venue Rental	62,684.78	60,611.30
Total Cost of Sales	120,242.35	110,570.61
Gross Profit	159,332.40	117,976.84
Operating Expenses		
ACC	188.23	243.24
Audit Fees	400.00	400.00
Bank Fees	20.75	25.00
Computer / Website expenses	938.94	225.42
Consulting & Accounting	2,649.25	2,101.68
Copyright - music	5,127.63	3,769.18
Entertainment	1,187.46	700.07
Freight & Courier	27.74	18.78
General Expenses	4,889.50	4,392.09
Gift	263.05	606.40
Instrument and Equipment Hire	2,664.22	643.48
Insurance	1,103.76	595.30
Office Expenses	1,000.00	300.00
Post and PO Box	276.52	253.91
Printing and Photocopy all except Prog	11,070.29	11,631.17
Printing Programmes	2,459.11	2,417.00
Stationery	276.69	329.14
Teachers Release	4,341.07	5,888.43
Wages	39,525.59	35,050.00
Music Purchase	570.94	470.36
Wages - Business Mgr/ Treasurer	36,247.62	35,299.56
School assistance	280.87	0.00
Total Operating Expenses	115,509.23	105,360.21
Net Profit	43,823.17	12,616.63
Transfer to Reserves		
Allocation for Outreach Programme	40,000.00	0.00
Net Profit after Transfer	3,823.17	12,616.63



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6.10. Balance Sheet:

Balance Sheet 2024

Christchurch Schools Music Festival Association Inc.
As at 31 December 2024

Account	31 Dec 2024	31 Dec 2023
Assets		
Bank		
BNZ Credit Card - M Donnell	563.30	2,489.20
Christchurch Schools Music Fes	54,144.93	37,348.09
CSMFA Achiever Savings	0.82	0.82
BNZ Term Deposit 03023	0.00	55,000.00
BNZ Term Deposit - 03022	0.00	60,000.00
BNZ Term Deposit - 03021	0.00	60,000.00
BNZ Term Deposit - 03027	120,000.00	0.00
BNZ Term Deposit - 03026	40,000.00	0.00
Outreach Programme	40,000.00	0.00
Total Bank	254,709.05	214,838.11
Current Assets		
Prepayments	1,520.00	2,280.00
Total Current Assets	1,520.00	2,280.00
Fixed Assets		
Instruments	3,961.04	0.00
Total Fixed Assets	3,961.04	0.00
Total Assets	260,190.09	217,118.11
Liabilities		
Current Liabilities		
Accounts Payable	0.00	61.24
GST	(1,369.49)	793.67
Revenue received in Advance	2,533.69	3,613.48
Sundry Creditors	2,953.00	400.00
Total Current Liabilities	4,117.20	4,868.39
Total Liabilities	4,117.20	4,868.39
Net Assets	256,072.89	212,249.72
Equity		
Reserves		
Outreach Programme Fund	40,000.00	0
Total Reserves	40,000.00	0
Current Year Earnings	3,823.17	12,616.63
Retained Earnings	212,249.72	199,633.09
Closing Retained Earnings	216,072.89	212,249.72
Total Equity	216,072.89	212,249.72

- 6.11. Proposal – no specific proposals this year.
 6.12. Letter from Victor Gamperle (Auditor) was shown.
 6.13. Accept the Profit and Loss Statement and the Balance Sheet that forms the Financial Report: *Moved* by Miranda Donnell / *Seconded* by Chris Adams - **carried**

Election of Officers

7. Patron:
 7.1. Nominations: Russell Kent
 7.2. Accept that Russell Kent be re-appointed as Patron: *Moved* by Sharyn Hay / *Seconded* by Tony Ryan - **carried**



President:

8.1. Nominations: Sharyn Hay

8.2. Accept that Sharyn Hay be re-appointed as President: *Moved* by Rachel Wilford / *Seconded* by Kimberley Wood - *carried*

9. Vice-President:

9.1. Nominations: Craig Paterson.

9.2. Accept that Craig Paterson be re-appointed as Vice-President: *Moved* by Sharyn Hay / *Seconded* by Madeleine Gillman - *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 Craig Paterson / *Seconded* by Josh McGirr - *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 / *Seconded* by Shari Gatehouse - *carried*

12. Auditor:

12.1. Nominations: Victor Gamperle

12.2. Accept that Victor Gamperle be re-appointed 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 re-appointed to the position of Website Manager: *Moved* by Rachel Wilford / *Seconded* by Miranda Donnell - *carried*

14. School Representatives:

14.1. Nominations: Madeleine Gillman - Westburn 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, Darryn Ward – Lemonwood Grove

14.2. Accept that the nominees be elected to the position of School Representatives: *Moved* by Jill Plank / *Seconded* by Matt Harris - *carried*

15. Confirmation of 2025 Subscription Fee:

15.1. To retain the schools subscription fee at \$135 + GST, the same as last year.

15.2. Accept the motion to continue the schools subscription fee at \$135 + GST: *Moved* by Darryn Ward / *Seconded* by Aija Zandberga - *carried*

16. Other Business

16.1. N/A



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Minutes from the Annual General Meeting

Meeting Closed at 4.37 PM

Signed as a true record of the meeting:

President: Shayne J. May

Secretary: JR Plank

Date: 19-08-2025

Date: 12-03-2025