

**ACTION SHEET**

**School of Music Executive Meeting – 10 September 2008 1pm Kingsland Room**

Present: Professor Joan Beaumont (Chair), Ms Anne-Maree O'Brien, Ms Virginia Taylor, Dr Stephen Wild, Dr Ruth Lee Martin, Mr Mike Price.

In Attendance: Ms Julie Cassidy

<b>Agenda #</b>	<b>Action</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Comments on Action</b>
<b>Item 1 – a</b>	Management of Accompanists: Helen Lancaster has been unable to follow up with Allan Hicks due to absence. Mike Price commented that there is no accompanist for Jazz vocalists. Executive to revise policy for accompanists at the next meeting (Anne-Maree O'Brien to locate).	Helen Lancaster Executive Anne-Maree O'Brien	24 Sept	
<b>Item 1 - b</b>	Research Centre: Discussion on the proposed Research Centre to be postponed until a Head of School has been appointed.			
<b>Item 1 – c</b>	Completion of Refurbishment Work: A list of outstanding refurbishment, repair and maintenance work is to be collated and costed. In addition the School needs to make provision within its budget for maintenance and replacement of instruments. Joan Beaumont commences budget negotiations on 24 October and has requested a detailed list of equipment requirements and proposed cycle of replacement from Heads of Areas. Geoffrey Lancaster has raised the possibility of appointing a piano technician. In the first instance Anne-Maree will cost this proposal.	Anne-Maree O'Brien  Joan Beaumont  Anne-Maree O'Brien	4 Oct	



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<b>Item 2 – a</b>	4 <sup>th</sup> Year Specialist Degree: A decision on the future of this degree will be deferred for consideration along with other curriculum reforms.			
<b>Item 2 - b</b>	<p>Curriculum Planning Day: This day will be held on 9 October at Federal Golf Club. Joan Beaumont proposed the following schedule:</p> <ol style="list-style-type: none"> <li>1. CASS – Strategic plan</li> <li>2. Options for curriculum – Helen Lancaster</li> <li>3. Break into groups – discussion</li> <li>4. Articulate program</li> </ol> <p>A series of meetings will be convened by Helen Lancaster prior to the Planning Day to enable staff to consider curriculum options developed by Helen. Meetings will be held as follows: Academic studies Classical performance Jazz performance.</p>	Joan Beaumont Helen Lancaster Anne-Maree O'Brien		
<b>Item 2 - c</b>	<p>School Governance: The new School governance structure was ratified. No further Town Meetings will be held; Executive and Heads of Area meetings will be scheduled for alternate Wednesdays. Expressions of interest for School governance roles close Tuesday 16 September.</p>	Anne-Maree O'Brien		
<b>Item 3 - a</b>	<p>Letter of Support for NSW Regional Conservatoriums: The Executive endorsed a letter of support being sent to Hamish Tait, Riverina Regional Conservatorium in response to the Review of Funding for Regional Conservatoriums being undertaken by the NSW Government.</p>	Anne-Maree O'Brien	11 Sept	
<b>Item 3 - b</b>	<p>Appointment of Coordinator Events and Venues: Deanna Riddell has been appointed to this position and will commence on the 22 September.</p>			



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<p><b>Item 3 – c</b></p>	<p>Celebration of Larry Sitsky’s 75<sup>th</sup>: The Executive endorsed a celebration in honour of Larry Sitsky’s 75<sup>th</sup> birthday in 2009. A planning committee is be established comprising:          Head of school          Ruth Lee-Martin          Geoffrey Lancaster          Helen Lancaster          Joan Uhr / Marcia Ruff Hewitt          Anne-Maree O’Brien to convene committee.</p> <p>Ruth Martin proposed an Australian Music Conference for 2010. This will also honour Larry Sitsky.</p>	<p>Anne-Maree O’Brien</p>		
<p><b>Other Business</b> <b>Item 4 - a</b></p>	<p>CSO Noteworthy Concert 25 September: 800 high school and college students have registered to attend this concert. Ian McLean, Conductor, will interview students in the orchestra and two staff members from Jazz will perform and talk to the audience about studying at the School of Music. The School will also distribute ‘show bags’ containing information on the School.</p>			
<p><b>Item 4 - b</b></p>	<p>Web Hub: Anne-Maree put forward a proposal prepared by Susan West for the School to establish a Web Hub – a national portal for music educators and the community (see attached). The Executive endorsed the proposal and Joan Beaumont asked that it be forwarded to Mandy Thomas for consideration.</p>	<p>Anne-Maree O’Brien</p>		
<p><b>Item 4 - c</b></p>	<p>Student Gospel Singers from the University of Uzi Tunstall: Stephen Wild discussed a proposal to bring this choir to the School in 2009. Stephen to write up the proposal and submit to Concerts and the Executive.</p>	<p>Stephen Wild</p>	<p>29 Sept</p>	