

ACTION SHEET

School of Music Executive Meeting – 19 November 2008, 1.00 pm, Kingsland Room

Present: Professor Joan Beaumont (Chair), Dr Helen Lancaster, Bengt-Olov Palmqvist, Virginia Taylor, Dr Susan West, Mike Price, Arnan Wiesel, Tor Fromyhr, Dr Stephen Wild, Anne-Maree O'Brien.

In Attendance: Julie Cassidy (Minutes)

Apologies: Dr Ruth Lee-Martin.

Agenda #	Action	Responsibility	Due Date	Comments on Action
1	Minutes accepted as correct. 2009 Scholarship – H.Lancaster distributed a Procedure for the Allocation and Offer of Scholarships 2010. A. O'Brien advised that the Endowment Office had approved the sections of the document relevant to it.			
2	2009 Concert Program: B.Kelly distributed the draft School of Music Concert program for 2009 for comment and approval. Points discussed; <ul style="list-style-type: none"> Market research has shown that the hardcopy Concert Diary, although a considerable expense, is the SoM clientele's preference 'Live' graphic design to be an identifiable brand for the concert program and other School marketing. Discussed ticket price of concerts - gold coin donation concerts should be free or \$ note donation. Timeframe for concert diary production – concert program needs to be finalized next week so that it can be printed by the start of Semester 1 2009. B.Kelly to meet with A. Walter on the 29th November to discuss the concert program. 	B.Kelly		

