



Executive Committee meeting

Minutes of meeting held on 29th March 2005 in Room A204, The Australian Institute of Music, at 3.20 pm.

Present: Raffaele Marcellino (Chairman)
 Bob Robertson
 Bill Sweeney
 Jeff Debnam (present for item 4 only)
 Ian Brooks
 Vivien Power

Apologies:

In Attendance: Milly Kwok (Secretary)

Business arising:		Action:
1.0	Last meeting minutes received.	
2.1	2005 Handbook <ul style="list-style-type: none"> - Handout card prepared and quotes obtained. 	Brett to arrange handout cards to be printed and distributed to staff and students first week after semester break.
2.2	AIM advertising banners <ul style="list-style-type: none"> - IB reported on quotes from supplier and styles. - Discussion on style of banners. Should reflect AIM activity 	Banner style agreed by all and to go ahead. IB to get Stephanie involved.
2.3	Study Link <ul style="list-style-type: none"> - Marcellino reported on quote received - All favoured choice "2" with ads in Yahoo UK, Yahoo Asia and Yahoo India. 	Marcellino to contact Study Link for more info on advertising result surveys.
2.4	Tankstream invitation <ul style="list-style-type: none"> - Marcellino reported that invitation originated through Musica Viva to Cultural Council of Foreign Minister 	Robertson to find out if there is a cultural attaché with the Australian Embassy in Denmark.
2.5	Business plan <ul style="list-style-type: none"> - Kate Kirkman will supply quotes on production. 	Marcellino to set launch date

2.6	COPHE AGM 6 th April 2005	Marcellino to attend AGM to propose working party of private NSW providers.
3.1 3.2 3.3 3.5	<p>Properties Report</p> <ul style="list-style-type: none"> - IB reported that Chris Daley will be submitting plans. Karaoke Bar will be signing lease by end of the week. - Dance floor renovation will start first, followed by shower rooms in second stage. - Building A flooding 	VP to send insurance plans to Sweeney.
3.4	<p>Accommodation issues</p> <ul style="list-style-type: none"> - Room availability issues on Tuesdays. Thurs and Fri have very few classes because most contemporary teachers are not teaching on these two day. - Marcellino raised suggestion to partition waiting area into practice rooms and relocate library to room next to Concert Hall. - Robertson suggest joint library with UTS - New chairs for Concert Hall 	<p>Marcellino to advise Dave Stratton that restriction of teaching to M-W no longer possible given expansion of numbers. From semester 2 2005 contemporary lessons to be scheduled also on Thurs and Fri.</p> <p>Robertson to contact Alex Burns UTS Librarian for meeting.</p> <p>VP to look into new chairs with flip-tables.</p>
4.0	<p>Audio Dept Business Plans</p> <ul style="list-style-type: none"> - Jeff Debnam tabled business plan for Audio Dept. Suggest to add production services to clients as form of promotion. - Sweeney and Robertson requested a more long term projection plan. - Q Studios 	<p>Debnam to send copy of Business Plan to Milly</p> <p>Robertson & Marcellino to devise Business Plan template for distribution to all Heads of Department.</p> <p>VP to check if 'Q' is a registered business name.</p>
5.0	Ombudsmans Sessions 1 st session went ahead. Staff sessions scheduled for 8&9 April	
6.0	<p>ADC event proposal, 9th July 2005</p> <ul style="list-style-type: none"> - request hire of concert hall - Robertson suggested placing ad in Chinese newspaper 	<p>IB to follow up. Stephanie to follow up.</p>
7.0	AIM Shop	VP to explore possibility of

	- AIM will not commence retail facility for music items	outsource to music shop for product stand to be placed in library.
8.0	Capital Grant	VP to undertake AIS Capital Grant application
9.0	Communications <ul style="list-style-type: none"> - reprint AIM business cards required due to a number of errors. - standardize format and size of business cards - address to list SYDNEY only with postcode 2010 - change info section into blue print on white background. 	IB to follow up. <i>Business cards only ✓</i> <i>change letterheads etc</i>
10.0	Other business	
10.1	AIM website <ul style="list-style-type: none"> - reports that font used is hard to read - need to check agreement with website designer, Lemonade. 	All to have a look at website and give feedback next meeting. Amreeta to contact Lemonade to discuss changes.
10.2	Academic Board meeting on 1 st April 2005	
10.3	Fee review for next semester	Next meeting item. VP to provide findings on fee charges at local and overseas institutions.
10.4	Salary review in relation to FBT	Next meeting item
10.5	Fees reduction for students who refer other students to AIM	Next HoD meeting item
10.6	AIM students' previous school <ul style="list-style-type: none"> - for survey purposes 	IB to add question in application-form and extract info from new students files.

Meeting closed at 5.35 pm.

Stephanie's room
 - Computer
 - make photocopies - check
 James/Amreeta

Mr. Tom Brooks
 Title
 Direct
 Tel.
 Email
 Fax
 Mobile
 C.

Standardised sizes

left justified