



Willoughby Public School Band

Annual General Meeting
Thursday, 29th October 2020
8.00 PM on Zoom



Willoughby Public School Band Annual General Meeting

Thursday October 29th, 2020

8pm on Zoom

with Meeting ID 852 7985 2266 Password Band

One member from each family required

AGENDA

- Open Term 4 Annual General Meeting
 - a. Apologies
 - b. Confirmation of Term 1 General Meeting Minutes & 2019 AGM Minutes
 - c. Band Program 2020 and Vision for 2021
 - d. PB report
 - e. TB & IB report
 - f. Band reflections
 - g. Term 3 Review & Term 4 Band Calendar
 - h. Band Program 2021 and Return to Band online form
 - i. Instruments
 - j. Treasurer Summary
 - Lack of fundraising
 - k. Election of Office Bearers for 2021
 - l. Other Business
- AGM meeting close

(i) INSTRUMENTS REPORT

WPS P&C BAND Instrument report – Term 4 2020

From: Kate Jones

Purpose

The purpose of this report is to:

- Provide a current inventory of the WPS band instruments at the start of Term 4, 2020.
- Record instrument acquisitions and disposals since the last report in Term 3, 2020.
- Record instrument servicing and repairs.
- Raise other business for discussion.

Current Instrument Inventory

The following table shows a summary of the current inventory of WPS band instruments including instruments currently on hire.

Woodwind+Brass	Hired	Available	Total	Notes
Baritone Horn	4	2	6	
Baritone Horn small	5	0	5	
Clarinet	11	6	17	
Clarinet, Bass	2	3	5	New bass clarinet purchased from Intune
Euphonium	1	2	3	
Flute	7	5	12	
Flute-curved HP	0	3	3	
French Horn	8	5	13	
French Horn Double	3	0	3	
Piccolo	0	1	1	With Glenn at Intune for a decision on retirement
Saxophone, Alto	17	6	23	One of the "available" instruments is in service
Saxophone, Tenor	3	2	5	One of the "hired" instruments is being used by [student] during rehearsals but not taken home.
Trombone	9	5	14	
Trumpet	11	2	13	
Tuba	1	2	3	Two new tubas purchased in September
TOTAL	83	43	126	

Percussion, etc.	Hired	In store	Total	Comment
Amps	0	5	5	
Glockenspiel	5	3	8	6 glockenspiels with accessories bought for TB
Drum kit	0	3	3	
Bass drum	0	1	1	

Percussion, etc.	Hired	In store	Total	Comment
Bongos	0	1	1	
Timpani	0	5	5	
Miscellaneous	Lots	Lots		Stands, seats, castanets, cymbals, tambourines, triangles, etc.

Acquisitions and Sales

Instrument Servicing

- Saxophone mouthpiece needing to be replaced (chipped). YAS 280 L77778 New mouthpiece purchased from Intune 24/7 for \$45.
- Neck screw missing YAS275 C79574. Parent took instrument into to buy replacement (10/8/2020)
- Saxophone (YAS26 M99044) in need of service, spare loaned out AS100 29170 and returned (14.8.2020)
- [Student] saxophone mouthpiece moving around (11.8.2020) AS100 29321. Loaned YAS26 M98686 on 12.8.2020 as a short-term replacement while hers is replaced. She then left the school and returned loaned instrument. Repaired instrument is still with Intune.
- Flute repair required to YFL211 851765P. Loan arranged 7.8.2020 (YFL221 D35808).

Instruments returned since last report (beg Term 3)

- Bass Clarinet (left band)
- Bass Clarinet (upgraded to new bass clarinet - minor fix needed within first fortnight - her old one serviced and returned to storage 29.8.2020).
- Baritone horn (left band)
- Glockenspiel (purchased own instrument)
- Alto saxophone (has left band)
- Alto saxophone (left school) *her instrument is with Intune for repair
- Trombone (left band)

Discussion points / Other:

- For next year – Instrument coordinator to check “current value of instrument” is entered for each instrument, so value appears on insurance paperwork after the mail merge
- A new Yamaha Bass Clarinet was purchased from Intune, YCL221 043375.
- Two new tubas were purchased from Anthony Marsden.
- From 13 August, [student] is using Tenor Sax YTS 100 006975 during rehearsals, as well as hiring Alto Sax for lessons. No extra charge has been made for use of the Tenor Sax.
- Arrangements for Return Day? Date confirmation, and school policy regarding parents dropping instruments off and Glenn’s pick up for Intune servicing?

(j) TREASURER SUMMARY

Profit & Loss

Willoughby Public School P & C - Band For the month ended 31 October 2020

	Oct-20	Sep-20	Aug-20	Jul-20	YTD
Income					
Stripe Fees Reimbursement	5	76	101	-	5
1. Band Fee Income					
Tuition Fee Income - Intermediate Band - Semester 1	-	-	570	-	-
Tuition Fee Income - Intermediate Band - Semester 2	-	-	7,182	-	-
Tuition Fee Income - Performing Band - Semester 2	-	-	8,113	-	-
Tuition Fee Income - Training Band - Semester 2	-	-	5,236	-	-
Total 1. Band Fee Income	-	-	21,101	-	-
2. Rehearsal Costs					
Tuition Fee Expense - Intermediate Band - Semester 1	-	-	-	(1,971)	-
Tuition Fee Expense - Intermediate Band - Semester 2	-	(2,075)	-	-	-
Tuition Fee Expense - Performing Band - Semester 1	-	-	-	(4,242)	-
Tuition Fee Expense - Performing Band - Semester 2	-	(4,221)	-	-	-
Tuition Fee Expense - Training Band - Semester 1	-	-	-	(1,037)	-
Tuition Fee Expense - Training Band - Semester 2	-	(1,037)	-	-	-
Total 2. Rehearsal Costs	-	(7,333)	-	(7,251)	-
3. Band Activities					
General Excursion Related Income	-	(240)	(3,570)	-	-
Total 3. Band Activities	-	(240)	(3,570)	-	-
4. Instruments					
Instrument Hire Income	-	-	15,120	-	-
Instrument Servicing, Repair & Maintenance Costs	(45)	(108)	(414)	(98)	(45)
Maintenance Fee - Non Wind - Income	-	-	480	-	-
Percussion Pack Fee Income	-	-	530	-	-
Total 4. Instruments	(45)	(108)	15,716	(98)	(45)
6. Fundraising					
Fund Raising Income - Donations	-	210	-	5,000	-
Total 6. Fundraising	-	210	-	5,000	-
7. General Administration					
Admin - Bank Charges	-	-	(3)	-	-
Admin - Bank Interest Income	3	3	4	7	3
Admin - Conductor Meetings	-	(266)	-	(178)	-
Admin - Miscellaneous Expenses	-	-	-	(2,360)	-

	Oct-20	Sep-20	Aug-20	Jul-20	YTD
Admin - Stationery & Postage Expense	-	-	-	(16)	-
Admin - SUSPENSE	-	-	30	-	-
Admin - System Related Expenses	(55)	(78)	(55)	(125)	(55)
Total 7. General Administration	(52)	(340)	(24)	(2,671)	(52)
Total Income	(92)	(7,735)	33,324	(5,019)	(92)
Gross Profit	(92)	(7,735)	33,324	(5,019)	(92)
Less Operating Expenses					
COVID additional expenses	-	-	881	200	-
Stripe Fees	5	74	95	-	5
Superannuation	-	724	-	-	-
Total Operating Expenses	5	798	976	200	5
Net Profit	(97)	(8,533)	32,348	(5,219)	(97)

Balance Sheet

Willoughby Public School P & C - Band As at 31 October 2020

31 Oct 2020 31 Oct 2019

Assets

	31 Oct 2020	31 Oct 2019
Bank		
Business Online Saver	81,780	81,708
Cheque Account	60,816	59,148
Total Bank	142,596	140,856
Current Assets		
Debtors	940	(68)
Deposit - Band Camp	750	750
Deposit - Band Spectacular	3,000	1,500
Total Current Assets	4,690	2,182
Fixed Assets		
Instruments	71,151	51,410
Instruments Accumulated Depreciation	(35,265)	(35,265)
Total Fixed Assets	35,887	16,146
Total Assets	183,173	159,184

Liabilities

Current Liabilities		
Creditors (21200)	-	3,331
Rounding	-	-
Superannuation Payable	2,438	-
Unexpended Grant Funds	5,000	5,000
Total Current Liabilities	7,438	8,330
Total Liabilities	7,438	8,330
Net Assets	175,735	150,853

Equity

Current Year Earnings	(97)	(11,733)
Retained Earnings	175,832	162,586
Total Equity	175,735	150,853

(k) ELECTION OF OFFICE BEARERS FOR 2021

Convenor: Jason Jones, Meredith Robson and [2 VACANT]

Assistant Convenor: [VACANT]

Secretary: Kevin Wong and [VACANT]

Assistant Secretary: [VACANT]

Treasurer: Andrew Griffiths and [VACANT]

Instrument Coordinators: Kate Jones, Jackie Rowe, Helen Pobje and [VACANT]

Tutorial Coordinators: Carolyn Loughnan

Internal Events: [2 VACANT]

External Events: Penelope Feros and Daniela Righi

TB Coordinators: [2 VACANT]

IB Coordinators: Julie Monteban and [VACANT]

PB Coordinators: Belinda Flintoff and Simrita Virk