**CROYDON PHILHARMONIC CHOIR**

**Minutes of meeting held on Friday 28th March 2014 at the home of**

**Margaret Ibbott, 15A Sanderstead Hill Croydon CR2 0HD**

**Present**

Jill Aebi (Chair) Jenny Taylor (Secretary)

Clare Power (Membership Secretary) Alan Partridge (Treasurer)

Margaret Ibbott Jen Hassall

Rosemary Stone Shell Zappa (via Skype)

**1. Apologies for Absence**

Olga Matthews: Absent

**2. Minutes of meeting** held on Friday 27th February 2014

Were signed as an accurate record after amendments

**3. Matters Arising**

**3.1** Carry forward the creation of a folder for concert reviews to next meeting

**3.2** Carry forward review of artists, MD and Accompanist contracts for concerts to next meeting.  **Action AP/JT**

**3.3 David’s Commissioned Piece.** Due to lack of time at the planning meeting held on 7th March the fee for David’s commissioned piece was not discussed. To be carried forward by Jill and Alan. The title is *Blessed Cecilia.*  **Action JA/AP**

**4. Treasurer’s Report**

**4.1** Alan will transfer the choir’s bank account to Barclays. However, the paperwork in opening the account is complex and very long. It was agreed that, if it would help Alan, the rest of the committee should read it and pass on any comments to him. **Action committee**

**4.2** **Annual Contracts for MD and Accompanist** need to be revised. Jenny and Alan to take this forward. **Action AP/JT**

**5. Job Descriptions**

* No Job description exists for “Ticket Officer”. Rosemary will produce one. **Action RS**
* Publicity and Media job descriptions completed. Shell will forward the schedule created by Kay to Jenny, as it will provide a useful timeline and guidance for the Publicity and new Media post committee members. **Action MZ**
* Margaret will re write her job description. **Action MA**
* Jill is still working on her JD. **Action JA**
* Secretary JD completed.

As a general rule it was felt the JDs should be concise, and one page long and that we should all provide a “handover pack” to new post holders, which would give them some useful guidelines.

Once all the JDs are completed (by the 22nd April please) they will be placed on the web site.

Jill will approach the choir to ask for “shadows” for Secretary, Publicity Co-ordinator and Concert Manager at the next rehearsal. **Action JA**

Shell mentioned that Lindsey had indicated that she would be willing to stand for Publicity co-ordinator at the next AGM. We were all very pleased to hear this as it is such an important post.

Jill mentioned that she is in favour of changing our nomination process from a single sheet, to nomination sheets which, once completed would be placed in a box. Usually, once someone has been nominated for a post on the sheet, no-one else puts themselves forward for the same post. This does not encourage competition.

Clare had been looking at the Basingstoke Choral Society website and noted that they had 11 committee members; Clare will send details to Jenny. **Action CP**

**6. Fundraising/Sponsorship**

Jill will ask Jane Castle if she would have a chat with Betania Berhane about how we might obtain sponsorship from Barclays Bank. **Action JA**

Clare mentioned that BCS have a “50/50 club, which costs £5 per month for choir members to join. There is a regular draw and 50% of the proceeds go to the winner/s and 50% to choir funds. Clare to see if she can find out how much income this generates for the choir. To be discussed further at next meeting. Fundraising to be top of the agenda. **Action CP/JT**

**7.** **Future of concerts with BCS**

Alan informed us that Neville, the Basingstoke treasurer, instigated the £1000 reciprocal arrangement when the BCS were in financial difficulties. It costs them approx. £20,000 to put on a concert at the Anvil and they hold two to three concerts per year. They usually have one “serious” concert and at the others perform more light-hearted works which draw in the audience as they are more popular. Neville stressed that the choirs MUST sell tickets.

Their costs are the same as ours (David’s fee, orchestra’s etcetera) however they are a larger choir with approximately 200 members and have a “home” venue where they are known. Our problem is that we don’t have a suitable venue close to Croydon (the Fairfield Hall being so expensive) and so we have to sing away from our own town. This definitely has an adverse effect on the numbers of the audience we attract.

It was felt that it would be useful to be involved in the decision making of what we sing together, but that we didn’t want to have any responsibility with organising the actual concert. Suggested that we meet with the Basingstoke committee in the autumn to discuss further. Discussion to also include whether to change the arrangements of the existing financial contribution.  **Action JA/AP/JT**

**8. 100th Season 2013 - 2014**

**8.1 Away concert with Basingstoke Sunday 6th April 2014**

Clare will send Basingstoke’s concert brief to the choir when received.

**8.2 100th Birthday Celebration dinner 25th April 2014.**

* So far we have 92 choir members coming and with guests this becomes a total of 99.However we are expecting to sell some more tickets.
* Leonie has spoken to Daphne who has agreed to make a cake. Jill will liaise on this.  **Action JA**
* Tables, Jill to ring Amy re size and number of tables. Jill will announce at the next rehearsal that the table plans will be available for completion at the rehearsal on 4th April, at the concert on Sunday 6th and on Tuesday 8th. **Action JA**
* Suggested that we find out who are the longest serving members of the choir (one Lady and Gentleman) to blow out the candles on the cake.
* The hotel will provide place cards and Jill will contact Olga to see how the commemorative menus are progressing. **Action JA**

**8.3 June 14th 2014 Cadogan Hall**

* The Cadogan require programmes on the day, which their staff will sell and 200 flyers when available.
* Jenny to confirm names of soloists to Shell as soon as she knows who they are. **Action JT**
* Shell will get the flyers produced as soon as possible, hopefully next week and will post to Jenny. As Shell works near the Cadogan Hall, she will deliver the 200 flyers directly to them. **Action MZ**
* Suggested a group of us go up to the Cadogan to hand out flyers to passersby. Jill will ask for volunteers from the choir to join us. Margaret reported that Dick and Clare have visited the hall and all is progressing well. Margaret will also arrange to visit with Alan and Dick in the near future. **Action MI/DJ/AP**
* Rosemary will collect the tickets six weeks before the concert. **Action RS**
* Shell will ensure that our full programme is included on the hall’s website**.**

**Action MZ**

**David joined the meeting at 9.45 via the conference phone.**

Jenny asked David to confirm the following:

* David confirmed Clare McFadden’s contact details and her fee of £400.
* Mark is unable to play for our extra rehearsal on Friday 3rd April.

**8.4 13 September 2014 Workshop Shirley Methodist Church**

* David has emailed Erica re facilitating our workshop on 13th September, however hasn’t received a reply as yet. If he doesn’t receive a response by Tuesday, Jenny will contact Erica. **Action JT**
* Agreed a fee of £300
* Suggested we have an informal concert at the end of the day, to be discussed further.

**8.5 6th December 2014 Messiah Fairfield Hall’s**

* David confirmed for Jen that guests joining us to sing the Messiah are welcome to use their own copies regardless of edition.
* David agreed to produce a rehearsal schedule for the Messiah and agreed that members would need to attend a minimum of 6 rehearsals.
* Participation in the event is at the MD’s discretion and some singers may be required to audition if there are any concerns over their ability to take part.
* David reported that he had received a quote of £4900+VAT from the LMP. This doesn’t include Crispian or Ian’s fees. David will re-negotiate as he feels this is too expensive.

Jill will formally ask Ian to play for us. **Action JA**

**8.6 16th December 2014 Christmas Concert St Matthew’s**

David agreed that we will be singing well known Carols and confirmed for Jen that any other music would be available on CPDL.

Jenny to follow up her request to hire the St Matthew’s with the parish administrator, as no response received so far. **Action JT**

**David left the meeting.**

**9. Membership Secretary’s Report**

Nothing to report

**10. Recruitment Committee Report**

Nothing to report

**11.**”Meet my Choir” Jill has asked Marc Fresco to lead on this and David stated, during our earlier discussion, that he would like to agree the choice of music when it is made.

**12. Choir Website.**

It was generally agreed that the website could be more dynamic. Shell agreed to obtain the log- in details from Heather with a view to looking at it. Jill will also ask if there is anyone in the choir who would be prepared to look at it with a view to making suggestions as to how we could improve it. This would need to be discussed with Heather and Alistair who set up the site for us last year. **Action MZ, JA**

**13. Any Other Business**

* George Jalfon has resigned from the committee and we are pleased to welcome Jane Castle, who has agreed to be co-opted onto the committee in his place. We all look forward to working with her.
* Margaret suggested that we look at the constitution again, in particular to the ruling that no committee member can serve (in whatever role) for more than seven years. Jill agreed, she felt we should look at the constitution again for several reasons and it was agreed we would revise it as required for next season. NB Suggestion is that we have a separate meeting to work on the constitution.
* Clare mentioned that we haven’t as yet discussed the social evening scheduled for June 17th 2014. This was generally felt to be a good idea, to be placed on the next agenda to discuss format of evening. **Action JT**
* It was agreed that Jill would invite members of the 100th group to attend the first half of our next committee meeting. **Action JA**

Date, time and place of next meeting

Friday 9th May 2014 at 7.30pm at the home of Margaret Ibbott.

Margaret was thanked for her kind hospitality and Rosemary for her delicious cake.