**CROYDON PHILHARMONIC CHOIR**

**Minutes of meeting held on Thursday 27th February 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

Olga Mathews

**1. Apologies for Absence**

Rosemary Stone and Michelle Zappa

Absent: George Jalfon

**2. Minutes of meeting** held on Friday 17th January 2014

Were signed as an accurate record after amendments. Minutes for meeting held on 22nd November 2013 and previously agreed were also signed.

**3. Matters Arising**

**3.1 Cheque for chairs.** Jenny confirmed that the cheque for £74 (the amount raised by the choir in response to the vicar’s request for a contribution to new chairs in the Church) had been sent to the vicar of St Matthews on 6th December 2013.

**3.2 Concerns about the lack of facilities at our Christmas Concert.** Jenny confirmed that she had written to the vicar about this, letter sent on 14th February 2014. No response had been received as yet.

**3.3 Folder for concert reviews and workshop**. Carried forward to next meeting.

**3.4 Friends donation** of £1,000 to be discussed in item 4, Treasurers Report.

**4. Treasurer’s Report**

**4.1** Alan had circulated reports as follows: Concert Receipts and Payments Analysis and Years Results/ Forecast prior to the meeting. We discussed further:

**4.2** **David’s Commissioned Piece.** Agreed maximum of ten minutes duration, charge per minute to be discussed with David at the Planning meeting to be held on Friday 7th March. Also to confirm title. **Action JA, JT AP**

**4.3** **Friends Funds.** It was noted that the Friends contributed to the cost of publicity for the last concert held at the Cadogan Hall. Suggested that we use some of their funds for the concert there in June this year.

**4.4 Messiah.** Alan pointed out that the Messiah will generate a deficit for the rest of the 2014/2015 season and so we needed to ensure that we kept to our budget for future concerts. Jill reminded us that our “guest singers” will contribute £25 each to participate in the rehearsals and concert. Once Alan knows how many guest singers apply to take part, he will be in a position to calculate the income generated which it is hoped will assist with subsequent concerts. **Action AP**

**4.5** **Bank Account.** Alan intends to move our bank account to Barclays Bank. Betania’s husband (Betania Berhane a soprano in the choir) works for Barclays and had previously mentioned that we may be in a position to receive sponsorship from the bank. Alan will take this forward. It was agreed that fund raising was very important and that we need to be more proactive in this area. Fundraising to be added, as a separate item to the next agenda, for further discussion. **Action AP, JT**

**4.6** **Increase of Fees**. Alan has requested that we increase the subscriptions paid by the choir to £175. per year, from September 2014. Jenny will announce that we are holding an Extraordinary General Meeting (EGM) on Tuesday 8th April 2014 for this to be proposed and will ensure that a notice is placed on the board three weeks before on Tuesday 18th March.  **Action JT**

**4.7** **Contracts to Artists**, MD and Accompanist need to be revised, Jenny and Alan to take this forward.  **Action JT, AP**

**4. 8 Invoice re hire of St Matthews**. Alan had contacted Terry (Parish Administrator) regarding a discrepancy. We have previously been charged for 3 hours 15 minutes, per rehearsal, we actually use the premises for a maximum of 3 hours. Alan is waiting to hear from Terry and once resolved will report back to the committee.  **Action AP**

**5. Job Descriptions**

Posts becoming vacant this year are Secretary, Concert Secretary and possibly Publicity Co-ordinator. It was agreed that the Concert Managers post needed 3 subcommittees to manage catering, staging and parking, that recruitment and retention would be combined and that we needed a fundraising subcommittee (see previous item).

We agreed to look at our respective job descriptions to see if they could be revised to take into account that some posts involve a lot more work/responsibility, with a view to redistributing the duties more evenly. We will have a meeting devoted solely to resolving this, it was agreed that there should be a deputy for each post in case of emergencies.

Jill needs copies of job descriptions for the chair and ticket officer.  **Action JA**

Once all the amendments have been made we want to download them onto the “committee” page of the website. Jill will find out the password from Heather so that we can all access this page.  **Action JA**

**6. 100th Season 2013-2014.**

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

6.1.1 Copies of the flyer were received from Anne Hurst BCS secretary and have been circulated to the choir.

6.1.2 **Coaches.** As George was not at choir on Tuesday and wasn’t at this meeting, Alan will discuss with him whether the coaches have been booked yet and will organise the coaches on this occasion. **Action AP**

6.1.3 Alan will also ask Heather to forward the concert badges to him for sale to new members of the choir who will need them for this concert. He will request any monies due**. Action AP**

**6.2 100th Birthday Celebration dinner 25th April 2014.**

6.2.1 Erica has confirmed that if she comes it will be without her husband. They return that morning from holiday, Erica will confirm with Jill if she can attend. **Action JA**

Agreed the last day for paying for the meal will be 25th March 2014.

6.2.2 Clare confirmed that Kingsfolk are willing to provide gentle music during dinner. Clare and Heather will provide refreshments for the band. **Action CP, HF**

6.2.3 After food tasting and some negotiation Jill and co. have arranged a great menu for this special occasion.

6.2.4 A contribution of £1,000 will be made from the Friends funds towards the cost of the food.

6.2.5 Olga suggested that her daughter could design a commemorative menu for the occasion. Jill and Olga to discuss exact requirements.  **Action OM, JA**  **6.3 Cadogan Hall June 14th 2014.**

6.3.1 Alan, Clare, Dick and Margaret will arrange a visit in the near future to view the venue. Jenny asked that they clarify the costs for having the bar open before and during the interval. Jenny will let them know as and when she as any further queries that can be dealt with during their visit. **Action AP, CP, DJ, MI**

Our concert is now advertised on the Hall’s website.

**6.4 Messiah 6th December 2014.**

6.4.1 Jill confirmed that Crispian will be playing for us.

6.4.2 Jenny confirmed that the Fairfield Room is booked for our drinks reception.

**7. Membership Secretaries Report**

Clare reported that seven voice consultations for new members of the choir were done last Tuesday, with three to go. Clare commented that all choir members should have a voice consultation every three years; however these were falling behind due to lack of time. We only have the Vestry for one hour every month; however we were not sure how we could take this forward. For further thought and discussion.

**8. Recruitment Committee Report**

The committee were very pleased to hear that Olga has agreed to chair this committee from now on. Jenny will send copies that she has of the committees previous minutes to Clare and Olga. **Action JT**

**9. Date and Outline of Next Workshop.**

After some discussion it was agreed that our next workshop would be held on Saturday date 4th October 2014 at Shirley Methodist Church, Eldon Road. We all agreed we like the premises and it is convenient for Public Transport. Jenny will enquire whether the Church is available that day and what the cost would be. **Action JT**

Content to be discussed further at our next meeting. Place on Agenda. **Action JT**

**10.Discussion re “Meet my Choir”**

Jill will ask Marc Fresco if he will lead on this. We will need to obtain David’s approval and suggestions as to what we might sing for the recording. Jill will approach Mark and David.

 **Action JA**

**11. Choir Website.** To be discussed at our next meeting.

**12. Any Other Business**

**12.1 Last Night of the Croydon Proms** Saturday 27th September 2014.

Darrell Davison has contacted Jill to enquire if we would be willing to take part again this year. The committee agreed unanimously and thought it would also provide a good opportunity to promote our Messiah concert in December. Jill will confirm. **Action JA**

**12.2 New Sound System at St Matthews Church.**

12.2.1 Will request the questionnaire regarding the possible installation of a new sound system at St Matthews, it may be of use in the future. **Action JT**

12.2.2 Jen had spoken to Lissa Hampton, asking when she would be selling some more of her homemade cards to the choir. Some of the proceeds of her sales are put toward choir funds. Lissa had been under the impression that some members of the choir had felt it was inappropriate for her to do this and so she had not had a sale for some time. We all agreed that we were all happy for her to continue to sell her cards and Jen will suggest Tuesday 8th April to Lissa as a possible date for her next sale. **Action JH**

12.3 As we had not heard from David during the meeting it was suggested that the questions we had prepared to ask him be emailed to him and Jill and Jenny will speak to him on Tuesday at choir rehearsal. Questions attached for information. **Action JT**

**13. Date, time and place of next meeting.**

Friday 28th March 2014 at 7.30pm at the home of Margaret Ibbott.

Date for meeting to discuss Job descriptions, Friday 14th March 2014 at 7.30pm at Clare’s. 27 Outram Road Addiscombe. CR0 6XG

Margaret was thanked for her kind hospitality.

QUESTIONS FOR DAVID ON TUESADY 4th March 2014

* Contact details for Caroline Dobin
* Have we a tenor for Cadogan, if so contact details and fee please.
* Ask Ian to play for our extra rehearsal on 13.06.14
* OK to take part in LNCP on 27th September 2014.
* Concerns over the length of concert at Cadogan

Magnificat 30 mins

Serenade to Music 15 mins

Commission piece 10mins

 Total 55mins. no orchestral piece?