Minutes

Minutes of the Committee Meeting were held on Friday 17 January 2014 at 15a Sanderstead Hill, South Croydon.

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|  | **Present** |  |
|  | Jill Aebi – Chair | **Action** |
|  | David Gibson (by telephone 8.30 – 9.00 pm)  Jen Hassall - Librarian  Margaret Ibbott – Concert Secretary  Alan Partridge – Treasurer (by telephone 8.15 – 8.30 pm)  Clare Power – Membership Secretary  Rosemary Stone – Ticket Secretary  Olga Williams – Ordinary Member |  |
| 1 | **Apologies for Absence** |  |
|  | George Jalfon  Jenny Taylor  Michelle Zappa |  |
| 2 | **Minutes of meeting held on 22 November 2013**  Taken as read |  |
| 3 | **Matters Arising** |  |
|  | * Need to confirm that money paid to St Matthews for chairs. * No other matters arising |  |
| 4 | **Review of Christmas Concert 17 December 2013** |  |
|  | 4.1 Numbers attending concert were 172 adults and 13 children, an increase from last year’s performance. There was a choir of 83 singers. it was a successful concert but feedback and problems were:  4.2 Venue   * People on right side could not hear the speakers. * Dishwasher flooded, * 2 ladies toilets were out of order as was hand dryer. Margaret asked Terry, the Administrator about this but he advised he was not able to enter the ladies’ toilet. * Toilet rolls also had to be found. * Jen also complains about state of cupboard, it can be difficult to get things in and out of the cupboard due to obstructions and the lighting is poor. A lot of rubbish is put on top of the choir’s filing cabinet. Could St Matthew’s suggest a more suitable storage option for the choir if this cupboard cannot be kept more tidy. * It was noted that from January there is an 11% increase in hiring fees .   4.3 Programme   * Would like more traditional carols and more audience participation. * We did not acknowledge the soloists * There should be a welcome at the start   4.3 General comments.   * There was disappointment that David had not given any feedback on the Christmas Concert. * Jill suggested we keep a folder for each venue so that all comments could be kept together in one place and would serve as quick reference for future committee planning. * Margaret suggested a letter be written to St Matthew’s PCC. She will draft an initial letter for Jenny to complete.   **Actions** |  |
|  | **MI to draft and JT to compose letter to send to PCC** | **MI /JT** |
|  | **Folder to be created for each performance and workshop venue** | **JT /JA** |
| 5 | **Review of Singing Workshop 11 January 2014**  5.1 Organisation.  Jill felt that organization was too last minute which is unfair on organisers and participants. Committee needs more knowledge of what facilitator is doing so we are prepared. Committee agreed. Originally it had been scheduled for early January as it is a quiet time of year but all agreed that the date of the workshop did not work too well for the committee as it was so close to Christmas.    5.2 Attendees were 9 visitors and 52 choir.  5.3 Programme. It was felt that the warm-up was too long as was the Q&A session. Again committee acknowledged that we need to be more involved in the planning.  5.4 Lunch. Pub service was slow so an hour for lunch was too short. Olga suggested that there are very few opportunities to gather socially with the choir so, perhaps something like Pizza delivery would have been good – quicker and more social. The committee agreed it was something that needs further thought and discussion.  **Actions**  To discuss future workshop and agree date - item to be added to agenda for next meeting |  |
|  | **Workshop to be added as agenda item to agree date and outline of next workshop** | **JT** |
| 6 | **Treasurer’s report**  Alan joined us by conference phone. |  |
|  | 6.1 Deficit for the year is predicated at about £3.5k to £4k. Christmas concert is currently showing a profit of £261 pounds pending reconciliation of catering figures.  6.2 Alan reminded the committee that we need to try to stick as closely to the budget as possible so that we do not run over too far from the predicted deficit.  Subscription/membership figures are lower than last year (£1400) but Clare pointed out that there are still some new recruits who have not yet joined.  Also for example we do not know name of orchestra or whether Ian is required for Cadogan. This may increase the cost of concert budget.  6.3 11% increase in St Matthew’s hire charges from January 2014 but Alan advised this is not too high when put in to context against other costs such as the loss of subscriptions, expenses of concerts etc.  6.4 Confirmation is required from the Friends Society of any money it proposes to donate towards 100th season celebrations, as so far Alan has received nothing official.  **Actions** |  |
|  | **Ask Leonie Holgate about the donation of £1000 from the Friends**  **Ask David about Ian for Cadogan.** | **JA** |
| 7 | **100th Season 2013-2014** |  |
|  | **7.1 6 April 2014 - Away Concert with Basingstoke Choir, The Anvil** |  |
|  | George had originally offered to organise the coach for Basingstoke but as he is indisposed, it was agreed that Alan would be asked if he wishes to take this back. If not, Clare offered to organise this. She proposes to ask Alan on Tuesday but in any event, we would ask people to sign up over next two weeks. It was agreed that we would ask those making a booking to pay well in advance, as in the past we had made a loss from coach booking. |  |
|  | **Clare or Alan to organise coaches for Basingstoke** | **CP/AP** |
|  | **7.2 25 April 2014 - 100th Birthday Celebration Dinner, Selsdon Park Hotel** |  |
|  | 100th Season Committee met on 16 January. Action points from this read by the committee and the following comments raised:   * Booking of ceilidh band (Kingsfolk) agreed. Clare mentioned that Kingsfolk might not play music during dinner.   **Jill will request if Kingsfolk can provide music during dinner** | **JA** |
| * The timings proposed by 100th Season Committee were felt to be too early as it’s a Friday and would make it difficult for working members of the choir. 7.30 for 8.00 pm start was felt to be better with a 12am finish. * 8 complimentary tickets have been agreed (David, Cripsian, Ian and Photographer with partners). Agreed with 100th Season committee that if Crispian cannot attend we would invite Erica Eloff and her husband. * David verbally accepted our invitation this evening. He told us he is unlikely to want to use the complimentary room that has been offered. * The committee has no record of the formal invitations so Jill will ask Heather for a copy of her correspondence.   Agreed with 100th Season committee that printed tickets at this point are not required but a commemorative ticket/receipt for payment would be good. This can be discussed further at the next meeting. Barbara Warmsley has offered to organise the ticket bookings.  Jill advised committee that she was experiencing problems with the organiser at Selsdon Park.  **Actions**   * **Arrange meeting with manager at Selsdon Park Hotel as soon as possible JA** * **Ask 100th committee for any correspondence JA** |
|  | **7.3 14 June 2014 – Bach Magnificat, Cadogan Hall** |  |
|  | * David confirmed that only 4 soloists are required, not 5 as Caroline can sing both the 2nd Soprano and the Contralto parts. * Nathan is not available. He definitely has Erica Eloff (£500?). James Edwards and Caroline Dobin (both £400?) have been asked and we are waiting for confirmation. * David requested Jenny to ask Hakan as he does not have the contacted details. Nor did he know what fee he would expect. What was he paid last time? * Ian LeGrice is required as an accompanist. * London New Symphonia is the orchestra * Organ is required for hiring but David will ask to borrow electric organ from Occam Singers (as this will be free to hire) but he will require a parking space at Cadogan unless anyone else can take the organ/amp.   100th Season Committee recommended accepting David’s fee of £2000 for his commissioned piece and believed Friends money might be used for this. Committee believe Leonie was seeking sponsorship. Alan could not confirm that Friend’s money is available for this purpose as we have not had anything in writing from the Friends with regard to any donation. |  |
|  | **Jenny to Invite Hakan to sing and Ian Le Grice to accompany** | **JT** |
|  | **Margaret to organise parking space at Cadogan for David** | **MI** |
|  | **Jill to ask Leonie about potential sponsorship for commissioned piece** | **JA** |
|  | **7.4 6 December 2014 – The Messiah, Fairfield Halls** |  |
|  | David had emailed the LMP to ask if they have no objection to Crispian Perkins-Steel to performing at this concert but had no response. David agreed to chase this. He has not formally invited Crispian because he has not had response from LMP. Jill Aebi has informally invited Crispian and is waiting for his reply.  **Drinks reception**. Prior to this meeting Jenny advised committee that Sue from Fairfield Halls contacted her to discuss our request to use the bar for our drinks reception. They are happy to keep the bar open, however she did point out that:   * It would be difficult for the bar staff to ascertain who was a member of our party and so others could obtain free drinks. * There would be parties who have booked their Christmas parties that night and so the foyer could be very crowded. * There is also a pantomime in the Ashcroft Theatre taking place that evening   Sue felt it would be better to hold the reception in the Fairfield Room as it has a bar in there. Sue offered to “pencil” us in for the room. Jenny agreed as she thought it was a good idea to put it on hold. There will be no charge for the room but it is only suitable for 100 guests. Sue will email Jenny details of the costs per head for drinks, including bucks Fizz and fruit juice.  Committee agreed that the Fairfield Room seemed an excellent choice and people could spill out of the room if it got busy. Also agreed that the reception should be held after the concert rather than before. The question of charging guests was discussed. Olga suggested that guests could be charged, perhaps choir members purchasing tickets beforehand. Margaret reminded the committee that our VIP guests would need looking after in the interval. Committee wanted to discuss the options further and agreed to discuss at a future meeting and time running short today.. |  |
|  | **David to write again to LMP with regard to CP-S performing at concert** | **DG** |
|  | **Jenny to confirm booking of Fairfield Room** | **JT** |
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| 8 | **Membership Secretary’s Report** |  |
|  | Clare advised she did not have a report to give but for information, the choir membership currently stands at 93 with a number of people yet to audition and join. |  |
| 9 | **Publicity Report** |  |
|  | Shell did not submit a report. However, she brought to our attention, a proposal from Marc Fresko who wrote to BBC Radio 3 “Meet my choir” programme. If successful the choir would get a few minutes talking about our choir on national radio during a programme specifically aimed at listeners with an interest in choirs. The BBC would require a copyright-cleared recording – BBC are obviously not looking for professional style recording but nonetheless it may be difficult to do in a hurry. Decision would need to be made on what to sing and what to say. Committee were positively in favour of aiming to do this but unfortunately did not bring it to David’s attention when he joined the meeting or have time to discuss fully. To discuss at next meeting |  |
|  | **Send copy of email to David for his opinion/thoughts** | **CP** |
|  | **To add to agenda next meeting** | **JT** |
| 10 | **Recruitment report** |  |
|  | Clare had asked Olga if she would consider chairing this subcommittee as Dick did not feel he should chair it. Olga has not made a decision. Nothing further to report at this point |  |
| 11 | **Any other business** |  |
|  | Clare would like to discuss the website at next meeting. |  |
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|  | Jill has concerns about the workload of some committee members and also about continuity where people have become ill etc. She wishes to discuss the possibility of shadowing and to review job descriptions. Jill will ask Heather for these documents and for discussion at next meeting. |  |
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|  | David agreed to a planning meeting at pub near Hogs Back on either March 7th or 28th. Time to be confirmed. Need to bring publication lists to meeting. |  |
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| 12 | Date and time of next meeting |  |
|  | Friday 21 February at 7.30 pm. Margaret agreed to hold the meeting. |  |