

## Fakenham Choral Society Committee Minutes

<b>Date &amp; Location</b>	Thurs 31 <sup>st</sup> May 2018 Gill Ashby's home, Kettlestone
<b>Present</b>	Rosemary Dear (Vice Chair) Janet Kelsey (MD) Gill Ashby Sue Burton Tim Burton Diana Lyons Tracey Thompson Barbara Wyvill

Glossary	
Gill Ashby	GA
Colin Blackmore	CB
Roger Burbidge	RB
Sue / Tim Burton	SB / TB
Charles Davison	CD
Rosemary/Brian Dear	RD/BD
Janet Kelsey	JK
Jim Laird	JL
Diana Lyons	DL
Tracey Thompson	TT
Barbara Wyvill	BW
Carol Jennings	CJ
Margaret Vincent	MV
Jean Mayne	JM
Fakenham Parish Church	FPC

### Minutes

Agenda Ref	Summary/Actions	Action Owner
1.	<b>Apologies</b> – Colin Blackmore, Roger Burbidge, Charles Davison	
2.	<b>Minutes of the meeting held on 4<sup>th</sup> April 2018</b> These were agreed as a true record and signed as such	
3.	<b>Matters Arising</b> – there were none not covered within the agenda	
4.	<b>Correspondence</b> – <ul style="list-style-type: none"> <li>• <b>Linda Bowden</b> Sadly has to undergo more surgery soon so will be out of action. She has already organised the stewards for the summer concert and passed on items for the garden party. TT had responded, sending our best wishes and thanks</li> <li>• <b>Sara Phillips (SP)</b> – email received that she is stepping down from designing / printing concert programmes and posters after the summer concert. TT had responded sending our sincere thanks and checking there was nothing we could do to reverse the decision (no reply to date)</li> <li>• <b>Jean Mayne</b> – regarding advertising. See below</li> </ul>	
5.	<b>Concert Prep Carmina Burana, 16<sup>th</sup> June 2018, Wells 7.30pm</b> <ul style="list-style-type: none"> <li>• Music stands not needed by percussionists</li> <li>• Need to find hosts for soloists, Janet and Jim to rest and change 'twixt rehearsal and concert. TT to mention in group email, RD in rehearsal notices</li> <li>• Only 5 percussionists for orchestral tea. TT would alert MV</li> <li>• Scores – imperative that scores are returned at end of performance or final rehearsal if not singing in the concert. SB said they'd have a rubbing out session on the morning of the 20<sup>th</sup> June at their house. TT would mention both items in the group email and on the concert info sheet. Also needs to be raised at rehearsal</li> <li>• Drinks – would need to be on sale before the performance as there's no interval. Need to ask members to alert anyone they know is coming to get their soon enough to make their purchases. This also needs to be brought to TW notice and that stewards should be proactive in encouraging purchase of drinks pre-performance. TT would mention in group email and ring TW. RD would also mention in rehearsal notices</li> <li>• Concert would start with a short piano piece then an introduction to Carmina Burana and a 'meet the percussion section' by JK</li> <li>• JK would produce a seating plan but this was made more difficult as some of the children would be singing in the whole piece. The men may not therefore be at the front. TT to flag in group email and concert info sheet the need for flexibility</li> <li>• Agreed that the children should each be given a £10 gift voucher as a thank you for taking part. GA to arrange this</li> <li>• As RB may not be at the performance, we need to ensure the FPC glasses are taken to Well. TT would email Kay Aldington to flag that this needs to be addressed</li> </ul>	<b>TT/RD</b>  <b>TT</b>  <b>TT/SB</b>  <b>TT / RD</b>  <b>JK</b> <b>JK</b>  <b>TT</b>  <b>GA</b>  <b>TT</b>

	<ul style="list-style-type: none"> <li>RD had been to Wells and the Bowling Green Inn had agreed we could use their loos. This will be added to the concert info sheet</li> <li>JK provided full list of soloist/musician expenses (copy with minutes). The cost of hiring a piano had been prohibitive so we would make do with the choir keyboard. JL would tune the Wells piano</li> <li>Ticket sales were slow, but CB said historically they picked up in the final two weeks. Need to push these and perhaps try for a newspaper article?</li> </ul>	<b>TT</b>
6.	<p><b>Garden Party Prep</b></p> <ul style="list-style-type: none"> <li>TT confirmed Ann Hissey had volunteered to co-ordinate. 3 other choir members had offered help to set up and tidy. TT had prepared sign up sheets which started to be circulated this week at rehearsal. TT will summarise the extra jobs for Ann and provide contact details for the other helpers.</li> <li>RD would ask if RB was going to be there, otherwise we'd need to ask for a volunteer to say a few words</li> <li>DL asked for a reminder about raffle prizes in the group email and at rehearsal</li> <li>The offer of an industrial coffee maker had been made by a choir member. BW said there'd be room for this which now means members will have a choice of wine, juice, coffee or tea. Cups/saucers may be available to borrow from Kettlestone village hall. Tea / coffee would need to be purchased. GA, BW and RD would coordinate</li> <li>Jim not able to come to the party. JK happy, if the moment arises, to play the piano</li> <li>Need to find out guest numbers, so TT would contact Celia Giddings (Sponsors), Steph Walsh (Friends) and Linda Bowden (Stewards), RD would ask GJL</li> </ul>	<b>TT</b>  <b>RD</b>  <b>TT/RD</b>  <b>BW/GA /RD</b>  <b>TT / RD</b>
7.	<p><b>Treasurers Report</b>  <b>Main account</b> £1918.19    <b>Friends' account</b> £1478.05  <b>No. 3 account</b> £4590.80    <b>Savings account</b> £1000.69</p>	
8.	<p><b>Finance</b>  <b>Advertising / Sponsorship</b></p> <ul style="list-style-type: none"> <li>TT read email from JM stating that no new advertisers had been found for this programme due to a combination of factors: delay in pricing decision by committee, delay in getting advertising form updated, she had been away and the early end date for programme design changes. She would step down if the process was not improved come September. TT had responded, saying her concerns would be raised</li> <li>There is now a wider question over future programmes after SP's email. TB had some possible contacts for design and print, however a deep dive discussion was needed as a priority</li> <li>JK hoped the quality of the programmes could be kept with some acceptable economies</li> <li>Sponsorship was becoming more important and perhaps one could be found to pay for programme production?</li> <li>We do need someone to take on the sponsorship role now CG has stepped down. Acknowledged that having no representation on committee for advertising / sponsors has been detrimental</li> <li>Will mention the need for help in the summer newsletter along with anyone with design skills</li> <li>RD will speak to SW about the Friends post Finance Brainstorm as a priority as she will soon begin to write out to them for the next season.</li> <li>BW also flagged that offering £1 off per ticket would make claiming Gift Aid very complex. Committee agreed that this would be abandoned then as an incentive</li> </ul> <p><b>Christmas Tree Festival</b></p> <ul style="list-style-type: none"> <li>RD confirmed the application had been made but we are not likely to hear any more for a while</li> <li>RD will be away in the run-up to the festival so someone else would need to attend the mandatory meetings (first one likely to be in October) and organise decorating, 10 hr volunteering etc. GA would be retired by then so offered to take this on</li> <li>Arranging a small group to sing outside on the Saturday would help promote our Christmas concert which is the following week</li> </ul> <p><b>Further Deep Dives</b></p> <ul style="list-style-type: none"> <li>Committee agreed this was an effective way of looking in depth at an issue which isn't possible at normal meetings. Need to therefore plan the what and when</li> </ul>	<b>TBC</b>  <b>RD</b>  <b>GA</b>



	<ul style="list-style-type: none"> <li>- JK couldn't see any successor having a problem with her choice of Christmas programme – first half Messiah highlights and second half carols</li> <li>- Choir to be informed of JK's decision to stand down at Garden Party and not before</li> </ul>	
11.	<p><b>Dates of next meeting</b></p> <ul style="list-style-type: none"> <li>• June 19<sup>th</sup> at Rosemary's</li> </ul> <p>There being no further business, GA was thanked for her hospitality and the meeting closed at 9.35pm</p>	

**Signed as a true record (name)** .....

**Print name** .....

**Date** .....