Fakenham Choral Society Committee Minutes

Date & Location	Thurs 31 st May 2018
	Gill Ashby's home, Kettlestone
Present	Rosemary Dear (Vice Chair)
	Janet Kelsey (MD)
	Gill Ashby
	Sue Burton
	Tim Burton
	Diana Lyons
	Tracey Thompson
	Barbara Wyvill
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	Glossary	
ſ	Gill Ashby	GA
	Colin Blackmore	СВ
	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.	Apologies – Colin Blackmore, Roger Burbidge, Charles Davison		
2.	Minutes of the meeting held on 4 th April 2018 These were agreed as a true record and signed as such		
3.	Matters Arising — there were none not covered within the agenda		
4.	 Linda Bowden 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 Sara Phillips (SP) – 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) Jean Mayne – regarding advertising. See below 		
5.	Concert Prep Carmina Burana, 16 th June 2018, Wells 7.30pm		
J.	Music stands not needed by percussionists		
	 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 	TT/RD	
	Only 5 percussionists for orchestral tea. TT would alert MV	π	
	 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 20th 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 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 	TT/SB	
	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 Concert would start with a short piano piece then an introduction to Carmina Burana	TT / RD	
	 and a 'meet the percussion section' by JK 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 	JK	
	 front. TT to flag in group email and concert info sheet the need for flexibility Agreed that the children should each be given a £10 gift voucher as a thank you for taking part. GA to arrange this 	TT GA	
	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	TT	

Aviva: Public

	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	тт
	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 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?	
6.	Garden Party Prep	
0.	TT confirmed Ann Hissey had volunteered to co-ordinate. 3 other choir members had	TT
	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.	
	RD would ask if RB was going to be there, otherwise we'd need to ask for a volunteer to	RD
	say a few words	
	DL asked for a reminder about raffle prizes in the group email and at rehearsal	TT/RD
	 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	BW/GA
	/ coffee would need to be purchased. GA, BW and RD would coordinate	/RD
	Jim not able to come to the party. JK happy, if the moment arises, to play the piano	
	 Need to find out guest numbers, so TT would contact Celia Giddings (Sponsors), Steph Walsh (Friends) and Linda Bowden (Stewards), RD would ask GJL 	TT / RD
7	Treasurers Report	
7.	Main account £1918.19 Friends' account £1478.05	
	No. 3 account £4590.80 Savings account £1000.69	
8.	Finance Advertising / Sponsorship	
	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	
	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	
	 JK hoped the quality of the programmes could be kept with some acceptable economies Sponsorship was becoming more important and perhaps one could be found to pay for 	
	programme production?	
	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	TBC
	Will mention the need for help in the summer newsletter along with anyone with design skills	
	RD will speak to SW about the Friends post Finance Brainstorm as a priority as she will	RD
	soon begin to write out to them for the next season.	
	BW also flagged that offering £1 off per ticket would make claiming Gift Aid very appropriate a great that this would be abandoned than as an insenting.	
	complex. Committee agreed that this would be abandoned then as an incentive Christmas Tree Festival	
	RD confirmed the application had been made but we are not likely to hear any more for	
	a while	
	RD will be away in the run-up to the festival so someone else would need to attend the	64
	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	GA
	volunicening etc. OA would be redied by then so oneled to take this on	
	Arranging a small group to sing outside on the Saturday would help promote our	
	 Arranging a small group to sing outside on the Saturday would help promote our Christmas concert which is the following week 	
	Christmas concert which is the following week Further Deep Dives	
	Christmas concert which is the following week	

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	•	Agreed advertising / sponsorship / programme production is the next priority. Date to be fixed at next meeting for a date in July Newsletter production now SP had left was also a priority (content and design). TB suggested an online newsletter which could then be printed for the few members not on	TBC TBC
		email	
0			ТВ
9.	•	TB had circulated three versions of a draft website. Final one was preferred (grey/ less colourful with links down LHS) but most found the 'slide show' distracting Fiona had sent over some higher quality photos and Gary Bishop also has ones of the	
	•	Trial by Jury and Purcell concerts.	
	•	RD would ask Michele Bishop if Gary could take some of Carmina We do need a new photo of the old choir	RD
	•	Reminder to remove mention of membership subs from the website. Until we have live social media accounts, logos to Facebook and Twitter would also be removed	ТВ
	•	TB asked for someone to work alongside him to understand how the website works He'd also like to have a duplicate website so continuous improvement wouldn't impact	ТВС
		the live site	
	•	Committee meetings should have the website as a standing agenda item	
	•	As there is not much traffic to the existing website, TB suggested buying a new choir URL (Fakenhamchoral.org.uk or similar was available). Approx. cost £17 pa This would also solve any problem in getting the current URL switched over	TT TB
	•	TT would draft a formal letter to Max Phillips to be sent after the summer concert. This	тт
		would give notice and a date for the old site to be turned off. The quarterly payment to him (July-Sept) would be paid once this was done. Having a clear break between old	
		and new sites should alleviate any problem with search engines	
	•	TB would work to have new site agreed and live by start of the next season (before if possible)	ТВ
10	AOB	possible)	
10.	i.	New Privacy Policy. BW was thanked for the hours of work in putting this together to ensure FCS was compliant with new GDPR regulations. RD had agreed the draft so it	
		was in place before GDPR deadline, but signed the hard copy to go with the minutes. Committee encouraged to read it. It should be posted on the secure members area of	
		the new website. BW and Carol Jennings were starting to compile the Safeguarding policy which will need to come to committee later in the year	BW/CJ
	ii.	Year End Accounts. GA reminded everyone that any expenses should be submitted	
		before the end of June. TT would ensure expenses in relation to the Garden Party were claimed within this timescale	
	iii.	PAT testing. This was due again and RD would organise via BD	RD
	iv.	Alto. JK mentioned an ongoing problem with a relatively new alto. She had failed the pitch test and was given a probationary period. Those near her had found it off-putting. JK had written a gentle letter to ask her not to sing in the summer concert nor attend	
		the final rehearsals. She was free to try to join again in Sept. if she had some singing lessons. No response to date due to holidays	
	v. vi.	Apology. JK was sorry about the difficult conversations post the Purcell concert Notice Given	
	VI.	- JK was >90% sure she would be moving to France in October and gave official notice that she would stand down as MD.	
		- She would still commit to Autumn term, Christmas concert and Come and Sing if no	
		successor was in place by then Need to advertise for a successor asap — JK happy to help with wording and audition	
		process if necessary. Committee would look at other adverts. TT to ask Fiona Thompson whether she had previous ads.	TT
		- JK had spoken to someone (known to some committee members but not mentioned by	
		name) who would be very interested in taking over, but accepted the proper application procedure would need to be followed. There may be knock on problems if this person	
		was successful - Choir should be engaged in the recruitment process and have an anonymous vote,	
		though the final decision would rest with the committee. JK happy to start rehearsals off in Sept and perhaps have the second half of early sessions as try-outs for any applicants	

	 JK couldn't see any successor having a problem with her choice of Christmas programme – first half Messiah highlights and second half carols Choir to be informed of JK's decision to stand down at Garden Party and not before 	
11.	Dates of next meeting • June 19 th at Rosemary's	
	There being no further business, GA was thanked for her hospitality and the meeting closed at 9.35pm	

Signe	d as a true record (name)
Print ı	name
Date	