

Fakenham Choral Society Committee Minutes

Date & Location	Tues 19 th May 2018 Rosemary Dear's home, Fakenham	Glossary	
Present	Roger Burbidge (Chair) Rosemary Dear (Vice Chair) Colin Blackmore Gill Ashby Sue Burton Tim Burton Diana Lyons Tracey Thompson	Gill Ashby Colin Blackmore Roger Burbidge Sue / Tim Burton Charles Davison Rosemary/Brian Dear Janet Kelsey Jim Laird Diana Lyons Tracey Thompson Barbara Wyvill Carol Jennings Margaret Vincent Jean Mayne Fakenham Parish Church	GA CB RB SB / TB CD RD/BD JK JL DL TT BW CJ MV JM FPC

Minutes

Agenda Ref	Summary/Actions	Action Owner
1.	Apologies – Barbara Wyvill, Charles Davison, Janet Kelsey (MD)	
2.	Minutes of the meeting held on 31st May 2018 These were agreed as a true record and signed as such	
3.	Matters Arising – there were none not covered within the agenda	
4.	Correspondence – <ul style="list-style-type: none"> • St Nicholas Wells – letter of thanks sent to Rev Brenda Stewart & church wardens • Sara Phillips – apologies from Sara and Max that they won't be at Garden Party 	
5.	Concert Review Carmina Burana, 16th June 2018, Wells 7.30pm <ul style="list-style-type: none"> • Successful concert. Comments included "Exciting Choir", "Looked Good", and "Could hear every word" • Problems had been - <ul style="list-style-type: none"> - late notification from GJL on when they could deliver staging - Stewards' badges could not be found and some Stewards had not heard close to the concert date whether they were needed. (NB Stewards badges now found) • Other points - <ul style="list-style-type: none"> - lots of drinks sold pre-concert. Need to advertise this better at future concerts - Carmina translation in programme helpful although very 'literal' 	
6.	Garden Party Prep 26th June 2018, Barbara Wyvill's home in Kettlestone <ul style="list-style-type: none"> • All in hand. Possible attendance c90 • Announcement to be made by JK about her resignation from choir at some point during the evening. RB will be on hand to respond with something suitable but brief • Need to let people know who aren't at the party the news. TT will email / send letters • Unsure whether JK has told JL. TT to sound her out. We need to contact JL anyway about remuneration • Presentation: Flowers to JK and BW. Wine to Richard 	TT TT
7.	Treasurers Report Main account £4459.79 (but unrepresented cheques of c£3600 to be deducted from this) Friends' account £1478.05 No. 3 account £4590.80 Savings account £1000.19 To confirm what was agreed in the Finance meeting: Subs £120 for year. Payment in full or 2 x £60 (Sept / Jan). Hardship referees GA and CJ. TT to check with CJ that she's happy with this Programme adverts £30 quarter page for the year, £50 half page for the year Friends £20 single, £35 joint Accompanist remuneration 2018/19 Agreed to take this up to £60 per week. TT will pass the message on. However this amount will	TT

	be reviewed if JL resigns on the appointment of a new MD	
8.	Website a) Draft letter to Max signed off by Committee and would be sent directly after the concert (copy with minutes) b) Update from TB. New website to be launched in August c) New domain agreed as www.fakenhamchoralsociety.org	TT
9.	Summer Newsletter <ul style="list-style-type: none"> To be sent by email c18th August with a hard copy to those who need it Agreed the following articles / authors <ul style="list-style-type: none"> - Chairman Report (RB) - MD Report (JK) - New MD recruitment process (TT / RD) - Subs (GA / TT) - Library (SB / TB) - Rehearsal Schedule (TT) - Friends (SW) - Christmas programme (as far as it's known) - Website (TB) - Fundraising Help – need for Stewards, Advertisers, Sponsors, Programme design & production (RD / TT) 	
10.	New MD Appointment <ul style="list-style-type: none"> Adverts: TT to send draft for JK to see and comment upon Adverts will then be launched after garden party on 26th June – to include <ul style="list-style-type: none"> - various on-line websites (e.g. Making Music, Association of British Choral Directors) - emails to local organisational contacts in the area (e.g. Yorke Trust, Norwich Cathedral, Greshams) - press release to press and parish mags (TT had already sounded Fiona Thompson out and she was happy to write this) Interviews / Auditions on Sept 11th and 18th Format (both weeks if there are sufficient on the short-list) <ul style="list-style-type: none"> 6.00 – 6.25 candidate 1 interviewed 6.30 – 6.55 candidate 2 interviewed 7.30 – 8.10 candidate 1 audition with choir. Members complete comment sheet 8.20 – 9.10 candidate 2 audition with choir. Members complete comment sheet Audition works – candidates to be asked to 'teach' one chorus from Messiah, one carol from 5 offered from white book and one from Come & Sing book. Committee to choose works and should bring their scores to the next MD meeting Interviews - Number on panel and personnel TBC. Rodney Slatford to be asked to join for his professional input. To be approached near the time. GA suggested having a claim form prepared for candidate expenses. Remuneration - £100 / wk (7.30 – 9.15) for trial period (1 term). £500 per concert If trial period successful this may be increased to current rates of £115 and £540 Audition Accompaniment - JL to be asked to play for allcandidates if they need someone Term Start date 4th Sept 2018. JK has agreed to take this rehearsal 	TT EVERY ONE
11.	AOB <ul style="list-style-type: none"> Come & Sing. New MD to be given first option to run it 	
12.	Dates for next meetings (all to start at 7.30pm) <ul style="list-style-type: none"> Tues 10th July. Advertising, Design, Sponsorship. RD's home Tues 24th July. Newsletter, AGM prep, anything business as usual RD's home Mon 20th August. MD – making short-list, interview panel / questions GA's home <p>There being no further business, RD was thanked for her hospitality and the meeting closed at 9.45pm</p>	

Signed as a true record (name)

Print name

Date