

Fakenham Choral Society Committee Minutes

Date & Location	Thurs 4 th April 2019 Rosemary's home, Fakenham	Glossary	
Present	Roger Burbidge (Chair) Rosemary Dear (Vice Char) Gill Ashby Sue Burton Tim Burton Diana Lyons Philippa Allen Colin Blackmore Tracey Thompson Barbara Wyvill	Gill Ashby Philippa Allen Colin Blackmore Roger Burbidge Sue / Tim Burton Charles Davison Rosemary/Brian Dear Mark Jones Diana Lyons Tracey Thompson Barbara Wyvill Carol Jennings Margaret Vincent Jim Laird Grant Harrison Celia Giddings Fakenham Parish Church	GA PA CB RB SB / TB CD RD/BD MJ DL TT BW CJ MV JL GH CG FPC

Minutes

Agenda Ref	Summary/Actions	Action Owner
1.	Apologies – Mark Jones, Charles Davison	
2.	Minutes of meetings held on 21st February 2019 Agreed and signed as a true record	
3.	Matters arising – <ul style="list-style-type: none"> i. Jim's absence Spring 2020. Adrian Richards to stand in as Jim will be away for the full term, returning just a few days before the concert. Discussion about pay, split rehearsal and contract for AR. Decision to pick up these points in September. Need to ensure now that AR can do the whole term and concert (think this is the case as JL has already given dates to AR, but TT will check). ii. Salvation Army hire charge. New system to start after Easter 	FUTURE TT
4.	Correspondence – <ul style="list-style-type: none"> - Thank you from Tapping House for the donation from the Come & Sing Day - Thank you from Thetford Singers for the Come & Sing Day 	
5.	Treasurers' report – <ul style="list-style-type: none"> i. All going well with budgets being adhered to. Shortfall of £1897 from the December 2018 concert (budgeted shortfall £3275) ii. Matters Arising – <ul style="list-style-type: none"> i. Need to show our thanks to Tony Walters. Something at the Summer Garden party suggested. Agreed. TT would sound out Margaret Walters for ideas ii. New ticket pricing. Only 2 adverse comments. Need to give this system of dual pricing time before making any decisions iii. Tickets reserved at door but not collected i.e. no shows. Suggested reserved tickets not paid for be charged the higher rate when collected iv. Suggestion to have someone on hand during the afternoon of the concert to sell tickets at the venue. This could be advertised at the venue on the day. This would ensure holiday makers were not penalised v. Why have audience numbers been dropping off? Sub-committee of BW, GA, TT and RB to look at this. Date to be fixed. TT mentioned a similar comment from Bob Cumber of Sheringham & Cromer choir, so situation is not unique to FCS vi. Programmes – 70 left. Check cost of printing just 150. TB suggested having some A4 photocopies summarising the concert on hand should we sell out vii. Posters – we ran out and more needed to be printed. The location list set up by Bridget has been effective and members seem to engage more in getting posters up viii. RB said he had a grant application from Fakenham Town Council which he would complete and return. However, it was restricted to people living in the parish. To be noted that Sheringham & Cromer CC seem to get an annual grant from their council 	TT BW TB TB RB

6.	<p>Concert review – Haydn Nelson Mass, Duruflé Requiem, Wells</p> <ul style="list-style-type: none"> • <u>Good Points</u> Many good comments and feedback. <ul style="list-style-type: none"> ◦ “best concert ever”, “Haydn was thrilling”, “orchestra fantastic” ◦ Introduction from the vicar was well received (and non-religious) ◦ Good audience after a slow start to ticket sales (thanks to CB for persevering). PA happy to continue including her name for the Glaven Valley. Mention of asking choir members to have a few tickets each, but this had been tried in the past without success • <u>Matters needing attention</u> - <ul style="list-style-type: none"> ◦ Some ladies not following request for plain black tops ◦ Choir discipline lacking in some people e.g. turning over pages at end of section before music had ended and Mark had moved on. People not ‘freezing’ when needed. Needs adding to info sheet plus a verbal reminder • <u>Other Matters</u> - <ul style="list-style-type: none"> ◦ Should names of soloists be on posters? This might be an ideal, however the overall poster design may be compromised. Decision to leave this to TB’s discretion, especially where there are multiple soloists ◦ Members making their way onto the stage independently at the start of the concert seemed to work OK at Wells. Situation may be different there if it was a summer concert. No issue with lining up and filing on at FPC ◦ TB apologised for a small error in the programme. Proof-reading seemed to be covered well, but a final review to include completed programme formatting needed someone independent. Celia Giddings had offered. TB to liaise ◦ Timing and length of afternoon rehearsal. Problem if we start too early as the orchestra are left ‘hanging about’ until the concert. If we end the rehearsal too late it’s difficult for choir members to go home, especially if they have people to collect for the concert. Issue not so great if pieces have solo only sections which can be rehearsed independently after the main rehearsal 	<p>DL/TT RB</p> <p>TB / CG</p>
7.	<p>Concert Prep – Handel Coronation Anthems, Rutter Feel the Spirit. FPC 15.06.19 MJ had provided some information in his absence</p> <ul style="list-style-type: none"> • Title needed. Suggestions of Summer Sounds / Sounds of Summer. Further ideas asap to TB. Decisions not already taken were: • 1. & 2. TB. 3. as at Christmas. 5. TB (1 only). 11. £12 / £14 (under 18s free). 12. 320. 13. Mezzo needed for Rutter. Posy had found it too low at the C&S and had suggested Evie Anderson to RD. RD would forward details to MJ. TT has the contract form now 14. £300. 20. £90 each and fixer fee. 23. JL fee £250 but MJ to be asked to confirm this is OK. 46. CG if required (MJ to check if stands are required). 52/53 MJ to advise 56. MV (TT would check she was OK with this). 58. TBA 68. RB 73. Ladies: Plain colour top with long sleeves, black skirts/trousers. Men: Plain coloured shirt with long sleeves. Coloured bow-tie for part 1, open neck for part 2 (assuming Rutter is part 2). Need to check with MJ that this is OK with him. 74. No. 81. None. 83. Friday. 89-91. Needed for MJ, JL, Soloist. TT to ask re wine/flowers and DL to arrange. 92. Straight after concert. • Other points raised <ul style="list-style-type: none"> ◦ Do orchestral members get a free programme? Agreed to re-label the honesty box so members and orchestra can purchase at £1 ◦ Photos to be added to the info sheet ◦ Need for a formal choir photo for website and publicity use. RD had been in touch with Michele Bishop to liaise with her husband who has provided photos in the past ◦ Extra stewarding help at Wells was very useful. Suggestion to ask choir members not singing but coming to the concert if they could help ◦ Old staging in store at Whissonsett needs to be sorted. Aim to do this before June concert (RD, RB, TB, BD). RD to suggest a date ◦ Need to mitigate single person/couple dependency when it comes to arranging / setting up staging, keyboard, lighting, amplification. TT to add request for help in group email 	<p>RD MJ MJ TT</p> <p>TT</p> <p>TT / DL</p> <p>?</p> <p>RD</p> <p>TT</p>
9.	<p>Future Concerts / Venues MJ had provided a list of ideas into 2021</p> <ol style="list-style-type: none"> i. Christmas 2019 – FPC, 14th December. Part 1 Bach Cantatas (Wachet, betet. Wachet auf. Gloria in excelsis Deo). Part 2 Carols ii. Spring 2020 – FPC, 14th March Mendelssohn ‘Elijah’ 	

	<p>iii. Summer 2020 – Cley had confirmed 13th June. MJ provided 3 suggestions (Chilcott 'Aesop's Fables', Rutter 'Birthday Madrigals', Shearing 'Shakespeare Songs & Sonnets'). Content TBC, but general feel was Chilcott and Shearing</p> <p>iv. Christmas 2020 – FPC 12th December Part 1 Britten 'Ceremony of Carols' SATB. MJ had said this was noticeably different even for sopranos (SA version sung in 2017). Part 2 Carols / Christmas music</p> <p>v. Spring 2021 MJ suggested Elgar's 'King Olaf' with the possibility of financial help from the Elgar Society. Committee unsure, but need to think more on this and discuss further with MJ</p> <p>vi. Other points raised</p> <ul style="list-style-type: none"> - Suggested we look at times of concerts, especially at Christmas. e.g. would a late afternoon concert increase audiences and be more family friendly? - As Mark has previously been open to music suggestions, committee members to pass on their thoughts to him in light of King Olaf uncertainty. More expensive concerts could be included if there is sufficient time to apply for grants etc. 	<p>MJ</p> <p>ALL</p>
10	<p>Term Dates – suggestions from RB which were not available/discussed at the committee meeting but need to be decided to help with future planning</p> <ul style="list-style-type: none"> • Spring 2020 Jan: 7, 14, 21, 28. Feb: 4, 11, 18, 25. Mar: 3, 10, Concert 14th FPC, No rehearsal 17th • Summer 2020 Mar: 24, 31. Apr: no rehearsal 7th (Holy Week), 14, 21, 28. May: 5, 12, 19, 26. June: 2, 9, Concert 13th Cley. Garden Party 16th • Autumn 2020 Sept: 8, 15, 22, 29 (AGM). Oct: 6, 13, 20, 27 (half term, TBC if we rehearse or not). Nov: 3, 10, 17, 24. Dec: 1, 8, Concert 12th FPC 	
10.	<p>Equality and Diversity policy (BW)</p> <ul style="list-style-type: none"> • Follow up to the previous meeting. BW had included suggestions raised then and the document presented was a final draft. RB raised several points which were answered by BW • Among other points raised were: inclusion of too much Christian programming and secular / non-Christian works infrequently sung. RB felt the quality of the music should be the overriding factor. MJ's Summer 2020 suggestions addressed this. Whilst there is a wealth of non-religious choral music available, most of the well-known/loved works are religious and were written by men. Audience attendance needs to be factored in. • That the policy be adopted: Proposed TT, 2nd DL. Agreed. BW was thanked for her work on this 	
11.	<p>Website (TB)</p> <ul style="list-style-type: none"> • Continuous improvements being made • Online ticket sales – TB had made further enquiries. Ticket Source would charge 7%, but it was easy to use with no contractual obligations. Many local groups were already using this (e.g. FADLOS). If 50 people booked online, the 7% fee would equate to 4 other ticket sales. Proposed TB, 2nd CB that we try it out for the summer concerts • There was still the option to approach Sweets 'n' Things in Fakenham who do sell tickets for other groups 	<p>TB</p> <p>?</p>
12.	<p>Sponsorship</p> <ul style="list-style-type: none"> • RD was chasing a few potential sponsors, but help from the choir is really needed • Ideally we could do with another 3 or 4 sponsors to add to those already onboard (see item 12 of 21.2.19 meeting) • RD also mentioned a box of old sponsorship paperwork passed on to her. She proposed to list past sponsors electronically, then destroy the documents. Agreed • TT was thanked for her efforts in getting another £250 from Aviva post the C&S 	
	<p>Fundraising – Makes & Bakes sale 14th May. TT to mention in group email. Could we have this downstairs to help with the usual congestion especially as there is access to downstairs at either end of the rehearsal room?</p>	<p>TT</p>
14.	<p>AOB</p> <ul style="list-style-type: none"> i. Promotional Leaflet for 2019/2020 GA to send RD a copy of the tri-fold she put together for the Christmas Tree Festival. Great that we have the programme agreed in advance. Ideally, could we get this designed / printed in time for the June concert? ii. Christmas Tree Festival 2019 Agreed to take part again. Launch meeting Wed 24th April at FPC iii. Podium for MD. RD suggested that Friends' money could be used to buy a new one. TB suggested a coat of paint on the present one to smarten it up in the meantime 	<p>GA / RD</p>

	<p>iv. Gwyneth. Sadly her awareness of what's going on is disruptive to those around her. Chuck Lyons has agreed to transport her on Tuesday nights. RD to thank the two ladies who are supporting her at rehearsal, but really it is not feasible for Gwyneth to take part in concerts. RD to speak to her daughter re the June concert at FPC</p>	
18.	<p>Date of next meeting – Thurs 9th May 2019 7.30pm at RD's home (42, Queens Rd, Fakenham). RD thanked for hosting and meeting closed at 9.50pm</p>	

Signed as a true record (name)

Print name **Date**