

Fakenham Choral Society Committee Minutes

Date & Location	Thursday 6 th June 2024. 7.30pm at Gill's home in Kettlestone
Present	Gill Ashby Colin Blackmore Roger Burbidge Rosemary Dear Diana Lyons Jean Mayne Louise Myhill (via Zoom) Sonia Radley Tracey Thompson

GLOSSARY			
Gill Ashby	GA	Mark Jones	MJ
Colin Blackmore	CB	Louise Myhill	LM
Roger Burbidge	RB	Sonia Radley	SR
Tim/Sue Burton	TB/SB	Tracey Thompson	TT
Rosemary/Brian Dear	RD/BD	Shirley Collyer	SC
Jonathan Dodd	JD	Fakenham Parish Church	FPC
Diana Lyons	DL	Salvation Army (Hall)	SA(H)
Jean Mayne	JM	Justin Harmer	JH
Christmas Tree Festival	CTF	Stephanie Walsh	SW
		Sally Bone	SB

Minutes

Agenda Ref	Summary/Actions	Action Owner
1.	Apologies TB, MJ	
2.	Declarations of Interest There were none	
3.	Minutes of the meeting held on 8th April These were agreed and signed Minutes of the meeting held on 13th May Some headings had gone awry. TT would amend and bring a copy to rehearsal for signing	TT/RB
4.	Matters Arising not on the Agenda i. For Noting – Policies with minor amends from the 13 th May meeting had been updated and signed.	
5.	Correspondence – TT had received a grant update request from NNDC, deadline 17 th June	TT
6.	Treasurer's Report (see separate sheet for full details) i. Financial Update Balances: Main £2,786.75 Friends £3,508.85 No 3 £200 Deposit £1994.77 Total £26,440.37 Income of note – MD Williamson sponsorship £300 Expenditure of note – Fees for April (£860) and May (813). Wine (£334.62) and soft drinks (£40.40) both to be allocated as appropriate. SAH hire £180. <u>Verdi Accounts</u> Fees for using the card machine and online ticketing still to be deducted. Income (including sponsorship, grants, donations plus ticket sales) £9032.55. Expenditure £8,370.02. Surplus £662.53. A very different view had we not received financial help from elsewhere. <u>50th Anniversary Events</u> – see sheet for full details. Figures below are net of expenditure Donations £249. Quiz £141.26. History books £254.00. Stools £119.50. Grand Draw £1018.20. Total £1781.96 ii. Bank Account Update Use of deposit cards is working very well. Lloyds – Charity Commission had responded as to why the choir's change of name could not be removed from the record. GA passed this to Lloyds (27 th Apr), but to date there has been no response.	
7.	Membership Matters <ul style="list-style-type: none"> • 59 now confirmed for the summer concert, but a couple had been missing for a few weeks. Those not singing to be asked not to come to the final two rehearsals. SR asked for a reminder that these people's scores needed to be returned as soon as possible (cleaned). Committee suggested Rules & Regs should include point about the final two rehearsals • 85 members in total • Committee agreed that ladies on the waiting list could be contacted and invited to join come September 	TT TT LM
8.	Music & Marketing Group report i. Term & Concert date proposals RB would check the FPC diary. However, he warned that more work in early 2025 was possible, and it may be wise to sound out Wells. He would know in the coming weeks what the plan was and would report back. RB did confirm there would be heating back in the church for Christmas.	RB

	<p>ii. <u>Proposal to delay Spring concerts when Easter was early</u> Committee agreed with this proposal, especially if larger concerts were then scheduled. Early Easters were next in 2027 and 2029</p> <p>iii. <u>Suggested Programmes</u> Christmas 2024 – Agreed. Jenkins’ Joy to the World. Rutter Magnificat and carols Spring 2025 – Vierne rejected as has been done by KLFC and SCCS recently. Something of similar length but well-known (that FCS has done before) to contrast with less well known suggestions. Some singers not keen on lots of short pieces. TT to say it was, however, a good way to introduce the audience to a more diverse programme. To note that this concert may not be at FPC. Summer 2025 – discard proposal. Would like to investigate Missa Criolla (Ramirez) with either a complete contrast or similar (depending on musicians required). Chilcott or Todd perhaps. Christmas 2025 – Agreed. Britten St Nicholas as core with some or all of suggestions Spring 2026 – Committee would like Spring suggestion as summer concert. Spring to be something well known. Suggestion was Mozart Requiem + something modern (Lauridsen Lux Aeterna) Summer 2026 – Rossini Petite Messe Solonelle. Committee felt cost of Handel’s Alexander’s Feast was too great for an unfamiliar piece.</p> <ul style="list-style-type: none"> • TT would report back to MJ for his suggestions. She would also confirm Christmas 2024 programme to SC and TB for marketing purposes. • TT referenced an article in the current High Notes magazine (Making Music) telling how an ailing orchestra changed their offering to include a much more diverse repertoire and reaped rewards. • A suggestion, for a larger concert, was Poulenc’s Gloria and VW Donna Nobis Pacem. <p>iv. <u>Publicity Plan</u> <ul style="list-style-type: none"> • SC had created an Instagram account with regular posts about our summer soloists. Steph Walford’s sudden departure meant we were not sure what publicity had been sent for the Summer concert. RB asked who would be sending press releases out in future. TT to ask SC. • Committee was impressed with SC’s press releases but wondered if they could go a little beyond the basics to excite and encourage an audience to attend. TT would report back • People purchasing via Ticket Source were asked if their details could be used to contact them for future events. CB confirmed this data could be downloaded. He would do this and send it to SC. </p>	<p>TT</p> <p>TT</p> <p>TT</p> <p>CB</p>
9.	<p>Concert Prep – Songs of the Sea. June 22nd at FPC Several people had remarked to RD how eye-catching the concert banner is. Ticket numbers were c70, so hopefully more will come on the night.</p> <ul style="list-style-type: none"> • TT confirmed Richard Lynam had agreed to host both soloists who had requested this. TT queried where soloists could park as it would be over 3 hours. RD suggested we use the school playground again for everyone. RD to contact school to arrange this. We would pay a donation. • JM updated on stewards. Several had confirmed they were available but had yet to respond to JM’s latest emails. If all come (including members not singing in the concert) there would be 7. Two needed training on the card machine – would arrive at 5.30pm for a lesson. Confirmed card machine would be available for ticket, programme and drinks. JM reminded committee that Mandy Etherington had asked for the glass list pre-concert. RD would ensure she and Mags had a copy. JM would be on hand. JM also said how gratifying it was that members of the committee had thanked the stewards in person at the Verdi concert. Something which should become the norm. • Committee agreed for logistical purposes that no free drinks would be offered to audience members. This does not appear on the posters. • Concert programmes – 150 to be printed. Sold at £1 each to audience and choir • Staging delivery 7am on Friday. Due to another commitment, GJL could not pick up on Sunday. RD had arranged pick up at 7am on Monday. Show of hands at rehearsal suggested enough people could help • Wine – current stock of wine: 20 White, 40 Red plus 6 soft drinks. JM had some elderflower cordial which could be made up at the garden party. However she strongly suggested more white wine was purchased now to cover the concert and garden party. DL to purchase 24 white. RD to ask Richard Lynam to deliver wine and glasses on Saturday morning. • CB asked for a decision on men’s concert dress. Committee agreed no jackets or ties. Committee also agreed that concert folders would only be needed in the first half. Both would be relayed on Concert Info Sheet • Sponsorship - £300 received from JD Williamson 	<p>RD</p> <p>GA</p> <p>RD</p> <p>DL / RD</p> <p>TT</p> <p>TT</p>
10.	<p>Summer Garden Party <ul style="list-style-type: none"> • SR had received offers of help to set up and tidy away. RD and her friends were likely to be available too. • TT had sent invitations to music team. No reply from JD, JH and Charlottee unable to attend. Unlikely that Lynne Roberts would be available. </p>	

	<ul style="list-style-type: none"> • Group email to mention glasses being delivered to garden party after concert, then taken away for washing and return to church. Also to ask those not currently at rehearsals but coming to garden party to let SR know. • DL would like more raffle prizes. Request to go in group email and be mentioned at rehearsal 	TT
11.	<p>Grand Draw final update £1018.20 raised after expenses deducted. A fantastic effort, helped by great prizes. CB thanked for organising this. He had prepared the feedback document to be returned to NNDC. RD and RB signed this.</p>	CB
12	<p>Policies</p> <ol style="list-style-type: none"> Privacy policy signed by RB. LM would sign at the next rehearsal as Data Controller. Recognition that this may need updating again if SC is holding Ticket Source data for marketing purposes Finance policy signed by RB Rules & Regulations. Signed by RB. However it is a living document and will have regular changed, such as adding that those not singing in a performance do not attend the final two rehearsals <p>Committee happy to accept the suggested timing and dates in the policy review table</p>	
13.	<p>Secretary Recruitment</p> <ul style="list-style-type: none"> • Committee delighted that Sally Bone had agreed to take on the core secretary duties. There may be a few other responsibilities she would be happy to pick up (e.g. managing fakenhamchoralsec@gmail.com mailbox and fielding more general emails to others). TT confirmed that there would be natural homes for the less frequent issues as and when they arose. Sally had confirmed her preference for day-time meetings and for the formal handover to take place at the AGM • A major concern was finding and enlisting soloists. Committee agreed to approach MJ first before looking elsewhere for an owner. • RD was happy to do basic group emails, but they would not be weekly. JM made a valid point that emails were a way for all singers to feel included, even if they couldn't make rehearsals 	
14.	<p>Sponsorship and Fundraising – see treasurer's report for breakdown</p> <ul style="list-style-type: none"> • Sponsorship – most recent was from JD Williamson, which was received just too late for Verdi, so would be applied to Summer instead • NNDC grant – GA confirmed this would be allocated across the season come the end of year accounts. TT would liaise with GA to complete and return the recently received feedback document • Committee agreed that Philip Gibson's history had been a marvellous idea and had raised £254. TT asked to convey the committee's thanks to him • Bridget Moss has opened her garden again (8th June) to raise funds for the choir. Our grateful thanks for this kind offer 	GA TT TT
15.	<p>Summer Newsletter</p> <ul style="list-style-type: none"> • TB had offered to compile this again (simple format like last year), but would need content. Publication in mid-August would be fine. We will need details of subs by then and the 2024/25 programme • TT would circulate what was needed and from whom 	TT
16.	<p>Website</p> <ul style="list-style-type: none"> • Renewal TB had circulated that the cost to renew was going up by a sizeable amount (current £134. Upgrade £230. Downgrade £108). There was an option to go with this (which included upgraded capacity and marketing tools), or downgrade. He had proposed downgrading, despite the plan to host choir documents in a secure committee area. Committee concluded they would rather upgrade for this year to assess the amount of storage the documents required and then downgrade next year if we could. • Document Hosting LM confirmed the membership database was now on the website. Access is via the members' area (password protected), then click on the committee area (a different password) to reach the database (also password protected). She asked Committee to try to access and report back. Once confirmed, she would ask TB to upload the Stewards contact information and the Friends of database. TT also confirmed she had transferred many of her saved documents to Drop Box for TB to access for upload when convenient 	TB ALL
17.	<p>Librarian Update SR confirmed scores need to be returned by end of June. She would ask if rubbing out help was needed</p>	
18.	<p>AOB</p> <ul style="list-style-type: none"> • TT had noticed in High Notes that Ticket Source was a corporate member and offered incentives to Making Music members. TB had offered to investigate • Committee members were asked about their availability at the start of the autumn term. Several had pre-booked holiday, but at present there seemed enough. However, as RB and RD would be away for several weeks, thought was needed to opening up the SAH and setting out chairs 	TB

	<ul style="list-style-type: none"> • TT had mentioned earlier in the meeting the idea that FCS had a 'new music' fund to purchase items which couldn't be borrowed (often newer works). These could then be hired out 	
19.	<p>Date of Next Meeting Monday 15th July, 2pm at Louise's in Wood Norton. RB gave his apologies. Depending on the agenda, MJ may or may not be invited to attend. Sally Bone should also be asked along. As committee membership come the next AGM may be discussed, RB confirmed he would not continue as Chairman. If feasible, GA would at least look at a proposal for 2024/25 subs as this would be needed for the Newsletter.</p> <p>GA was thanked for her hospitality. Meeting closed at 9.40pm</p>	

Signed as a true record (name)

Print name Date