

Fakenham Choral Society Committee Minutes

Date & Location	Tues 24 th July 2018 Barbara Wyvill's home, Kettlestone
Present	Roger Burbidge (Chair) Rosemary Dear (Vice Chair) Janet Kelsey Gill Ashby Colin Blackmore Sue Burton Tim Burton Charles Davison 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
Fiona Thompson	FT
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 – Diana Lyons	
	Before the meeting proper started, we all enjoyed drinks and a 'Thank you Janet' cake kindly provided by BW and GA. They were thanked for their kindness in providing this.	
2.	Janet <ul style="list-style-type: none"> • JK had been invited so she could highlight some of the things we needed to consider with regard to a new MD. First RB thanked her formerly on behalf of the committee for all she has done in her 11 years as MD. • Wide ranging discussion followed, including the good state of the choir, the role of the new MD, rehearsal accompanist, problem areas, pitch tests. JK was thanked for sharing her thoughts before leaving the meeting at c8pm. Committee then continued with the rest of the agenda 	
3.	Minutes of the meeting held on 19th June and 10th July 2018 These were agreed as a true record and signed as such	
4.	Matters Arising – TT noted an incorrect advertising fee had been minuted, however the suspension of advertising meant this was now irrelevant. No other matters arising not covered within the agenda	
5.	Correspondence – <ul style="list-style-type: none"> • Thank you from Wells Church after the June concert 	
6.	Treasurers' Report Full details to be found with these minutes <ol style="list-style-type: none"> a. Carmina concert – small loss of £1612, c£100 less than budgeted for but income several hundreds of pounds less than expected b. Ticket sales before concerts remain a concern. More people deciding on the day c. In looking for sponsorship it may interest firms to support a specific concert cost d. With new MD we need to get into a two-year planning cycle so expensive and cheaper concerts can be balanced e. End of year reserve totalled £7649, about where they were July 2017 f. Discussion on level of 2018/19 subs. BW was concerned at the proposed increase from £99 to £120. As we hadn't been covering our running costs it was agreed that the proposed increase should stand. Contingencies had been put in place for those who might struggle and this would be clearly highlighted in the summer newsletter 	
7.	Website / Social Media <ul style="list-style-type: none"> • TB reported new site almost ready and the original go-live date of 1st Aug 2018 was still on track 	

	<ul style="list-style-type: none"> • Max Phillips had been very cooperative about the change over • TB would test the 'contact us' webform (submissions going to CJ and TT's email addresses) as this was a key way that prospective new members made contact • TT reported that the Twitter account was up and running and had been used to raise awareness of MD recruitment and where further details could be found • SB confirmed the Facebook account was live and that some of the new choir photos taken by Michele Bishop's husband had been used (and also on the new website) 	TB
8.	<p>Sponsorship Update</p> <ul style="list-style-type: none"> • Following a group email to members requesting 'help' with ideas, a few had come forward. Awaiting finalisation of the 'Why Sponsor' brochure which could then be used as a promotional aid • Sarah Butler had offered to join a small group to coordinate sponsorship but we still need someone to lead this • Lady Leicester had been sent a 'quote' for inclusion in the sponsorship brochure. Awaiting her sign-off. In the meantime, Anne G-J had been in touch with the Holkham Estate marketing manager to gauge their interest in sponsoring the choir • The 'Why Sponsor' document created by TT was approved pending the Lady Leicester quote and contact details for the sponsorship lead. TT was thanked for her work 	TT TT
9.	<p>Graphic Design</p> <p>TB had been in touch with several people about this</p> <ol style="list-style-type: none"> a. JB Creative in Sculthorpe (has 20 years experience) and New Print & Design (Fakenham) regarding the cost for 2 types of programmes plus posters and banners b. JB Creative quoted £60 - £75 for poster design and £35 for banner. TB asked to take this further and ask for examples of past work c. New Print & Design will do typesetting d. TT to ask FT if she will continue with producing copy for the master programme 	TB TT
10.	<p>Summer Newsletter</p> <p>All in hand. Reminders given to those who had yet to submit their articles</p>	TT / RD
11.	<p>Policy Reviews</p> <p>This is the annual review of the various policies we must have in place. Thanks given to BW for maintaining these so efficiently</p> <ol style="list-style-type: none"> a. <u>Health & Safety</u> Agreed, subject to electrical items being PAT tested. RD to arrange b. <u>Privacy</u> Small amendment made to include additional data now required by Charity Commission about Trustees. Policy agreed c. <u>Risk Assessment</u> Agreed with slight amendments raised by SB 	RD BW
12.	<p>Safeguarding Policy</p> <ul style="list-style-type: none"> • Thank you to BW for putting this together • Safeguarding Officer required (DBS check must be current or choir would offer to pay for one). Membership to be asked in the newsletter, but until someone is in place, RB agreed to cover until the AGM (2nd Oct) • DBS check would also have to apply to MD and accompanist • Policy was formally proposed (TT), seconded (RD) and agreed by the committee 	
13.	<p>Constitution</p> <ul style="list-style-type: none"> • RB queried whether the existing Constitution had ever been agreed by the Charity Commission • As several changes were suggested, it was agreed to look at this in more detail at the next committee meeting • A revised Constitution would need to be approved by members at the AGM. To comply with the current Constitution, members would need to be given 14 days notice of the changes • If approved at the AGM (two-thirds majority needed), the new Constitution would be submitted to the Charity Commission • BW offered to collate suggested amendments for committee members 	TT BW
14.	<p>AGM</p> <p>With a new MD (hopefully!) in place, it was felt helpful if the current committee members could see the next year through for continuity. All agreed, pending re-election at the AGM</p>	
15.	<p>AOB</p> <ol style="list-style-type: none"> i. Suggestion for voice reps to be recruited. A job description would be needed. Not necessarily a committee member, but may be invited to meetings periodically. Will be 	

	included in a list of 'help needed' in the newsletter ii. Agreed not to ask FT to write another press release about MD vacancy, but major on the 45 th season and new MD later in the year	TT
16.	Date of next meeting <ul style="list-style-type: none"> • Monday 20th August at GA's home in Kettlestone (apologies from RD received) • Purpose would be to review MD applications and shortlist those for interview and try-outs. TT would invite Rodney Slatford for this element of the meeting. As previously agreed, committee to bring white 100 Carols for Choirs book and Messiah score to decide audition pieces. • Constitution and AGM prep would also be on the agenda • Further 'normal' meeting to be arranged at the 20th Aug for the start of term, depending on how many loose ends need dealing with 	TT
	There being no further business the meeting closed at 9.35pm. GW / GA thanked again for their hospitality	

Signed as a true record (name)

Print name

Date