

## Fakenham Choral Society Committee Minutes

<b>Date &amp; Location</b>	Mon 4 <sup>th</sup> January 2018 at Barbara's home in Kettlestone
<b>Present</b>	Roger Burbidge (Chairman) Rosemary Dear (Vice Chairman) Barbara Wyvill Gill Ashby Janet Kelsey (MD) Tracey Thompson Diana Lyons Tim Burton Sue Burton Colin Blackmore

Glossary	
Gill Ashby	GA
Colin Blackmore	CB
Roger Burbidge	RB
Sue Burton	SB
Time Burton	TB
Charles Davison	CD
Rosemary/Brian Dear	RD/BD
Celia Giddings	CG
Janet Kelsey	JK
Diana Lyons	DL
Tracey Thompson	TT
Barbara Wyvill	BW
Jim Laird	JL
Fakenham Parish Church	FPC

### Minutes

Agenda Ref	Summary/Actions	Action Owner
1.	<b>Apologies</b> – Charles Davison	
2.	<b>Minutes of the meeting held on 2<sup>nd</sup> Nov. 2017</b> These were agreed as a true record and signed as such	
3.	<b>Matters Arising</b> – there were none	
4.	<b>Correspondence</b> LB had been thanked for organising the Stewards	
5.	<b>Christmas Concert Review</b> JK 'thrilled' with choir and felt the choir soloists were very good. Trio brought something special. Committee members felt it was a good concert. <b>Matters Raised</b> – <ol style="list-style-type: none"> <li>1. Programmes – 93 left unsold. Posters – 75 A5 left plus some in other sizes</li> <li>2. Charity number did not appear in the programme</li> <li>3. Better liaison needed between Committee and those doing tasks who were not on the Committee. List of areas where liaison is essential to be drafted by TT and taken on by GA / RD to try to sort out</li> <li>4. Staging – 7.00am start on Friday with breakfast worked well with 26 attending. Staging was up by 10.30am. Suggested by RD this becomes the norm subject to GJL</li> <li>5. Donation to concert venues – last change was in 2008 when it became £200. Agreed to raise to £250 from Sept. 2018</li> </ol>	<b>TT / GA RD</b>
6.	<b>Treasurers' report</b> (copies with minutes for full details) <u>Christmas concert</u> - made £589 profit. Number of programmes sold was again down, as was advertising revenue (quite significantly). Need to address this and review benefits for advertisers vs. sponsors. Sub-committee needed to look at this as, at present, the system is dis-jointed. <u>March concert 2018</u> - Revised figures from JK meant a new budget had been produced. Orchestra £4125 (less donation of £700 and possible further reduction if musician numbers were slightly trimmed), but fee does include hire of harpsichord and player. JK said that, although the cost of Norwich Baroque was high, this would ensure a good performance and enhance the Choir's reputation.	
7.	<b>Come &amp; Sing Mass in Blue</b> (basic details on sheet with minutes) £2040 in subscriptions already collected, but will need to be c£2500 to cover all expenses. The uniqueness of the event needs to be reflected in press publicity. Help with staging and hall preparation was needed on Friday 9 <sup>th</sup> from 4pm – 7pm. TT would mention in group email. Academy piano will need tuning – RD to liaise with JL. Will Todd had asked if someone from the choir could man a stall to sell his merchandise on the day. TT would mention in group email.	<b>TT RD / JL TT</b>
8.	<b>Ticket Re-design / Poster &amp; Programme update</b> <u>Tickets</u> – CB circulated 3 new designs and Committee chose one for future use <u>Posters / Programmes</u> see above in items 5 & 6	<b>CB</b>
9.	<b>Concert Preparation – 17<sup>th</sup> March 2018</b> Information on planning sheet – other points are (numbers refer to planning sheet) 3. tbc    10. SW    11. £12    12. 320    13. Soloists 3 x £300, 4 x £150. TT will be the 5 <sup>th</sup>	

	<p>soloist but has declined the fee. 19. 17 players, total fee £4125 (see concert budget in point 6 above). 21. FCS keyboard needed plus speakers if there is room. 52. 2.00pm 53. 4.30pm. 56. Tea &amp; biscuits half way through rehearsal. Full tea at end of rehearsal. MV to be asked by TT to co-ordinate. 'Tea team' of 3 or 4 needed to help. 59. JK to ask soloists what they would like to do 60. N/A. If needed, choir members to be asked to provide tea and changing facilities 61. LB but TT to ask. 73. Usual concert dress 74. Yes for both halves 75. Aim for Fri 17<sup>th</sup> @ 7am but RD to check with GJL. RB to book FPC. 76. Yes RD 77. JK to check if needed. 78. Sun 18<sup>th</sup> @12.30pm. 83. Fri 16<sup>th</sup> DL 84. Need for orchestral teas. 89. 2 x wine, 7 x flowers. 92. Straight after concert. All scores to be back at library by 31/3/18. 96. N/A. Audience mailing list – some responses. TT will ask FT if there is room to have this printed in the programme going forward rather than separate slips of paper.</p>	<p><b>TT/MV</b></p> <p><b>TT</b> <b>RD/RB</b> <b>DL</b></p> <p><b>TT</b></p>
10.	<p><b>Gift Aid Form</b> New form to comply with legislation change presented by BW – copies with minutes. Form for members and Friends will be used from Jan 2018 with all members being asked to complete. GA to photocopy, TT to mention in group email prior to new term starting.</p>	<p><b>GA/TT</b></p>
11.	<p><b>Fund Raising</b> <u>CD/DVD/Books/Scores sale</u> – agreed date of 20<sup>th</sup> Feb 2018, instead of a bake sale. Suggested minimum donation of £1 per item and will be set up in SA Hall Band Room. Will need to slightly extend the rehearsal to allow for a longer break. All unsold items to be taken away after rehearsal, but anything left will be donated to the SA shop. GA to provide float. <u>100 Club</u> GA produced some guidelines. Unable to do the actual draw in the SA Hall. Agenda item at next Committee meeting to discuss further. <u>Other ideas</u> TB suggested things to sell e.g. mugs, bags, pencils with FCS branding. TB to bring ideas to next meeting.</p>	<p><b>GA</b> <b>TT</b></p>
12.	<p><b>Website</b> TB produced a paper listing options with some costings (copy with minutes). A new system would give us more flexibility. Max has made none of the signed off changes to the existing site. FCS is currently paying website fees termly. TB to send links to other websites using the 'Weebly' web-build model for Committee members to review. Agenda item for next meeting.</p>	<p><b>TB</b> <b>TT</b></p>
13.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>i. <b>Data Protection Policy</b> (full copy with minutes) Presented by BW. Accepted by Committee (proposed CB, Seconded SB, all in favour). Chairman signed policy as accepted.</li> <li>ii. <b>Data Protection Manager</b> Required under legislation to be accountable for overseeing policy. TT had confirmed she would be willing to take on this role (proposed BW, Seconded DL, all in favour)</li> <li>iii. <b>Health &amp; Safety Policy</b> (copy with minutes) Requirement for Committee to formally adopt the document. (Proposed RD, Seconded TT, all in favour).</li> <li>iv. <b>FCS Constitution</b> TT had transferred a hard copy into an electronic format. Agenda item in summer term to briefly review to allow sufficient time to notify members before the AGM should there be a need for any changes.</li> <li>v. <b>Emails</b> Some singing members had asked for group emails to be kept solely to rehearsal / concert information. Committee felt they should be kept as they are as the personal details added a 'human touch'</li> <li>vi. <b>Standards in the Choir</b> JK mentioned this with reference to some members who still don't watch, have no pencil to mark copies etc. How do we drive up standards for these people? Agenda item for next meeting</li> <li>vii. <b>Snow List</b> – In the event of bad weather and rehearsal needs to be cancelled. Membership list to be split and volunteers from committee allocated a section. Each to be responsible for ringing round their group. GA &amp; TT to be left off this due to work commitments. CJ has membership list. TT to split and communicate to volunteers.</li> <li>viii. <b>Uniform</b> Reminder from DL that we need a replacement for Sara Barns. TT will ask choir again in next group email if anyone knows a seamstress</li> </ul>	<p><b>TT</b></p> <p><b>TT</b></p> <p><b>TT</b></p> <p><b>TT</b></p>
14.	<p><b>Next meeting</b> – Monday 26<sup>th</sup> Feb at RD's house Fakenham, 7.30pm Finally, GW was thanked for her hospitality and the meeting closed at 10pm</p>	

Signed as a true record (name) .....

Print name ..... Date .....