

## Fakenham Choral Society Committee Minutes

<b>Date &amp; Location</b>	Mon 29 <sup>th</sup> Aug, 2017 Gill Ashby's home, Kettlestone
<b>Present</b>	Roger Burbidge (vice chairman) Linda Bowden Barbara Wyvill Gill Ashby Janet Kelsey (MD) Rosemary Dear Tracey Thompson Tim Burton Sue Burton Celia Giddings

Glossary	
Linda Bowden	LB
Gill Ashby	GA
Roger Burbidge	RB
Sue Burton	SB
Time Burton	TB
Rosemary/Brian Dear	RD/BD
Celia Giddings	CG
Janet Kelsey	JK
Diana Lyons	DL
Tracey Thompson	TT
Alison Murday	AM
Margaret Vincent	MV
Barbara Wyvill	BW
Jim Laird	JL
Fakenham Parish Church	FPC

### Minutes

Agenda Ref	Summary/Actions	Action Owner
1.	<b>Apologies</b> – Diana Lyons, Alison Murday, Margaret Vincent	
2.	<b>Minutes of the meeting held on June 12<sup>th</sup> 2017</b> These were agreed as a true record and signed as such	
3.	<b>Matters Arising –</b> 3. Anthony Wyatt has not yet been visited to look at staging 4(i) No further response 5c(i) Stewards – need to address the problem: link with Christmas planning meeting. Members to be alerted again of need 5c(ii) John Glover has 'recovered' after the incident. Hopefully a one off 5c(iii) MH approached LB at garden party to ask what was going on. LB explained but no resolution reached. LB has invited stewards to a social at her home on 2 <sup>nd</sup> Sept 17 as a 'thank you' for what they do	RB/RD  TT/RB
4.	<b>Correspondence</b> None received. Thank you letters sent to Cley churchwarden and Lady Leicester, sympathy card to MV on death of her father.	
5.	<b>Treasurers' report</b> 1. <u>Accounts for singing year Sept 2016 – June 2017</u> Surplus for year of £1043.43 (full copy with the minutes) Deficit on concerts of £3755.00 The accounts are now ready for audit 2. <u>Budget for singing year Sept 2017 – June 2018</u> Over the 3 concerts expected deficit of £4548, although this figure contains guess work. GA to liaise with JK for accuracy. GA said a small loss was acceptable but we need to be careful. Fund raising discussed but what / where / when / how? Thanks expressed to GA and BW for all their work on the finances throughout the year	GA/BW
6.	<b>AGM – 26<sup>th</sup> Sept 2017</b> (start of rehearsal time) i. Minutes of 2016 meeting will be ready for start of term on 5 <sup>th</sup> Sept ii. Nomination forms will be ready for start of term iii. Agenda to be prepared / agreed iv. <u>Current post holders &amp; future</u> Chairman – LB to stand down Vice Chairman – RB will seek election as Chair if no other nominations Secretary – TT willing to continue Treasurers – GA / BW willing to continue Librarians – SB / TB willing to continue <u>Committee</u> RD - willing to continue DL – intention unknown CG, MV, AM are resigning	TT TT TT

	All above willing to stand again will need to be nominated. Chair to be alerted	<b>TT/RB</b>
7.	<p><b>Rehearsal Plan – Autumn Term 2017</b></p> <p>JK confirmed the first four weeks would be dedicated to Purcell music for Spring concert 2018, then move on to Christmas music. There will be two complete sectional rehearsals – JK with ladies, JL with men. Works to be covered include -</p> <ul style="list-style-type: none"> <li>Ladies – Ceremony of Carols – Britten</li> <li>Men – Vaughan Williams carol arrangements</li> </ul> <p>Agreed JK could pay for photocopying as obtaining scores was proving difficult An additional rehearsal was proposed for the ladies, date and venue TBC Some discussion about procession at start of the Britten plus use of candles</p>	<b>JK/RB</b>
8.	<p><b>Meeting to discuss programme advertising and sponsorship</b></p> <p>GA reported on the meeting (full report with file minutes). The system taken over by Jean Mayne (JM) seems very complicated and needs streamlining. There was a strong feeling in the committee meeting it was too much for one person and JM needs help. New committee member or someone suggested by JM?</p> <p><u>Comments included</u></p> <ul style="list-style-type: none"> <li>i. Why some adverts are annual, some per concert, some seem not to have been paid for</li> <li>ii. Help for JM seems essential</li> <li>iii. Whoever is running this scheme needs all the information</li> <li>iv. Liaison between person organising sponsorship and advertising essential (doesn't seem to have happened in the past)</li> <li>v. Could the website be used?</li> <li>vi. The advertising does cover the cost of programme printing</li> </ul> <p><u>Agreed</u></p> <ul style="list-style-type: none"> <li>1. Further meetings talking round the whole subject essential if this aspect of FCS is to be sorted out and made easier</li> <li>2. A free-standing banner acknowledging the corporate sponsors to be produced. To be used at all FCS concerts and functions</li> <li>3. Choir members to be asked if any one has marketing or fund raising experience who would be willing to help</li> </ul>	<b>GA/TT</b> <b>CG</b> <b>TT</b>
9.	<p><b>Website</b></p> <p>After initial progress TB has met with silence from Max P – the reason not known. TB will look at other systems. If max was no longer involved we would need a new system. TB would be willing to act as website manager. A new system would involve a set up cost. RD was concerned about lack of a website and implications for the Will Todd Come &amp; Sing event on 10<sup>th</sup> Feb 2018. Previous events had used the website for info and registration forms. TB to try to follow up with Max and get quotes for another system</p>	<b>TB</b>
10.	<p><b>FCS Fact Sheet</b></p> <p>Brief look at draft. Comments for amends to be sent to TT. To be put on agenda for next meeting</p>	<b>TT</b>
11.	<p><b>Garden Party</b></p> <p>All had gone very well, an enjoyable evening. Helpers from the choir and stewards had been great. Lady Leicester seemed to really enjoy the occasion. Suggestion that we try to fix a date for 2018. TT would contact Anne Griffith-Jones (Lady Leicester's PA).</p>	<b>TT</b>
12.	<p><b>Summer Newsletter</b></p> <p>A suggestion from Sara Philips (SP) that it no longer serves a purpose was not agreed with. Members felt it really served a purpose, people like it and it flagged up the new singing year. Query whether SP wants to continue producing it. TT will talk with her one the Max situation (see 9 above) has been resolved. An agenda item for meeting after the March concert. Three members, not on email, had not received the newsletter. This was an oversight on TT's part which she would rectify</p>	<b>TT</b> <b>TT</b>
13.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>i. <b>Christmas 2017</b> Ensemble to cost £1000, inclusive of travel. JL would get a basic fee as no extra work involved</li> <li>ii. <b>Summer 2018</b> Carmina Burana. JK has booked soloists at £400 each. Pianist – John Byron &amp; JL (£300 each). Percussionists TBC. Some discussion about concert format as the piece is quite short. Generally felt that something else is needed. Also how to deal with refreshments. Agreed ticket price of £12</li> <li>iii. <b>Bake Sale</b> 17<sup>th</sup> Oct 2017</li> <li>iv. <b>Request from member</b> to be allowed to circulate her holiday home information via FCS contact systems was declined. They could, however, be placed on the info table</li> <li>v. <b>Survey at June 2017 concert</b> Proposals off the back of this to be discussed next time</li> <li>vi. <b>Will Todd Day 10<sup>th</sup> Feb 2018</b></li> </ul>	<b>JK</b> <b>TT</b>

	<p>1. Will need c150 singers plus c100 audience to cover costs. Details agreed were: Singers £20, Students £10, Audience £7</p> <p>2. Timings. WT is travelling to Fakenham on the day and will arrive late morning. 10.30am start with JK doing warm-ups and starting to learn notes</p> <p>3. Performance at 6.30pm</p> <p>4. Score hire – included in £20 fee, OUP four part score to be used</p> <p>5. Charity donation. Not on this occasion. We must cover heavy costs and hopefully make something for FCS</p> <p>6. JL to be asked to tune piano at the Academy – permission will ne needed</p> <p>vii. <b>SA Hall piano tuning</b> JL to be asked to do this</p> <p>viii. <b>Keyboard case</b> has been returned to Cookes having been torn and still under guarantee</p> <p>ix. <b>Lighting boxes</b> BD has bought some wood so all our lights have boxes</p> <p>x. <b>Membership list</b> A full list with contact details would be useful for several committee members. TT would ask Carol Jennings to provide this, along with membership numbers for the next committee meeting</p> <p>xi. <b>Email Distribution</b> AM would be on sabbatical for four months from November. TB offered to deal with group emails during this time</p> <p>xii. <b>EACH concert request</b> Request to help with a fund raising carol service received. TT to reply that our 2017 programme was already sorted. More information would be needed but FCS may consider something in 2018. TT to respond to EACH</p>	<p><b>RD</b></p> <p><b>RD</b></p> <p><b>RD</b></p> <p><b>TT/CJ</b></p> <p><b>AM/TB</b></p> <p><b>TT</b></p>
14.	<p><b>Next meeting</b> – Monday 2<sup>nd</sup> Oct 2017 at TT's house in North Elmham, 7.30pm</p> <p>Before closing the meeting, RB thanked all for their help, support and hard work during the year and expressed the feeling that FCS was in very good shape thanks to JK and the committee working well as a team.</p> <p>Finally, GA was thanked for her hospitality and the meeting closed at 9.30pm</p>	

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

**Print name** .....

**Date** .....