

Fakenham Choral Society Committee Minutes

Date & Location	Thurs 10 th Jan 2019 Rosemary's home, Fakenham	Glossary	
Present	Roger Burbidge (Chair) Rosemary Dear (Vice Char) Phillipa Allen Gill Ashby Colin Blackmore Sue Burton Tim Burton Charles Davison Diana Lyons Mark Jones (MD) Tracey Thompson Barbara Wyvill	Gill Ashby Philippa Allen Colin Blackmore Roger Burbidge Sue / Tim Burton Charles Davison Rosemary/Brian Dear Philippa Allen Mark Jones Diana Lyons Tracey Thompson Barbara Wyvill Carol Jennings Margaret Vincent Jim Laird Fakenham Parish Church	GA PA CB RB SB / TB CD RD/BD PA MJ DL TT BW CJ MV JL FPC

Minutes

Agenda Ref	Summary/Actions	Action Owner
1.	Apologies – none	
2.	Minutes of meetings held on 4th and 18th Oct 2018 Signed as a true record	
3.	Matters arising – none	
4.	Correspondence – - Letter from Lady Leicester congratulating FCS on 'a splendid concert'. Donation enclosed. Also agreed to host summer garden party at Model Farm, Holkham - Card of sympathy sent to Patrick Wollocombe's family following his death	
5.	Membership – i. Snow List – all committee members able to help (except TT due to work). TT would split the membership list down and distribute a section to each committee member. A general group email would also be issued if a rehearsal had to be cancelled ii. Emergency Contacts – Following Gwyneth's collapse at rehearsal it was agreed to ask all member for an emergency contact number (ICE – In Case Of Emergency), just in case. Members would also be offered the chance to include medical conditions. ICE details would be restricted to 2 or 3 committee members for privacy and so that there should always be a copy at rehearsal/concert. TT to include request via email. Suggested that this should be added to the membership form going forward. iii. First Aiders team – need to establish a list of members with relevant and current medical training so we know who to call on in an emergency. GA knew of sufficient members split across all sections. TT to include a request in group email, but if no one responded, known members would be approached directly	TT TT BW TT / GA
6.	Christmas Tree Festival - review <ul style="list-style-type: none"> • £124.85 collected and a good number of publicity leaflets taken. Aim of the event was to raise awareness of the choir and its concerts. Agreed to apply again for 2019 • Good feedback on the tri-fold leaflet GA pulled together giving general information about the choir. Should be something we produce professionally 	FUTURE
7.	Jim's fees GA had circulated a paper with a proposal to simplify payment of additional fees incurred due to split rehearsals. Committee agreed that Jim's weekly payment would be increased from £60 per week to £72 (from Jan 2019), but this would cover all split rehearsals. Need to review whether accompanist contract needs updating.	FUTURE
9.	Christmas Concert – review i. MJ very pleased with the performance and impressed with FCS organisation. BW in	

	<p>audience and said the choir sounded good</p> <p>ii. Posters/Programmes – Good design/layout, but some inaccuracies in the concert running order. TB agreed to include MJ in the proof-reading process. 140 programmes left over. Did £2 cost affect sales or was it simply fewer were sold as there were fewer in the audience? Actual printing cost (i.e. the volume of copies) is small in comparison to the design / set up fees</p> <p>iii. Afternoon rehearsal timing – 2pm – 5pm gave choir members little time to get home and back for the performance. Balance needed with orchestra if there's a longer gap. With pieces which have soloists / orchestral interludes the choir are often released early. Mid rehearsal orchestral break should be just tea/biscuits, with full 'tea' at rehearsal end</p> <p>iv. Medical Emergencies – see 5ii above. Also need to establish ground rules for concerts (e.g. break in singing vs. end early / bring interval forward). Incident at Christmas concert dealt with well but concerns raised at the lack of an evacuation route when the staging is at capacity. Lack of communication / co-ordination to be addressed</p> <p>v. Ladies' dress – 'lovely', 'no scarves looked tidier'. For March concert – black as before but natural coloured 'pearls' (again, no scarves)</p> <p>vi. Discipline – Issues raised</p> <p>a) swapping seats last minute when they have been in concert order for most of the termly rehearsals (suggests a seating plan needs to be provided even when members are given the choice of where to sit). Not helped at Christmas concert when some sopranos moved from front to second row, causing seating problems</p> <p>b) Water bottles and scores were left on stage</p> <p>c) back-stage protocol pre-performance e.g. no wine to be brought into the chancel</p> <p>d) Need to review the concert information sheet as complacency may have played a part as most of the issues above are covered in this document</p> <p>vii. Other –</p> <p>a) MJ thanked for taking time to chat with the choir pre-performance</p> <p>b) Radio Norfolk had promoted the event, likening FCS to Norwich Phil!</p> <p>c) RD expressed concern with GJL in getting staging to and from performances. May be an issue in the future</p>	<p>TB / MJ</p> <p>MV</p> <p>RB / TT</p>
10.	<p>Treasurers' report full document circulated – copy with minutes</p> <p>i. loss on Christmas concert was £644, but within budget</p> <p>ii. bad weather (or the threat of it) affected numbers</p> <p>iii. it's becoming less likely we will make a profit on concerts</p> <p>iv. 80% of programme production costs recouped. Keep price at £2 (£1 members). Good revenue from sale of drinks</p> <p>v. need to look at selling tickets through the website. TB confident this can be done, but not in time for the March concert</p> <p>vi. ticket outlet in concert location. Investigate info hub at 'Sweets and Things' in Fakenham. Investigate whether Wells Maltings would sell concert tickets and their fee</p> <p>vii. Thanks expressed to BW / GA for all their work on finances</p>	<p>TB</p> <p>CB</p>
11.	<p>Spring concert - 16th March</p> <p>i. FPC re-wiring / new lighting works will not be completed by 16th March. After discussion, offer extended by St Nicholas Wells to host will be accepted. PA had suggested Blakeney, but insufficient time to check for March concert, however RD would visit sometime this term to assess</p> <p>ii. Orchestra – 9 strings, 3 trumpets, tympani, harp, keyboard. Same requirement for Duruflé and Haydn (harp only in the Requiem). Fixer to arrange. MJ raised concerns with the choir keyboard, which was fine for continuo but not great where an organ sound was more appropriate. MJ offered use of his keyboard for March. RD raised the question of the choir's two current keyboards. MJ confirmed both would be used in the future. Resolution needed for speaker hum at certain times and position between keyboard and speakers. Might be linked to the length of cabling required</p> <p>iii. Soloists – SATB (S&B have the most to do across the two pieces). MJ to source. Agreed £300 fee for each. GA to look for a contract on the Making Music website</p> <p>iv. Programmes / Posters – TB to compile. Numbers as at previous spring concerts (check with FT). TB showed designs for posters, one of which was liked. TB to work on this</p> <p>v. Publicity – a little delayed due to venue problem. MJ to write copy for magazines / press. TT would include in a group email for local magazines. RD to speak to MB</p>	<p>RD</p> <p>MJ</p> <p>MJ GA TB</p> <p>MJ TT / RD</p>

	vi. Tickets – agreed £12 if pre-purchased, £14 on the door. Under 18s free. CB details on poster. PA would include her contact details in her local magazine. TB to work on on-line solution for summer concert	
12.	Summer concert programme (& beyond) <ul style="list-style-type: none"> • <u>Summer 2019</u> – FPC, 15th June. MJ suggested Handel Coronation Anthems, Pt2 TBC but could include an orchestral item (e.g. a Brandenburg Concerto). MJ would welcome ideas for Pt2 choir pieces • <u>Christmas 2019</u> – FPC 14th December Pt1 TBC, Pt2 carols • <u>March 2020</u> – venue/date TBC. Mendelssohn's Elijah (reduced orchestration) • <u>June 2020</u> – tbc • Programme ideas were welcomed by the committee, but it would be helpful to have full details for next 1 or 2 years if possible by end of June to enable future publicity 	MJ
13.	Come & Sing – 19.02.19 60 had signed up so far, but c150 needed to break-even. FCS response disappointing again. Payment for venue due. MJ to find instrumentalists (fee £90). JL fee £250 for the day. RD had booked Posy Walton as the soloist. RD requested admin help on the day. Need to promote the event as much as possible, including social media. DL to run a raffle on the day with proceeds to Tapping House. Music scores were in hand, but orchestral scores would need to be ordered. GA unable to attend this year, so first aid cover would need to be arranged	MJ DL SB/TB
14.	Fund Raising <ul style="list-style-type: none"> i. CD/Book sale - 26th eb. Salvation Army happy to take leftover items for their shop. ii. Aviva Community Fund - £200 grant secured. Further monies possible through match funding post Come & Sing. TT would check this Aviva initiative was running in 2019 iii. Sponsorship update – Sarah B had not progressed sponsorship whilst RD was away. Urgency needed for someone to help with this. RD to follow up Summerhill Vets as £500 donation not yet received. RD would also follow up previous sponsor contacts made before her holiday iv. Increasing concert audiences – briefly discussed all media outlets for publicity need to be reviewed 	TT RD FUTURE
15.	Website TB asked for photos from MJ, BW and RB. Need to communicate with choir members what's on the website and how the secure members area can be better used	MJ/RD/ RB/TB
16.	Deep dives – ideas to be sent to TT	
17.	AOB - <u>Gift for florist</u> – request from DL. Agreed to buy gift voucher to value of £25 for florist at Tesco who makes up our concert bouquets at just the cost of the flowers	DL
18.	Date of next meeting - 21 st Feb 2019 at BW's home in Kettlestone. RD thanked for hosting and meeting closed at 9.45pm	

Signed as a true record (name)

Print name Date