

North Kingston Choir  
Committee Meeting Minutes  
Sunday 27<sup>th</sup> April 2014

Present: Jessica Bate, Monica Chapman, Vanessa Hartley, Hannah Deveson, Darlene Ahmed, Tristan Bate

- 1) Welcome
  - a. Jessica welcomed everyone and will act as chair for the meeting
  - b. Gaynor Ferrari has stepped down from the role of Communications Officer. Agreed to appoint Tristan Bate in her place.
- 2) Apologies
  - a. Sonja Steed sends her apologies
- 3) New Venue - Tiffin Girls
  - a. Monday 28<sup>th</sup> April – rehearsal will move to the new drama studio for one week. Monica and Darlene will direct people and Jessica will post signs. An email has been sent to choir members.
  - b. Monica let us know that if we book 10 sessions as a community group we do not have to pay VAT.
  - c. Sessions (which will be emailed to the choir members)
    - i. 28<sup>th</sup> April, 6<sup>th</sup> May (Tuesday), 12<sup>th</sup> May, 19<sup>th</sup> May, 2<sup>nd</sup> June, 9<sup>th</sup> June (No Jessica), 16<sup>th</sup> June, 23<sup>rd</sup> June, 30<sup>th</sup> June, 7<sup>th</sup> July
- 4) Summer Concert
  - a. Committee set the date for the summer concert: 13<sup>th</sup> July 2-5pm
  - b. Need to hire pianist (possibly £50)
  - c. Venues
    - i. Isha Lounge, Richmond Road (£200 exclusive hire)
      1. Long, narrow, low ceilings
      2. Available from 4pm – late
      3. Committee decided not to use this venue
    - ii. Tudor Hall (£33 per hour)
      1. Capacity of 80 (Is this enough?)
      2. Good locality, free parking
      3. No piano (this would need to be organised)
      4. Can set up chairs
      5. Kitchen facilities
      6. Go to the Cardinal afterwards
      7. Set up table for kids to colour, squash/biscuits
      8. Low stage
      9. Darlene to provisionally book for 13<sup>th</sup> July
    - iii. Tiffin Boys (£30 per hour)
      1. No stage
      2. Can set up chairs
      3. Grand piano
      4. Parking in playground
      5. Can we bring drinks/ food?
      6. If Tudor Hall not available, Hannah to visit, take pictures and ask about food/ drink.
    - iv. Hawker Centre (£300 exclusive hire)
      1. Hire of studio and café
      2. Cash bar and outdoor playground
      3. Can we bring our own food?
      4. £300 is a high cost for an informal concert and we may have to charge for tickets

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5. Committee decided not to use this venue
  - v. Tiffin Girls (need to check costs)
    1. Which room can we use? Availability? Capacity?
    2. Party afterwards at Queens Head
    3. Monica to look after finding out relevant information
  - d. Other details:
    - i. This week we will tell choir members the date and time. In the next couple of weeks Vanessa will organise a membership list for choir member attendance and how many people might come to watch.
    - ii. Collecting for charity. Monica will look after sending out email for nominations and organising choir voting a few weeks before concert
    - iii. Someone will have to organise buckets, poster, contacting charity etc.
    - iv. Insurance: check this with the venue we book
    - v. Fire regulations: Will we have to count the number of people?
- 5) Finance
- a. £450 surplus from last term
  - b. Photocopy costs still outstanding from North Kingston Centre
  - c. Metro Bank account has been set up, bank transfers can be made (email has been sent)
- 6) Music
- a. Committee unanimously agreed that as choir director, Jessica Bate does not have to pay subscription fee.
  - b. On 9<sup>th</sup> June when Jessica is not available, she will ask for volunteers to lead choir. They will carry on with songs we already know. Everyone would like Sonja to do the warm up.
  - c. Jessica asked if anyone would like to do the weekly email. Sonja volunteered at the last meeting and will be asked.
  - d. A bass player may be joining the choir and will work with Tristan.
- 7) Membership
- a. Notices posted on Gumtree and Netmums
  - b. 8 potential new members
  - c. We now have a logo that we can use on posters and advertising.
  - d. Vanessa to start collecting mobile numbers so we can contact members of last minute changes to venue or reminders of date changes.
  - e. Jessica to look for a group text website.
- 8) Events
- a. Committee decided that for this term we will focus on the summer concert
  - b. Hannah will look for possible Christmas events and contact: Ham House, John Lewis, Kingston Market/ Kingston First
  - c. Our Christmas concert to be potentially held in early December at a larger venue with tickets, flyers, a band etc.
  - d. Karaoke Night – 20<sup>th</sup> June in Central London (Ellie to organise)
- 9) Communications
- a. Website:
    - i. Tristan is currently using WIX. If we pay £36 per year the benefits will be: better domain name, software that is easy to use, hosting, members area.
    - ii. Members can sign up with their email for recordings, downloading music, videos of concerts, calendar.

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- iii. Darlene to check with her husband (an IT Specialist) about potential website hosts. If WIX is good then all committee members agree to pay £36 per year.
- iv. In the next couple of weeks Tristan will be taking pictures for the website (members to opt out via email).
- v. In the future: posting youtube clips for marketing

10) Action Points:

- a. Sonja Steed
  - i. If agreed, start sending the weekly email
- b. Jessica Bate
  - i. Find out how we can send a group text
- c. Monica Chapman
  - i. Collect membership fees for this term
  - ii. Contact Tiffin girls about summer concert and find out relevant information
  - iii. Organise a vote for concert charity collection
- d. Darlene Ahmed
  - i. Contact Tudor Hall and check capacity
  - ii. Check with her husband (IT Specialist) about potential website hosts
- e. Vanessa Hartley
  - i. Start collecting members mobile numbers
  - ii. Create a membership sheet for summer concert. Who is coming and how many people will be watching?
- f. Hannah Deveson
  - i. Visit Tiffin Boys, take pictures to send to committee and find out relevant information
  - ii. Contact Kingston council/businesses about Christmas events
- g. Tristan Bate
  - i. Arrange WIX hosting
  - ii. Take pictures for the website

Next meeting: Monday 2<sup>nd</sup> June at 930pm