

## **North Kingston Choir**

Meeting Minutes  
25<sup>th</sup> November 2016  
Bates' residence

### **Present**

Jem Goddard (JG) – Chair  
Jessica Bate (JB) – Musical Director  
Vanessa Hartley (VH) - Treasurer  
Emma Richards (ER) – Social Secretary  
Tristan Bate (TB) – Communications Officer  
Simon Thomas (ST) – Secretary

### **Apologies**

Daisy Morris (DM) – Events Officer  
Alan Waterman (AW) – Membership Officer

#### **1. Actions from last meeting**

- AW to Confirm dates with Fern Hill - 12 September (no rehearsal on 24 October for half-term) until 5 December inclusive (12 weeks) plus possibility of extra rehearsal on 8 Dec – COMPLETE.
- **AW to confirm whether music stands and white board can be used – awaits update, AW to continue to pursue**
- AW to Confirm key holder with Fern Hill - note AW has asked Jim Hawthorne to be back-up key holder - COMPLETE
- VH to cancel Tudor Hall bookings – COMPLETE
- **AW to fill places as they become available when members leave – ongoing, see membership report**
- **DM to liaise directly with Rose staff and plan flyers/publicity – ongoing, see Events report.**

2. Financial report – approx. £2,250 in account at moment. Assuming same level of expenditure, we will have £1,720 at end of term, not including expenditure for folders. VH questioned whether we should give gifts to Eric and Steve at the end of each concert. Decision to continue to do this for each concert since they give their time for free. Discussion about how best to collect £5 from members for new folders. Decision that members should pay for this upfront, however, reserve option to add to next term's fees. **ACTION – AW to monitor who has paid for folders.** VH queried whether Tristan paid for website renewal in August. **ACTION – TB to check whether he paid for website subscription renewal and expense if necessary.** Discussion re Making Music subscription and whether we should renew, it is about £200 and includes public liability insurance and performance rights. Decision to renew. **ACTION – VH to renew Making Music subscription.** VH updates that she has submitted an application to register NKC as charitable organisation for tax purposes. This requires three nominees, these are VH, JG and AW, who have submitted a form to declare that they are 'fit and proper.' It will take 6-8 weeks to get registration number, then can proceed to Gift Aid application. This will require collection of personal details from members, perhaps by filling in a form. Will be important to look after this personal data appropriately and in compliance with Data Protection Act. **ACTION – TB to design a form to collect relevant details for Gift Aid registration and to arrange for members to fill this in at rehearsal.** Discussion about whether collecting the Gift Aid rebate

## **North Kingston Choir**

### **Meeting Minutes**

25<sup>th</sup> November 2016

Bates' residence

would push us above £5,000 limit, requiring us to register as charity. TB said this wouldn't in fact be that arduous to undertake. Another option would be to reduce the fees to keep us under this limit. The Committee expressed its gratitude to VH for her commitment and hard work throughout the last three years.

### **3. Membership report**

- a. Current numbers - We currently have 30 female members, with another 16 on the waiting list. Denise Bilas had indicated her intention to leave because of other commitments but I'm delighted to say that she has now reconsidered and will return from the start of next term. However we only have 14 male members of whom two, Alex Deveson and Rob Hicks, have been absent for much of this term – for well documented reasons – whilst another two, Gopal Krishnan and Nik Dasgupta, have expressed doubts about their ability to remain members. Nik wants to stay on and has promised to review his situation early in the New Year. Gopal's time and attention have been redirected towards his wedding which is now taking place in India at the end of the year. I have written asking him how this affects his membership but he has not yet responded. We have two men on the waiting list, Joseph Garrow-Fisher and Tom Going, both of whom have indicated a desire to join in January. This clearly indicates however that we need to recruit several new men, particularly tenors!
  - b. Attendance - For the nine weeks since our last meeting, attendance at rehearsals has averaged 34 including a high of 39 on 19<sup>th</sup> September and a low of 27 this Monday, 21<sup>st</sup> November. These figures include the three regular additional attendees, Jessica, Tristan and Jem.
  - c. Folders - Sixty maroon folders with the NKC logo on the front are on order from Choraline and should be here in time for the Rose Theatre concert.
4. Events Report – 23 people signed up so far Christmas party at The Cardinal. Decision not to set date for next social at this stage, although likely to be a few weeks before end of Easter term. Discussion about whether to organise something for after the Rose concert, decision to play this by ear. The Committee expressed its gratitude to ER for her commitment and hard work throughout the last twelve months.
5. Communications report – TB says that he has updated the website, including members profile pictures. The Committee agreed that the website is extremely high calibre. TB asked for any ideas for improvements. TB also asked how much we should advertise the Rose concert on social media. It was noted that last year, it was nearly at capacity, so decision not to overly promote, but will be put out on Facebook and Twitter. Discussion as to whether we should video the Rose concert. Lou's husband will help with this. JB said that it is not ideal for the video and recording of performances to be undertaken by musicians because it is a significant commitment. Would be better if it was a dedicated role. TB said a recce prior to the concert

## North Kingston Choir

Meeting Minutes

25<sup>th</sup> November 2016

Bates' residence

would assist in planning where choir, band etc. are located, and where the camera(s) should be positioned. **ACTION – JG to seek volunteers to arrange for filming concert at next rehearsal.**

6. Music report – discussion about whether we should also provide written word copies (instead of music copies) to members; this saves folder space and may be preferable for certain members. ER has previously done this for altos and found it beneficial. ST queried whether this is an additional burden on top of SoundCloud recordings etc. JB felt that it would make a significant difference and encourage people to look up. **ACTION – TB to post Chorus Online word-only versions onto website, ER to prepare word versions for additional songs and provide to TB.**
7. Events report – DM advised via email that she is happy to take over contact with JB's contact at Rose Theatre. This is the only outstanding concert this term. DM said she needs to ask the choir who is actually attending so we have a list for security, and she will sign members in on the day. Further discussion re events held at meeting as follows. Decision that we have enough commitments this term and although there are various opportunities, we will not take on anything further this term. JB raised various opportunities for next year, including possibility of doing a performance at the Roundhouse on 8-10 July 2017 as part of Voices Now festival. There are two different options; singing together with other choirs, and doing our own performance. This however may be the same weekend as our usual summer concert. JG said opportunities like this are good because they increase our supporter base beyond immediate family and friends. Decision to apply for Voices Now festival. **ACTION – JB to apply for both options for Voices Now festival at Roundhouse.** Hannah has also discovered an option to perform at The Surrey County Show 2017 in May 2017. Some concern that this may not be the right platform for NKC and would in any rate require a pre-visit. Decision not to proceed at this stage. There are also opportunities to apply to Ham Festival – decision to do this, even if to keep options open. JB says we have received an email from Mary Bourne about collaboration with the local Singing It Back choir. Discussion about whether this would entail each choir performing separately, or actually singing together. General sentiment is that we don't want to be subsumed within another choir and joint rehearsals etc. would be logistically difficult. Decision at this stage that if we want to pursue a collaboration, we should identify choirs which share our ethos.
8. Make up of next year's committee – nominations received so far are social secretary (ST), musical director (JB), chair (JG), treasurer (AW), membership (Kyla), secretary (ER), events (no current nominations). ST queried whether these roles are correctly defined or whether they need revisiting. In particular, events is a demanding role and might benefit from being constrained to logistics. Alternatively, could have a deputy for this role. Or we could recruit non-committee members for specific tasks. Decision to seek an 'events team' with specific description of task. **ACTION – JG to make an announcement to choir seeking interest for Events Team, ALL COMMITTEE MEMBERS to think and approach individual members.**
9. Planning for January AGM – this will be the fourth rehearsal next term (30<sup>th</sup> January 2017). Closing date for nominations and motions is 16<sup>th</sup> January 2017. **ACTION – JG to detail this in**

**North Kingston Choir**

Meeting Minutes  
25<sup>th</sup> November 2016  
Bates' residence

newsletter in due course. **ACTION – all Committee members to prepare mini-report ahead of AGM.**

10. Choir video – discussion about how to achieve this, decision to put this out to choir as a separate task to coordinate. Steve will also be approached. Aim to do this middle of next term.  
**ACTION – JG to put out announcement seeking volunteer to coordinate choir video.**
11. Mini tour – previous decision was a 1 day trip, perhaps to coast. Discussion about whether people would be willing to make the commitment, however it was observed that we don't in fact need many people to make this a success. Decision to go for a low-key option, perhaps pitch it more as a social trip rather than a musical trip. Possible date of Sunday 30<sup>th</sup> April 2017.
12. Next meeting – 17<sup>th</sup> February 2017