

**North Kingston Choir**  
(Email) Meeting Minutes  
14<sup>th</sup>-21<sup>st</sup> June 2015

Present: All

1. Welcome – HD
  - a. HD sent an email outlining key decisions to be made before the end of term – thank you!
2. Apologies: None
3. Finance Report – VH
  - a. \*Note: the figures below do not include the grant of £750 which is to be received and spent on assets in line with the conditions of the grant.
  - b. Summer 2015
    - i. Current cash =£1,082
    - ii. Expenditure budgeted for rest of this term = £360, being £150 (Normansfield, £300 (which includes 2 practice sessions on 22<sup>nd</sup> and 29<sup>th</sup> June as per email from the Down Syndrome Association, less £150 covered by ticket sales) + £150 musicians + £60 (misc: programmes etc)
    - iii. End of this term = £772
  - c. Autumn 2015
    - i. Incoming fees: £1110
    - ii. Carried over from last term : £772
    - iii. Outgoings: £1,217, being:
      1. Room hire = £603 (based on 13 sessions at Tudor Hall)
      2. Concert hire = nil (change from budget)
      3. Musicians = £100 (pianist for Hampton Court)
      4. Music = £300
      5. Workshops = £120
      6. Misc = £94 including website
    - iv. Forecast balance end of 2015: £615 prior to paying for keyboard
4. Summer Concert – Saturday 4<sup>th</sup> July
  - a. Almost all tickets have been sold through Ticket Source – thank you TB for organising.
  - b. **Action:** HD to design programme and print (£25).
  - c. **Action:** EG to check with venue about PA system and lighting.
  - d. Volunteers will be doing front of house, sound, filming and photos.
  - e. **Action:** JG to organise a family friendly venue for afterwards.
  - f. **Decision:** All agree to keep £150 from tickets sales to cover half the costs of Normansfield Theatre which will mean we have money to purchase the new keyboard (no piano in Tudor Hall).

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5. New rehearsal venue from September 2015

- a. We looked at Kingston College, Tudor Hall, Barnfield Community Centre, Kingston Grammar School and Fern Hill. Kingston Academy is currently unavailable.
- b. **Decision:** All agree to move to Tudor Hall from Sept 2015. Cost is £46.40 per session (745-945pm). We need to decide how many sessions for the Autumn term. Our insurance offers appropriate cover. **Action:** VH to sign contract and receive monthly invoices.
- c. **Action:** DA to visit on 25<sup>th</sup> June to learn fire procedures for 13<sup>th</sup> July (and find out about electrical equipment and recording). She will get the key prior to our 7<sup>th</sup> Sept start.
- d. **Action:** JB to source keyboard (budget is £300-£400) and possible storage at Tudor Hall.

6. Membership report – MR

- a. Fees
  - i. **Decision:** All agree to revisit the cost of membership fees (to meet increasing costs) in 2016 before the AGM. Membership fees will remain at £30 for Autumn 2015.
- b. Waiting list
  - i. There are 14 women on the waiting list. Any new members will start from September. There is currently 1 female space and 2 male spaces.
- c. Attendance
  - i. Attendance has generally been around 28 (+/-2) this term.

7. Hampton Court 500<sup>th</sup> Celebration

- a. Thank you EG for attending the meeting and submitting our application.
- b. Rehearsal on 16<sup>th</sup> October 700pm-930pm. Performance on Sunday 8<sup>th</sup> November (timings TBC).
- c. **Decision:** Since we are singing at Hampton Court, all agree to no Christmas concert this year. All agree to sing Christmas carols at one venue in December instead.

8. Kingston Council Neighbourhood Grant

- a. We have been successful and will receive a £750 – thank you HD for all your hard work!
- b. We will receive a letter and a cheque soon.

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- c. The council agreed that we could use the grant to fund part of the cost of the keyboard (this is a new cost so was not included in the application) as it is in the long term interest of the choir.

9. Other choir tasks

- a. **Action:** JB and HD will be organising rotas for warm ups and sectional leaders for cover. ES has offered to be our blog writer.

**10. Action Points**

- a. HD: design and print programmes, organising section leader cover and warm up rota
- b. JB: buy new keyboard, organising section leader cover and warm up rota
- c. DA: visit Tudor Hall, write risk assessment for Tudor Hall for September
- d. VH: finalise budget for 2015, sign contract for Tudor Hall
- e. EG: final summer concert preparations
- f. MR: contact new members to join in Sept 2015
- g. TB: continue to update the NKC website
- h. JG: organise post concert venue on 4<sup>th</sup> July and end of year party on 10<sup>th</sup> July