

**North Kingston Choir**  
Meeting Minutes  
Sunday 19<sup>th</sup> April 2015, 8pm

Present: HD, JB, MR, EG, TB and DA

1. Welcome – HD

- a. HD thanked members for attending and MR for hosting.

2. Apologies: VH, JG

3. Update on action points from last meeting – HD

- a. Most actions from last meeting's minutes completed.
- b. **Outstanding actions:**
  - i. MR to be added to the NKC email account to gain access to emergency contact Google doc. MR to gather emergency contact information from new members and add to Google doc.
  - ii. DA to complete risk assessment with assistance from Making Music (liaise with TB for contact info).
  - iii. VH to pay for workshop on 13<sup>th</sup> April.
  - iv. EG to arrange another meeting with North Kingston Academy in early May: finalise room cost (no VAT?), is insurance included?, can we use other rooms when practicing as sections
  - v. EG to confirm with Ham House that we will practice at 1pm (arrange a room) and sing at 2pm. Gather family names for free entry on the day.
  - vi. TB to set up box office website for Summer Concert
  - vii. JG to organise karaoke on 15<sup>th</sup> May, post concert drinks on 4<sup>th</sup> July and end of term event

4. Events Report – EG

- a. Tiffin Girls
  - i. EG has emailed Tiffin Girls' contact our choir practice dates until the end of the summer term. The notice period in T&Cs means we can give notice to leave at the end of July.

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- ii. **Decision:** We had a short discussion about an extra practice date due to two Bank Holidays but we decided against an extra date (previous extra dates were not well attended and booking a different day with Tiffin Girls has been difficult). **Action:** JB to give list of 5 songs for Ham House and songs for summer concert so members can practice at home instead.
  - iii. **Action:** HD to say in this week's announcements that we will finish at 925pm and everyone needs to leave the car park as quickly as possible.
  - iv. **Action:** JB to respond to caretakers email: starting earlier than 8pm would not work with choir members, lack of chairs some weeks, that we will be leaving as quickly as possible and we will continue to park at the drama studio due to lack of spaces at the front.
- b. New rehearsal venue in September – North Kingston Academy
- i. **Action:** EG to arrange a meeting in early May (see above action points).
- c. Summer Concert – 4<sup>th</sup> July
- i. Name
    - 1. **Decision:** Committee agrees on Summer Love.
  - ii. Timings/ Costs
    - 1. Rehearsal at 330pm. Doors open at 5pm. Concert starts at 530pm. 20 min interval. 700pm finish.
    - 2. **Decision:** Committee agrees that tickets will be £5 per adult/ £0 for children + booking fee
    - 3. **Action:** HD to send out schedule of rehearsals/ concert timings/ Ham House timings etc in the weekly email.
  - iii. Pianist/drummer
    - 1. JB has booked Michael and Mario for 4<sup>th</sup> July. Michael will attend 1-2 rehearsals. **Action:** JB to confirm costs.
  - iv. Design flyer/ programme
    - 1. **Action:** Choir member (Emily Scotcher) to design flyer with HD including name, timings, place, box office web link and website/Twitter/Facebook.
    - 2. **Action:** HD to design and copy programme (look into online photocopying to reduce cost).

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v. Normansfield Theatre:

1. **Action:** EG to coordinate with contact (Lesley) by telephone followed by an email: confirm rehearsals from 8-10pm on 22<sup>rd</sup> and 29<sup>th</sup> June, opening the bar before concert and during interval, no raffle, how will the front of house work?, finalise maximum numbers for tickets.

vi. Coordination with charity

1. **Action:** EG to contact Alzheimer's Society for banner and leaflets. No rep is needed as a blurb will be included on the programme. Money donated will be from ticket sales rather than collection boxes.

vii. Box Office

1. **Action:** TB to set up box office with Ticket Source including all of the details mentioned above. There will be a link on the NKC website which will take choir members directly to the box office website.

d. Ham House – 6<sup>th</sup> June

- i. Warm up at 1pm. **Action:** EG to confirm a room. Singing at 2pm. What happens if it rains?
- ii. **Action:** EG to gather names of choir members attending and family members' names (for free entry) on 18<sup>th</sup> May.
- iii. **Action:** JB to give choir members 5 songs to practice at home.

e. Christmas Concert

- i. St Mary's Parish Hall in Teddington is tentatively booked for 5/6 Dec and 12/13 Dec.
  1. 180 capacity with small kitchen.
  2. Cost is £42 per hour and £20 for kitchen (£25 deposit)
  3. Parking on residential street
- ii. Other venues
  1. Kingston Grammar School
    - a. Theatre is £63 per hour (minimum 4 hours plus sound&light engineer), Hall is £78 per hour

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- b. Very limited parking
    - 2. North Kingston Academy
    - 3. Tiffin Girls School
    - 4. County Hall – EG to check
  - iii. **Decision:** Will continue to research and discuss at a future meeting.
  - f. Hampton Court Sing 500
    - i. Autumn 2015 (no date). Local choirs to learn one song and be involved in celebrations.
    - ii. **Action:** EG to attend meeting on 25<sup>th</sup> April to determine music genre and time commitment.
5. Music Report – Jessica Bate
- a. Review of 2 workshops
    - i. Opera workshop: acting, different activities, broke boundaries, getting out of our comfort zone, knowledge about the history of opera, probably just a one off workshop
    - ii. Gospel workshop: relaxed, she “got” our choir, her methods were similar to JB, did it challenge our choir?, could we classify it as a workshop?
    - iii. **Decision:** Workshops are valuable, so continue to aim for 1 workshop per term keeping the budget and yearly survey in mind. Good times are beginning of January, after Easter and after summer concert. If budget becomes an issue, members could pay separately in advance.
  - b. Cover from September
    - i. From September, JB will not be available to lead choir 1 in 5 weeks.
    - ii. **Decision:** All committee members agree we want JB to continue as choir director. Cover will be sectional work (2-3 choir members from each section should be available to take turns leading). Other cover to be discussed at a later date.
6. Finance Report
- a. Spring/Summer Term 2015

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- i. Incomings: £2211.21 (Spring and Summer membership fees)
    - ii. Outgoings: £1045.73 (Music, room hire, banner, audio recorder, workshops, Making Music membership)
    - iii. Current bank and cash balance: £1350.70
  - b. 2015 Budget
    - i. A big thanks to VH, you have done an excellent job on the 2015 budget, in particular we appreciate the forward planning.
    - ii. Key assumptions: 8 sessions at Tiffin Girls, rehearsals at Normansfield are 2 x 2 hours (£100), we have 7 folders so should not need any more, HD to look into photocopying costs and confirm, no choir logo stickers needed, JB to confirm pianist and drummer costs, EG to confirm North Kingston Academy costs.
    - iii. **Decision:** Since the forward budget planning shows -£22.00 in the Autumn term and membership fees have been set at the AGM, all committee members decide that half of the room hire at the summer and Christmas concerts shall be used to cover costs (£150 each). VH to confirm this will cover all expenditures and leave £200 in bank account which has been agreed previously.
7. Membership Report – MR
- a. Members for summer term
    - i. Currently 36 members (28 women, 8 men).
    - ii. 3 new women have joined the choir this term.
    - iii. **Decision:** Closer to the summer concert, new members will be made aware about the concert and it will be their decision if they want to join.
    - iv. Average attendance last term was 28-29. **Decision:** Committee agrees not to increase number in the choir or change male : female ratio.
    - v. 4 male places available: **Action:** In weekly announcements, HD will encourage members to ask partners, friends, work colleagues. Flyers in the future?
  - b. Update on the waiting list
    - i. 11 women currently on the waiting list.

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- ii. 2 tasters tomorrow and 2 next week (all women). **Decision:** We will continue to offer tasters this term.

8. Equipment allowance - JG

- a. For repairing and maintaining new equipment or buying new equipment
  - i. JG proposes £2 per member per term
  - ii. We had a brief discussion and thought £2 per member per term might be too much. HD pointed out that all new equipment will have a warranty and should cover any repairs.
  - iii. **Decision:** This will be discussed in more detail at a future meeting.

9. Social Events - JG

- a. Karaoke Night – 15<sup>th</sup> May
  - i. **Action Point:** JG to finalise numbers and collect deposit
- b. Post Concert drinks – 4<sup>th</sup> July
  - i. **Action Point:** JG to organise
- c. End of term event
  - i. **Action Point:** TBC by JG

10. Any Other Business

- a. Local Grant application
  - i. Application has been sent by HD and we are awaiting an answer. A big thank you to HD for writing the application, to TB and JG for researching the purchase of equipment and to VH for financial information.
- b. Application for Big, Big Sing Choir Doctor
  - i. JB has applied and we are awaiting an answer. There will be 5 workshops with community choirs and they will be filmed and put on their website and social media.

11. Action Points:

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- a. See above points from last meeting
- b. HD: send out rehearsal schedule until the end of term, in weekly announcements encourage choir members to find male members if possible, help with leaflet design, design programme and photocopy,
- c. JB: respond to caretakers email, confirm 5 songs for Ham House, confirm 10 songs for Summer Concert, confirm costs of pianist and drummer,
- d. VH: confirm £300 from concert ticket sales will cover budget expenditures
- e. EG: liaise with Normansfield Theatre (see above points), contact Alzheimer's Society, attend meeting about Hampton Court Sing 500
- f. MR: continue to monitor waiting list and offer taster sessions

12. Next Meeting: Through email and briefly, at the Queen's Head on Monday 15<sup>th</sup> June