

**North Kingston Choir**  
Meeting Agenda  
Sunday 6<sup>th</sup> September 2015, 8pm

Present: HD, JB, DA, VH, MR, EG, JG

1. Welcome – HD thanked everyone for attending.
2. Apologies: TB
3. Music Report – JB
  - a. Piano
    - i. All noted the purchase of the keyboard (£70), although it should not be seen as a sustainable option.
    - ii. **Decision:** Next steps depend on whether we stay at Tudor Hall or re-enquire about TKA availability. All agree to discuss at next meeting to see how things are going at Tudor Hall.
    - iii. **Action Point:** HD will informally enquire about TKA and what options would be available.
  - b. Workshop with Lea Cornthwaite
    - i. **Decision:** Committee agreed to arrange this workshop at the beginning of next term (January).
    - ii. The budget is £130.
    - iii. **Action Point:** JB to contact and arrange.
  - c. Music for this term
    - i. All music for the term is available to print on the NKC website.
    - ii. **Action Point:** VH to reimburse JB for cost of the music.
  - d. Studio Sessions
    - i. The choir band has been practicing informally at a local recording studio. At the end of last term, members were asked to come along if they wanted to. It is a good opportunity to practice with a microphone, try different songs and sing in a different setting. Some members have participated and really enjoyed it.

**North Kingston Choir**  
Meeting Agenda  
Sunday 6<sup>th</sup> September 2015, 8pm

- ii. **Decision:** All agree to one vocal session a month. JG will be the point of contact. He will keep encouraging members to be involved through weekly announcements, weekly emails and a section on the website. It will not be first come, first serve, instead, JG will try to include as many members as possible. Members will be responsible to pay for the sessions they are involved in.
- iii. **Action Point:** JG to be the point of contact and arrange dates and who is coming. TB to put upcoming dates on the website.
- iv. **Decision:** All agree that one band session before the concert will be paid for from the NKC budget.

4. Update on Tudor Hall

a. Key holder

- i. DA is the key holder and responsible person for Tudor Hall. She has accepted responsibility for VH and JB to be shown alarm code/ open and close. We need to have 1-2 back-ups but it is unclear if this is possible with the Tudor Hall Facilities Team.
- ii. **Action Point:** DA to call Making Music and explain situation about the key to see if we are covered in all situations. HD to call Facilities Team about getting another key.

b. Risk Assessment

- i. VH suggested adding power failure. DA will add.
- ii. First aiders: DA to check with Making Music if we need named first aiders and will follow up accordingly.
- iii. **Action Point:** DA to give a brief H&S talk at next rehearsal.
- iv. **Action Point:** TB to put final copy of risk assessment on the members' only section of the website. JG to note all serial numbers of NKC equipment and take pictures for insurance purposes.

5. Finance Report - VH

a. Summer Term 2015

- i. Incomings (April membership fees and concert tickets sales) = £1475.00

**North Kingston Choir**  
Meeting Agenda  
Sunday 6<sup>th</sup> September 2015, 8pm

- ii. Grant = £750.00 (received) – £404.99 (spent on the amplifier)= £345.01 remaining
- iii. Outgoings (room hire, music, workshop, concert venue/ musicians, Alzheimer's Society, keyboard, thank you gifts) = £995.70
- iv. Current bank and cash balance = £1280.63 (including grant money and September membership fees)

b. Autumn term

- i. 27 members have paid (waiting for 5 current members). Deadline will be Friday 12<sup>th</sup> September. **Action Point:** VH to follow up.
- ii. Potential income for the term with 46 members (with increased numbers decided by the Committee over the summer) is: 46 x £30= £1380
- iii. £130 has been budgeted for workshop, but will not be needed this term

c. 2015 Budget

- i. By the end of this term, our projected balance is £780.65 (assuming 46 choir members, NOT including grant money, £130 of this is budgeted for workshop in early January)
- ii. Local grant:
  - 1. Microphones to be purchased by TB/JG = £180.
  - 2. Roller banner to be purchased. DA to investigate prices. Budget = £70
- iii. **Decision:** All agree to keep fees at £30 for the next AGM.
- iv. **Action Point:** JB to buy magenta folders from Wilkinsons (20-30) = £10-£15

6. Membership Report – MR

a. Members for autumn term

- i. Places for 30 women and 16 men = 46 choir members
- ii. New members: 7 women and 6 men
- iii. **Action Point:** MR arranging taster sessions, links to music on the website and information on paying choir fees.

b. Update on the waiting list

**North Kingston Choir**  
Meeting Agenda  
Sunday 6<sup>th</sup> September 2015, 8pm

- i. 14 women and 2 men on the waiting list
- c. Discussion of process for fee reduction/waiver
  - i. Case by case basis. According to the constitution: “potential member can apply for a reduction in fees by contacting the Chair in writing. The Committee will consider applications confidentially depending on individual circumstances and ensure the policy is applied fairly.”
  - ii. **Decision:** With 46 members, all agree the maximum number of reduced fees should be 3. This will be added to the Constitution at the next AGM.

7. AGM – HD

- a. Date
  - i. Early Feb
- b. Motions
  - i. Fees stay same
  - ii. Reduced fees
- c. Re-elections
  - i. Early notice from committee if they are leaving.
  - ii. Introduce committee members and roles early in the term.

8. Events Report – EG

- a. Hampton Court Palace Sing 500
  - i. Each member to get 2 tickets costing £1 each.
  - ii. **Action Point:** JB to encourage members to start listening to their parts on the website, will practice the song at choir sessions before 16<sup>th</sup> October.
  - iii. **Action Point:** EG to enquire about parking and entrance to use on Oct 16<sup>th</sup>.
- b. Christmas carol singing in Kingston
  - i. **Decision:** All agree we are interested in singing at Eden Walk, John Lewis or outside the Bentalls shop.

**North Kingston Choir**  
Meeting Agenda  
Sunday 6<sup>th</sup> September 2015, 8pm

- ii. **Action Point:** EG to follow up with dates/ times so the Committee can make a decision ASAP.
  - c. Summer concert - JB
    - i. Mid July, late afternoon preferable.
    - ii. Venue TBC
9. Social Events - JG
- a. Social Evening – 11<sup>th</sup> September
    - i. 17 people have confirmed, room for 20
    - ii. **Action Point:** JG to announce at weekly choir session to see if any new members are interested in coming and collect £5 deposit for those attending.
  - b. Other events
    - i. Karaoke at Firecracker in November
    - ii. Christmas Party TBC
10. Any Other Business
- a. Weekly email format – JB
    - i. **Decision:** All agree to ONE weekly email. HD to send out by Wednesday night (all information given by committee to HD before this time). We will continue to post on Facebook as well.
    - ii. **Action Point:** MR to send confirmed membership list so HD can update the choir contact list for weekly emails.
11. Next Meeting: HD to send out a Doodle request for late October
12. Action Points
- a. HD: send out weekly email by Wednesday night, update NKC email contact list, contact TKA about future availability, arrange date of the next meeting

**North Kingston Choir**  
Meeting Agenda  
Sunday 6<sup>th</sup> September 2015, 8pm

- b. JB: buy magenta folders from Wilkinsons, arrange workshop for the beginning of January
- c. DA: call Making Music to ask about Tudor Hall and first aiders, finalise risk assessment, give H&S briefing at a choir session, investigate costs of a roller banner and buy
- d. VH: collect fees from all members, reimburse JB for music costs for the term (*completed*), finalise 2015 budget with 46 members
- e. MR: assist new members in joining, send HD a copy of the membership list when confirmed
- f. EG: Hampton Court arrangements, put together options for Christmas carol singing in Kingston
- g. TB: create a section on the website for the band studio sessions and keep updated, put final copy of risk assessment on website
- h. JG: final arrangements for social on 11<sup>th</sup> Sept, photograph and write down serial numbers of choir equipment, confirm Karaoke Night and Christmas Party dates/venues, coordinate band studio sessions