



**Minutes of Committee Meeting  
Monday 14<sup>th</sup> September 2020  
via Zoom**

<b>1</b>	<p><b>Present:</b> Gillian Jackson, Gill King, Keith Hamilton, Liz Hamilton, Helen Milner, Elissa Renouf, Oliver Walker, Paul Clark, Pam Price. <b>Apologies:</b> Alison Vining.</p>	<b>Action</b>
<b>2</b>	<p><b>Minutes of Meeting 8<sup>th</sup> July 2020</b> The minutes were accepted as correct.</p>	
<b>3</b>	<p><b>Matters Arising</b> a Covered below.</p>	
<b>4</b>	<p><b>Rehearsals</b> a <u>Zoom – review and Feedback</u> Attendance at this week’s rehearsal will be compared to last week. There will be a short rehearsal after the AGM the following week. A decision can be made about how to organise future rehearsals after these two. The committee agreed with OW that two hours is too long for a Zoom rehearsal, and an hour/quarter and a quarter is better. OW would be happy to set something for people in between rehearsals if there was the demand. OW would like to try playing pieces from YouTube over Zoom (if it would work and the quality was any good). HM suggested giving OW control of the meeting to improve the sound. b <u>In person – venue availability, risk assessment</u> PP reported that at present the Risk Assessment at St Alphege Schools says there will be no lettings at least until after half-term. When lettings are allowed, the doors will have to be open, which could present problems in winter. A church may be more likely to allow lettings than a school. AV is waiting to hear back from Olton Friary (<i>post meeting note: although they are allowing existing lettings to re-start they have no evening space</i>). PP reported that only 40 people are allowed into St Alphege Church at any one time, so sectionals might be possible. PP was thanked for putting together such a comprehensive Risk Assessment. It requires choir members to observe social distancing and adopt sensible behaviour. At St Alphege Church singers wear masks. What happens if members of the choir are exempt from wearing masks? A visor would be acceptable, but perhaps not until the situation has improved slightly. For OW’s protection, he may feel he needs a Perspex screen which the choir would buy (approx. £40). Does the choir have to appoint someone to ensure that protocols are followed? Yes, volunteers would be needed for the roles outlined in the RA. Would a separate Risk Assessment be needed for a concert? The venue would probably have one which they would insist we used. PP reported that she could extend our Risk Assessment to include the audience. PP left the meeting.</p>	
<b>5</b>	<p><b>Concerts</b> a <u>Review tentative plan for this term</u> We cannot plan anything at the moment. Some choirs have used technology to put something together; someone with software, time and skills would be needed; the cost of putting a high-quality video together would be £120-£150. OW would be happy to organise this if it was felt appropriate, although he feels that perhaps the moment has passed. OW advised considering this again if it is not possible to put on a Christmas Concert. b <u>Future concerts – Covid secure requirements, flexible/alternative plan</u> Discussed under Risk Assessment.</p>	
<b>6</b>	<p><b>AGM</b> a <u>Timing and Organisation</u> Fifteen minutes for the AGM. HM will share KH’s report with the choir in advance. Choir members will be encouraged to ask questions in advance.</p>	

b	<p><u>Subscriptions</u> HM and KH have written a note on subscriptions and shared it with the committee explaining what the subscription is for. Thanks to GJ as everyone paid subs in full last year and some people gave donations in lieu of ticket sales amounting to hundreds of pounds. There are still costs incurred, and it would be good for current income to cover current expenditure. This statement should be put in the Newsletter and be included with the papers for the AGM. Our subs are still low compared to some other local groups. We would not wish anyone in genuine hardship to leave the choir – this is already written in the information they are given on joining the choir. GJ already tries to follow up members who have not attended for a while to find out why and would be happy to be the person to approach if someone is in financial difficulties.</p> <p><b>Committee</b> Everyone confirmed that they were willing to stay on the committee, although AV would like to drop the Bookings role. HM reminded the committee that she said she would be Chair for two years, and that her successor ought to be on the committee for this coming year. HM will probably step down from the committee at that stage but would continue with the newsletter and social media. GJ commented that there should be more members on the committee, and a wider list of helpers. Discussion was held as to why people are reluctant to join the committee including whether people think they have to be a trustee which is not the case. Jo Johnson has returned the refreshments cart to AV and does not wish to continue with this; when and if this is relevant again a new volunteer will be needed. There are several unsung heroes in the choir who take on individual tasks.</p>	
7	<p><b>Financial Review</b> We are lucky in that we have a comfortable cushion which makes the choir financially stable. The largest injection of cash recently has been the Gift Aid returns. Subscriptions are still trickling in but we are incurring very few costs. KH commented that electronic banking has made this much easier. <u>2019/20 Accounts</u> Not discussed. Information ready to be circulated to choir with AGM papers. <u>Indicative budget 2020/21</u> It is very difficult to produce a budget for the coming year. OW emailed the Musical and Amicable Society to say that we intend to perform the St John Passion in March, but that this is still provisional. GK commented that she and PC will try to reserve the copies for the March concert, whilst ensuring that if we cancel we don't lose any money. OW will remind GK of the edition needed. GK and PC have returned the hire books to Solihull library – they were thanked.</p>	GK OW
8 a b	<p><b>Fundraising and social events</b> <u>Quiz</u> KH volunteered to run an online quiz on 21<sup>st</sup> October. <u>Fundraising – suggestions?</u> It was agreed that it was hard to fundraise at the moment.</p>	KH
9 a b	<p><b>Any Other Business</b> <u>Sponsorship and Choir Diary</u> To be carried forward. <u>Bursary Students</u> A few started about 3 years ago, but they find it too much with their other commitments. In past years Gillian has contacted local schools and colleges, but rarely hears anything back. We could try again when we are back to the normal situation.</p>	
9	<p><b>Dates of future meetings –</b> 9 November 2020 11 January 2021 15 March 2021 17 or 24 May 2021.</p>	

## Appendix 1 - Future Concerts

Updated 16.09.2020

Concert Date	Venue	Programme	Comments
<b>2020/21 Season</b>			
14.11.20	-	-	-
12.12.20 TBC	Olton Friary	Christmas Concert	Organist £150. <i>?Eversfield School Choir</i> £100 donation school? £120 hall hire plus £200 donation <b>Total: £570</b>
27 March 2021 TBC	Olton Friary	Bach St John Passion	Orchestra: £2850 Soloists: £1150 £120 hall hire plus £200 donation <b>Total: £4,320</b>
19 June 2021 TBC	St James Packington	Summer Concert	Pianist: £150 Portaloos: £350 max Venue donation: £200 <b>Total: £700</b>

## Appendix 2 - Committee Members and Other Roles

Non-committee members in italics.

Chair	Helen Milner
Secretary	Alison Vining
Treasurer	Keith Hamilton
Membership Secretary	Gillian Jackson
Librarian	Gill King / <i>Paul Clark</i>
Marketing / Publicity	Elissa Renouf
Website and Tickets	Liz Hamilton
Design and IT Support	<i>Mark Emms</i>
Fundraising	<i>Pam Price</i>
Concert Management	<i>Mike Norris</i>
Bursaries	Gillian Jackson
Bookings	Vacancy

### Section Reps

1 <sup>st</sup> Sopranos	<i>Kathy Carter</i>
2 <sup>nd</sup> Sopranos	<i>Pam Price</i>
1 <sup>st</sup> Altos	<i>Janet Gibbins</i>
2 <sup>nd</sup> Altos	<i>Carolyn Small</i>
Tenors	<i>Mark Emms</i>
Basses	<i>David Lewis</i>

