



Minutes of Committee Meeting
Monday 18th May 2020
via Zoom

1	<p>Present: Gillian Jackson, Gill King, Keith Hamilton, Liz Hamilton, Helen Milner, Elissa Renouf, Alison Vining, Oliver Walker. Apologies: Paul Clark.</p>	Action
2	<p>Minutes of Meeting 15th April 2020 The minutes were accepted as correct.</p>	
3	<p>Matters Arising a Subscriptions: only a few outstanding, of people who pay in instalments. There should be another £350 by the end of the financial year. KH to send Gillian a list of those who are outstanding.</p>	KH
4	<p>Treasurer's update a <u>2019/20 impact of concert cancellations</u> All outstanding bills for March concert have been paid. £280 of subs has been received. £300 difference in Gift Aid claim to the estimate. Still approx. £4.5k in the bank account unless there are any expenses to come. Ticket Tailor will be put on hold for the summer, with a saving of £18 a month. We have £22k in the bank which is a healthy position. The orchestra has offered a generous reduction in fees to £3k for the November concert, if this goes ahead.</p>	
5	<p>Summer 2020 – choir activities whilst in lockdown a <u>Possible Choir Events</u> A quiz will be held, via a Zoom social on the original concert night, 13 June @ 7.30 – 9pm. HM will organise this and source some questions. It was suggested that Kahoot be used. OW will think of a musical activity. b <u>Committee Activities</u> Newsletter HM wondered whether she should continue with the Newsletters over the summer; she has been producing them fortnightly. She only gets feedback from a few people. HM will produce the last Newsletter of term after the social and then do one in August. c <u>Auditions</u> OW feels that sending out information about auditions seems optimistic as next term is still in doubt. It was suggested that OW could choose a short piece for people to learn; OW will consider what would be appropriate. d <u>Making Music events</u> These have been quite over-subscribed. One was about maximising the use of social media or recruitment. There might be some more events in July. e <u>Additional meeting(s)</u> We will need an additional meeting, perhaps in August, when the picture is clearer. This can be arranged when there is some further guidance. f <u>Scores</u> It is unlikely that there would be any charge from John Norris for the Elgar music. The Elgar vocal scores and Faure vocal scores have been ordered from the library; GK is not sure what charges would be levied, depending on when we decided to cancel. It was decided that a decision should be made by the end of July.</p>	HM OW HM OW HM
6	<p>Any Other Business a <u>Return of Music</u> Some choir members have still not returned their music. AV will return the music she has to GK.</p>	AV

b	<u>Membership</u> It should perhaps be clear on the website that we expect members to be able to read music. This would dissuade people who can't read music from applying and might be something competent musicians look for.	
9	Dates of future meetings – to be arranged.	

Appendix 1 - Future Concerts

Updated 18.05.2020

Concert Date	Venue	Programme	Comments
2020/21 Season			
14 November 2020	TBC	Elgar Cockaigne Overture Elgar The Music Makers Faure Requiem	Sinfonia of Birmingham £3k Soloists (S, Bar) £500 Organist: £150 Venue: tbc ?Organ hire Total: £4150 excl venue & organ hire
12 December 2020	Olton Friary	Christmas Concert	Organist £150. Eversfield School Choir £100 donation school £120 hall hire plus £200 donation Total: £570
27 March 2021	Olton Friary	Bach St John Passion	Orchestra: £2850 Soloists: £1150 £120 hall hire plus £200 donation Total: £4,320
19 June 2021	St James Packington	Summer Concert	Pianist: £150 Portaloos: £350 max Venue donation: £200 Total: £700

Appendix 2 – Treasurer’s Comments (circulated in advance of the meeting):

1. SCS Accounts to date

Points to note:

All ticket monies have been returned for the cancelled March and June concerts.

Donations made in lieu of tickets amounts to £235

Accounts show an overall surplus for the year to date of £1,104 (last meeting a surplus of £1,741)

Cash at bank £4,586 (was £4,919 when we last met in April)

Deposit account balance unchanged at £18,800

2019/20 gift aid claim (pending) will generate further cash of c. £1,500.

Prior period gift aid of £303 now written off (amount included as recoverable in the 2019 accounts was overstated)

All prior period gift aid claims made.

2. Subscriptions 2019/20

Points to note:

Subscriptions received to date £7,003 (£6,723 at last meeting)

Still owing for this year £350 (£630 at last meeting)

Christopher Clews paid his subs in full.

It would be helpful if any subs owing for 2019/20 could be paid by 30th June.

3. Cancellation costs

Points to note:

Fees now paid to the remaining March soloist, Anastasia Bevan (£250) and the pianist, Roger Owens (£400).

If there are no further costs to come, the final anticipated loss on the March and June concerts will be c.£3.7k , compared to a loss of c. £3k that was minuted at the April meeting.

4. SCS Finances

The attached pdf Planning for the future- Finance, which is from the Making Music website, sets out some useful guidance and sensible advice for safeguarding the choir's finances in these difficult times.

Appendix 3 - Accounts

SOLIHULL CHORAL SOCIETY

Year ended 30 June 2020

Amounts in £

Concert Account

	Autumn	Christmas	Spring	Summer	2019/20	2018/19	2017/2018	2016/2017
Ticket Receipts (net of Stripe fees)	1,837	1,944	-42	-2	3,737	8,754	7,829	10,419
Expenditure								
Music Director	650	650	650	0	1,950	2,600	2,750	2,600
Soloists	660	160	1,075	0	1,895	905	1,560	1,550
Orchestra	1,650	0	0	0	1,650	4,670	1,305	5,125
Instrumental Soloists	175	300	600	0	1,075	925	1,898	350
Venue	0	120	0	0	120	1,296	1,494	998
Publicity & Programmes	150	299	60	0	509	1,472	1,455	1,425
Music Hire	583	289	55	109	1,036	1,559	753	265
Performing Rights	51	58	51	44	204	215	173	228
Refreshments	128	154	0	0	282	505	421	721
Donations	0	200	0	0	200	100	200	100
Other	38	50	0	0	88	25	302	114
Total	4,084	2,280	2,490	153	9,007	14,273	12,311	13,476
Surplus/(deficit)	-2,247	-337	-2,532	-154	-5,270	-5,519	-4,482	-3,057

Fundraising Account

Patrons					650	550	690	595
Donations/donations in lieu					486	75	440	30
Events and Social					0	86	250	804
Raffles and Silent Auction					590	285	250	242
Refreshments					218	360	358	235
Other (inc. sale of Music)					480	121	223	278
Total					2,424	1,477	2,211	2,184

General Account

Income

Subscriptions					7,003	6,694	6,527	6,691
Gift Aid					1,209	1,183	1,543	1,567
Bank Interest					79	80	29	46
Total					8,292	7,957	8,098	8,305

Expenditure

Rehearsal Fees					2,580	3,590	3,230	3,045
Rehearsal Venue					894	944	865	302
Making Music Fee and insurance					291	291	392	390
Other (inc. General Expenses, TT fees)					395	-95	90	202
Total					4,160	4,731	4,577	3,939

General Account surplus

					4,132	3,226	3,522	4,366
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SOLIHULL CHORAL SOCIETY

Year ended 30 June 2020

Amounts in £

Choir Development Fund**Income**

C.D.F. Donations/receipts

2019/2020	2018/19	2017/2018	2016/2017
729	266	46	311

Expenditure

Master Class/Come & Sing

910	482	171	250
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C.D.F. surplus/(deficit)

-181	-216	-125	61
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Society Funds**Total Surplus/(Deficit) for the Year**

1,104	-1,031	1,125	3,554
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Balance Brought Forward

24,067	25,100	23,975	20,421
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Balance Carried Forward

25,172	24,069	25,100	23,975
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Represented by:

LloydsTSB Current - Bank Account

4,586	3,242	5,551	7,356
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COIF Deposit - Bank Account

18,800	14,300	12,000	12,000
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Gift Aid Recoverable

1,513	6,252	6,370	4,828
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Payments in Advance

70	70	415	0
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Goods for Re-sale

419	419	937	200
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Accrued Liabilities

-215	-215	-173	-408
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Advance Receipts

0	0	0	0
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Total Funds*

25,172	24,067	25,099	23,975
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[*Total Funds includes £132.21 designated as the 'Choir Development Fund' (2019 £313.52)]

132	314	530	655
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Planning for the future: finance

 makingmusic.org.uk/resource/planning-future-finance

Covid-19 has thrown a lot of musical activity up in the air, and people will be looking to chairs and treasurers for guidance and reassurance about group finances. That doesn't mean that you have to have all the answers. But before you communicate any information: be confident about what you do know and clear about what you cannot know at this time, and this will help to inspire confidence in your members.

1. Establish what you do know:
 - Make sure the accounts for your group are up to date; reconcile your cashbook to your bank statements so you know your current cash position Identify unavoidable payments and commitments over the next month, three months, six months and one year ahead
 - Add any income you are confident in receiving over the same timescales e.g. where members have committed to paying subscriptions
 - Identify decision dates for new cost commitments e.g. deposit dates for Christmas venues. Plan committee meetings in advance of these
2. Discuss as a committee the actions needed to minimise costs and protect income: Consider
 - putting on hold non-essential outgoings (take account of cancellation costs)
 - But if funds are available, consider investing in tools to improve efficiency and future resilience (for instance, is this the moment to investigate the MM Platform?)
 - Find ways to reduce and share costs and risk e.g. joint Christmas concert with another local groupReconsider the use of your reserves
3. Test your resilience. Ask some key 'what if' questions. Estimate the impact: Are you at
 - risk of running out of cash? When could this happen?
 - Talk to the people who fund you at an early stage: this could be your members, or your audiences, individual donors, sponsors or funders.
 - Who else can help? Talk to your bank, investigate support schemes, consider an appeal.
4. Repeat steps 1-3 on a regular basis, when new information emerges and in advance of key decision dates.
5. In general
 - Communicate with and involve your members, musical directors, rehearsal venues etc. Be sensitive to their respective financial positions.
 - Make sure the information you present is clear and straightforward for everyone to understand.
 - Consider appointing a vice treasurer to provide a backup and sounding board for you. Share the cashbook and other financial information securely. Consider the need for further bank signatories.
 - Don't cut corners or bypass financial controls; be vigilant for fraud.
 - Refer to your governing document as a guide to what you can and can't do.
 - Accept that your group will be different after this, including positive improvements to use of IT etc.
 - Take stock, anticipate, be agile and adapt.
 - It is fine to change course as new information becomes available. Don't get stuck on one decision that was taken in April, when the situation looks very different come June.
 - But always take decisions collectively, as a committee. Make sure that the committee are contactable and are able to meet (online or via telephone conference call) as often as is necessary – this may be more frequent than usually.

Other tips

- Look at our [Keeping Running resource](#) on contracts, ticket refunds, membership

- subscriptions, freelance contracts etc.. to help you evaluate where you stand as a group and what you may be able to do to contain costs and/or maintain income Always bear in mind that your duty as a committee is to the charity and/or the constitution, if you are not a charity. You are there to ensure the survival of the organisation – what actions will support that most strongly?

Note on reserves

You may have two or three types of reserve, i.e. money set aside which you do not use on a day-to-day basis for your operations:

Restricted funds; e.g. given by a funder for a specific project. You are not allowed as a committee to take decisions on these funds that deviate from their original purpose. You need to consult the funder about any changes you wish to make with regard to how you spend that money. E.g. you may have money for a project to be completed by September 2020, but now you won't be able to complete it until March 2021. Contact the funder and discuss your new plans with them. In general, we have found that funders at the moment are bending over backwards to be really flexible and helpful. But they need to know you have a plan!

Designated funds; these may be funds that the committee has decided to set aside from reserves in order to make a certain project happen, or renew the website, e.g.. This is money that you as a committee have designated for a particular purpose; but it is your decision to now 'un-designate' such funds, should there be a more urgent priority (e.g. to keep the group alive and afloat until it can resume its usual activity).

You will have taken the decision to designate the funds in the committee, now table a discussion with the committee about whether you need to use these funds for more urgent purposes, and then minute the decision.

Unrestricted reserves; this will be money accumulated from surpluses in past years; you may have a policy (as generally recommended) that these should cover 3 or 6 months' of operations. It is money you have saved up for a rainy day. THE RAINY DAY MAY BE NOW – so if you do need to use part or all of these reserves, to keep your charity going, make sure you have a full discussion in your committee and minute the decision you take. This kind of unforeseeable eventuality is what reserves are for.

Useful Links

We hope you find this Making Music resource useful. If you have any comments or suggestions about the guidance please [contact us](#). Whilst every effort is made to ensure that the content of this guidance is accurate and up to date, Making Music do not warrant, nor accept any liability or responsibility for the completeness or accuracy of the content, or for any loss which may arise from reliance on the information contained in it.

Appendix 4 - Committee Members and Other Roles

Non-committee members in italics.

Chair	Helen Milner
Secretary / Bookings	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

Section Reps

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