



Minutes of Committee Meeting
Monday 20th January 2020
at 94 Silhill Hall Road, Solihull

1	<p>Present: Gillian Jackson, Gill King, Keith Hamilton, Liz Hamilton, Helen Milner, Elissa Renouf, Alison Vining, Oliver Walker (Facetime). Apologies: Paul Clark</p> <p>Minutes for this meeting taken by Elissa Renouf</p>	Action
2	<p>Minutes of Meeting 11th November 2019 Minutes accepted as correct.</p>	
3	<p>Matters Arising</p> <p>a <u>Payments for website:</u> Discussed with Mark Emms who has asked only for reimbursement of third party payments. He would like to continue offering his time as a contribution. Agreed to ensure his work is properly acknowledged including at AGM. Mark would be happy to do data entry if sent ready. Liz agreed to be conduit for changes communicated to Mark and he will resume his editing role. Any payment for specific changes to website to be negotiated separately.</p> <p>b It was agreed to check whether the interval tea makers are happy with the situation or if they wanted to use an urn.</p> <p>c Informal photographs at our last rehearsals were not suitable for our purpose. The young photographer was very pleased to have been offered the experience.</p> <p>d Publicity regarding the 'inclusion' of refreshments at concerts must be consistent and not compromise our position e.g. regarding licencing agreement. In future we will use the terms 'Ticket price includes a programme. Interval refreshments will be provided'.</p>	LH
4	<p>Financial Report</p> <p>a <u>Investment Policy:</u> KH circulated a new policy chiefly to satisfy requirement of Charitable Organisations and Investment Funds (COIF). In summary, surplus cash will be put in a deposit account from time to time. (Appendix 1).</p> <p>b <u>Treasurer's Update</u></p> <ul style="list-style-type: none"> • KH circulated current figures (Appendix 2). • Discussion about Patrons postponed to March meeting (see item 10) • Cost of move to the new St Alphege venue to be confirmed • £150 to be paid to Darren Hogg for accompanying the 'Come and Sing'. NB this was agreed to cover last minute stand in arrangement. • Estimate for March 2020 concert is £1675 • Subs are all collected up to date • WhatsApp group to be set up for Committee. This will facilitate obtaining second authorisations for bank account and also correspondence between committee members. AV to set up. 	AV
5	<p>Review of November and December concerts</p> <p>November – Nelson Mass</p> <ul style="list-style-type: none"> • OW very pleased and received good feedback. Smooth on the door arrangements. JBT soloists and orchestra very good. <p>December - Christmas concert</p> <ul style="list-style-type: none"> • OW enjoyed this, especially the Britten and harp. • Discussion about St Alphege choir. They were disadvantaged because of illness. Loss of audience at half time less obvious this year. Parents weren't fully informed about discounted ticket process and their attendance was sparse. Allison Taylor said parents generally not interested. Suggested we might use Eversfield next year. 	

6	<p>Future concerts:</p> <p>a March 2020 Reminder to AV to ask if piano and organ can be tuned to same concert pitch. AV sent numerous emails and is awaiting a reply. Will follow up.</p> <p>OW concerned that last concert at Shirley Methodist was poorly attended and hoped for a big push on sales and publicity. Reminded ourselves it was very bad weather last time. GK has produced new banner which says 'concert here tonight' to use on the street to prompt walk-ups and also to prompt the users of the church spaces during rehearsal.</p> <p>First half will go up to the Gloria. Second half starts with Credo. Roger Owens, our pianist, will perform a short piano piece at the beginning of each half to even up timings and showcase his playing. Peter Irving is the organist. Soloists engaged by OW. Not using JBT this time as Royal Academy contacts have not been cooperative.</p> <p>Refreshments need to be non-alcoholic as it is a Methodist Church. HM to talk to Simon</p> <p>Keith offered to be 'Concert Manager' as per last concert.</p> <p>b June 2020 Packington agreed as venue. Wedding earlier in the day thus our rehearsal arrangements. Bride doesn't want portaloos in sight. Proposed to have them delivered at 3.30 at additional cost of £80 approx. Concern expressed about whether two will be enough given all the choir will be at the church all afternoon and evening. AV to check costs.</p> <p>OW almost completed programme so music can be ordered. Accompanist agreed. Will be using ESM. As we have large stock, agreed to try and sell as many as possible in summer term. Suggest half price.</p> <p>c 2020/21 proposals:</p> <p>November OW would like to perform Beethoven's Ninth in November 2020, with Birmingham Sinfonia . Initial discussions have indicated a cost of £5k approx. and would like additional violins. OW would prefer Solihull School Chapel but realises Bushell Hall may be needed to accommodate scale of orchestra. All concerned about acoustic there.</p> <p>Pros:</p> <ul style="list-style-type: none"> • Beethoven 'year' • Great music <p>Cons:</p> <ul style="list-style-type: none"> • expensive - approx. £5k • requires big orchestra and additional rehearsals • lots of others may be doing it, impacting on ticket sales <p>Mixed response as choir element relatively small. Many audience members come predominantly to hear their loved ones singing. OW said first half would include excellent music using ESM to make up for smaller second half content. We would also have longer to work on Christmas concert music. Would use JBT soloists.</p> <p>Later in meeting discussion about the extent to which this concert could be jointly badged and costs/publicity/ticket sales etc could be shared with the orchestra if they were particularly keen to perform this work with us as the choir and perhaps share the first half as well. This part of discussion to be shared with OW.</p> <p>Actions:</p> <ul style="list-style-type: none"> • ER agreed to try and establish with other choirs what Beethoven works they are planning to perform and when. • AV to cost Bushell Hall • Preferred date November 14th (orchestra prefer) or 21st. <p>Agreed to revisit this at March meeting. We are all asked to listen to it, OW to get a fuller estimate of cost and clearer proposal for first half.</p> <p>December Venue discussed. Olton preferred acoustically and for atmosphere, However, it is often cold despite there being heating available.. We will tackle this with Olton nearer the time. Preferred date 12th, then 5th.</p> <p>March 2021 OW suggested St John Passion (performed in 2016) or Messiah to encourage ticket sales. To be revisited in March. Karl Jenkins' Armed Man suggested for increased ticket sales. Agreed this may be a good work for a 'Come and Sing' which has successfully helped to recruit new members. This would also coincide with Repton's next concert and an invite may be extended again.</p>	<p>AV</p> <p>GK ER</p> <p>HM</p> <p>KH</p> <p>AV</p> <p>GK</p> <p>HM</p> <p>ER AV</p> <p>AV</p>
---	---	---

d	<p>Several choir members had suggested Elgar's Music Makers for future performance.</p> <p>Christmas concert attire AV suggested we adopt a more colourful top for Christmas concerts only – a red top – blouse/jumper, any shade of red, full or ¾ sleeves worn tucked in or out. Men to wear red bow ties. No consultation with choir or OW proposed.</p>	
7	<p>Review of Come and Sing – Messiah</p> <ul style="list-style-type: none"> • 45 booked, 2 visitors came on the day, 3 choir members didn't show. • Majority of sales in the last week • All well received. Participants very happy • Darren Hogg stepped in at last minute to accompany. • All agreed we could have charged more, to do a fuller costing for next time and give OW a budget. It needs to cover costs and has scope for surplus. • Agreed to start sooner to publicise event next time (see item 6 for suggested music) • £83.50 taken in donations • January is a good time for this – gap in singing opportunities following Christmas • £80 cost for hire of room expected but no invoice received as yet. 	
8	<p>Website, Social Media and Publicity</p> <ul style="list-style-type: none"> • HM suggested that for each concert we have a "publicity pack", saved on Google Drive. This would consist of a short paragraph to introduce/"sell" the concert, the final poster in all the sizes and file types needed for different purposes (website, social media, local publications, etc.) and any other publicity materials. HM has started a list of the various items required for different purposes and will forward a copy to LH, who has agreed to take on the coordination role alongside that already agreed for the website (agenda item 3). This will ensure consistency across all our publicity and ensure availability of the different versions of material for those who need it. A similar arrangement for choir photographs would also be useful, with a folder of current "approved for use" photographs and an archive. • Website items covered elsewhere • Wider use of Google shared drive will assist our communication. Mark to be asked to help us to use consistently. 	HM
9	<p>Auditions</p> <ul style="list-style-type: none"> • OW hasn't heard all the choir sing and would like to listen to their range etc and ensure voices are in the right place. This is a 'stock take' rather than a test. • Alex will be asked to take 2 rehearsals next term and people will dip out during this time to sing for OW. • OW will confirm dates when his school calendar is clearer • Choir to be told towards the end of this term. 	OW HM
10	<p>Patrons Discussion postponed to March 2020 meeting.</p>	
11	<p>Fundraising 2 'sings' and 2 raffles so far this choir year. Nothing else planned as yet.</p>	
12	<p>AOB</p> <ul style="list-style-type: none"> • Lots of excess printed programmes wasted each concert. Agreed to reduce numbers by 50 for next concert and review whether that is enough. • Choir social to be reconsidered. OW can attend on 17 June if we follow old pattern. GK offered to host this. Revisit in March. • In order to minimise additional pressure on HM, we will only cc her into emails unless essential for her response. In future, committee members to consider whether they can act without HM's input / refer to someone else. If sending items for Newsletter the information should be sent under specific cover, and in "ready to go" format, not mixed in with other information. • HM to help us by sending info about how to convert images for the Newsletter – which she would like to continue to produce. • Use helenscsmail@btinternet.com 	HM HM ALL
13	<p>Dates of next meeting 9th March 2020. Venue to be confirmed.</p>	

Appendix 1 –



Trustees Investment Policy

The following policy was agreed at the meeting of the SCS Committee on 20 January 2020.

Surplus cash generated from the activities of the Solihull Choral Society shall be deposited from time to time in the COIF Charities Deposit Fund (hereafter “The Fund”), a cash management solution designed for the charity sector.

Decisions as to the amount of any surplus funds to be transferred and the date of transfer shall be taken at properly constituted meetings of the SCS Committee and duly minuted.

Information about the Fund:

The Fund is an actively managed portfolio of sterling denominated money market deposits and instruments.

The Fund aims to provide a high level of capital security and a competitive yield for charity investors and is suitable for all of a charity’s short-term investments.

Any charitable organisation defined within the Charities Act 2011 can invest in the Fund provided its powers permit.

An overview of the Fund can be found in the attached Fund Fact Sheet- 30 September 2019 and the Fund Profile- June 2019.

Appendix 2 –

Solihull Choral Society

Notes for January committee meeting

Income

Subscriptions	£6,105.00	
Gift aid recoverable (estimate)	£1,373.63	
Ticket receipts	£4,013.54	
Fundraising	£458.72	
Bank Interest	£51.13	
Patrons	£650.00	
Donations	£66.05	
CDF - Masterclass	£480.33	
Other	£75.25	
		£13,273.65

Expenditure

Music director	£1,300.00	
Soloists	£820.00	
Orchestra	£1,650.00	
Instrumental soloists	£475.00	
Venue hire	£0.00	
Printing & publicity	£448.80	
Performing Rights Society	£203.60	
Rehearsal fees	£1,400.00	
Room hire St Alphege/Friary	£439.40	
Music hire	£787.51	
Donation	£200.00	
Sundries	£87.50	
Refreshments	£281.90	
Ticket Tailor	£82.05	
Making Music/ Insurance	£291.00	
CDF - Masterclass	£510.00	
Other	£34.80	
		£9,011.56

Surplus income over expenditure **£4,262.09**

Solihull Choral Society

Notes for January committee meeting

Bank reconciliation

Bank balance brought forward per 2019 accounts	£3,241.64
Surplus to date, as above	£4,262.09
Gift Aid recovered re prior years	£4,516.24
Less Gift Aid recoverable current year	-£1,373.63
Bank balance carried forward at 20th January 2020	£10,646.34

Financial commitments

	Budget	Actual
Come & Sing - Oliver Walker	£110.00	£250.00
Come & Sing - Darren Hogg	£150.00	£150.00
March concert	£1,675.00	
St Alphege Infants room hire	£574.92	

Appendix 3 - 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>

Appendix 4 - Future Concerts
Updated 31/01/2020

Concert Date	Venue	Programme	Comments
2019/20 Season			
21 or 28 March 2020	Shirley Methodist	Petite Messe Solennelle – Rossini (80 mins) Plus other music from pianist	Estimated costs: Piano £400, Harmonium £200, SATB soloists £1075. Total £1279
13 June 2020 7pm	St James Packington	Summer Serenade	Pianist £175 Portaloos £350
2020/21 Season			
14 (or 21) November 2020	Solihull School Chapel/Bushell Hall	? Beethoven 9 tbc	Estimated costs: £5k
12 (or 5) December 2020	Olton Friary (tbc)		Organist £. Eversfield School Choir £100 donation
March 2021		? St John Passion or Messiah	
June 2021			