

**Minutes of Committee Meeting**  
**Monday 9<sup>th</sup> March 2020**  
**at 94 Silhill Hall Road, Solihull**

<b>1</b>	<b>Present:</b> Gillian Jackson, Gill King, Keith Hamilton, Helen Milner, Elissa Renouf, Alison Vining, Oliver Walker (Facetime). <b>In attendance:</b> Paul Clark. <b>Apologies:</b> Liz Hamilton.	<b>Action</b>
<b>2</b>	<b>Minutes of Meeting 20<sup>th</sup> January 2020</b> Minutes accepted as correct. Thank you to Elissa for taking the minutes.	
<b>3</b>	<b>Matters Arising</b> No matters arising which are not covered later.	
<b>4</b>	<b>Treasurer's update</b> <b>a</b> <u>2020/21 Budget</u> £7k in the bank, surplus of £4.5k for the year so far. <b>b</b> <u>Gift Aid</u> Approx. £1.5k has been received following the latest claim. There is one more year to process. KH suggested that this money should be put aside for something specific. <b>c</b> <u>Subscriptions</u> A few members have not still paid. HM will announce that subscriptions will remain at £140 for the year if paid in September, or £50 per term in instalments. Quarterly payments, or payment at other intervals, will not be allowed.	<b>HM</b>
<b>5</b>	<b>Potential Concert / Rehearsal Cancellation</b> <b>a</b> If a decision is not made about whether to cancel the concert/s tonight, then the committee agreed that a small group should make that decision: OW, HM, KH and AV. It was felt that the government may issue advice in the next few weeks which might make the decision for us. Ticket sales are very low for this concert – lower than the equivalent time last year. HM reported that at work the advice is a restriction on foreign travel, but otherwise business as usual. At Repton, people can only come to the school show if they sign to say they haven't visited an affected area in the last two weeks. The financial implication of cancelling the concert is: We would have to refund tickets; It was agreed that soloists, OW and instrumentalists should be paid the full amount. If the Spring concert does not go ahead it will cost the Society £3.5k. It was agreed to carry on with the March concert unless the situation worsens significantly. HM will speak to the choir about not coming to rehearsals if they are feeling ill, have been in contact with someone infected with the virus or have travelled to an affected area. To break even, we would have to sell another 200 tickets, but we never make a profit on concerts. The possibility of using an online printing service for the programmes was discussed: HM to speak to Mark and ask how he would feel about this. <b>b</b> <u>Rehearsal Venue</u> AV to ask whether St Alphege Juniors could be an alternative venue for rehearsals when Solihull School is not available. <b>c</b> <u>Rehearsal and Concert Bookings</u> Someone is needed for rehearsal and concert bookings as AV no longer wishes to do this. The choir to be asked for volunteers to join the committee.	<b>HM</b> <b>HM</b> <b>AV</b> <b>HM</b>
<b>6</b>	<b>March 2020 concert – arrangements</b> • Rehearsal 3pm Choir 5pm Choir leaves. OW to inform instrumentalists. • Roger to be asked to play at the final rehearsal: £60 for rehearsal: KH to check. Agreed. • HM to speak to Simon about non-alcoholic drinks for the interval. Choir glasses needed. • Adam Leyland to host the mayor.	<b>OW</b> <b>KH</b> <b>HM</b>

	<ul style="list-style-type: none"> <li>• Front of house team needed: HM to ask the choir. No Concert Manager: KH to make the announcements and start the clapping. Tickets can be scanned after the concert.</li> </ul>	HM KH
7	<p><b>June Concert – Packington – 13.06.20</b></p> <ul style="list-style-type: none"> <li>• Rehearsal 3.30pm to 6pm. Concert 7.00pm. HM to remind the choir about timings. Although the time and venue cannot be put on the tickets we can email everyone who has bought tickets. Social media can also be used.</li> <li>• Molly O’Toole will sing soprano solos.</li> <li>• Strawberries: HM to ask Geoff if he will organise and ask for a volunteer.</li> <li>• A donation of £200 is usually made to the church. AV to ask Lady Guernsey about the preferred method of payment.</li> <li>• The cost of Portalooos will be greater as three have been ordered.</li> </ul>	HM  HM AV
8	<p><b>2020/21 Season</b></p> <p><b>a</b> <u>Faure Requiem – 14.11.20 – Solihull School Bushell Hall</u> Elgar – Cockaigne Overture, The Music Makers Faure - Requiem. Sinfonia of Birmingham: £3.5k, Soloists (Soprano, baritone): £500, Organist: £150. Total: £4150. There is no organ in the Bushell Hall so one would need to be hired.</p> <p><b>b</b> <u>Christmas Concert – 12.12.20 – Olton Friary</u> Organist £150.</p> <p><b>c</b> <u>Bach St John Passion – 27.03.21 – Olton Friary</u> Musical &amp; Amicable Society: £2850, Soloists (Evangelist £400, SAT 2xB £750): £1150. Total: £4k.</p> <p><b>d</b> <u>Summer Concert – 19.06.21 – Packington</u> Pianist: £150. Total for the season: £8450. KH reported that just over £6k was spent on orchestra, soloists etc in 2018/19. So far this year, less than £3k has been spent. HM to put the dates and music in the Newsletter.</p>	HM
9	<p><b>Auditions</b></p> <p>It had been proposed that OW should re-audition the whole choir over two evenings whilst someone else takes the rehearsals. OW suggested one session in the summer term and one in the autumn. Agreed. OW will book Alex to take those rehearsals. GJ to arrange lists. People will be asked to sing something (other than a hymn, two copies needed), sight singing from current work, range test. Five minutes per person. This would have to be on a week when we are at Solihull School.</p>	OW GJ
10	<p><b>Patrons</b></p> <p>Discussion was held about what patrons receive for their subscription. OW suggested we should be more pro-active about encouraging targeted sponsorship – people could sponsor particular soloists or movements of a work. It might be useful to have some advice on this and someone to administer this. ER will work on this but would like someone to work with. Making Music has some useful advice on this.</p>	ER
11	<p><b>Choir Social</b></p> <p>Wednesday 17<sup>th</sup> June 2020. HM will put this date in the newsletter. Gill has offered to host this. Bring and Share. HM to ask Simon whether he is willing to organise these. £5 with first drink free, other drinks – donation towards drinks. Tickets will be available via Ticket Tailor.</p>	HM HM LH
12	<p><b>Any Other Business</b></p> <p><b>a</b> <u>Membership List</u> The membership list is kept on the choir drive. GJ does not have access to this list in order to administer it. GJ to ask Mark Emms how it works.</p> <p><b>b</b> <u>Accounts</u> The Auditor has audited the accounts with no problems.</p>	GJ
13	<p><b>Dates of future meetings</b></p> <p>18 May 2020. 94 Silhill Hall Road.</p>	

Appendices on following pages.

## Appendix 1 - Future Concerts

Updated 09.03.2020

Concert Date	Venue	Programme	Comments
<b>2019/20 Season</b>			
28 March 2020	Shirley Methodist	Petite Messe Solennelle – Rossini (80 mins) Plus other music from pianist	Estimated costs: Pianist £400, Organist £200, SATB soloists £1075. Venue: £470 <b>Total £2145</b>
13 June 2020 <b>7pm</b>	St James Packington	Summer Serenade	Pianist £175 Soprano: £100 Portaloos £350 Venue donation: £200 <b>Total: £825</b>
<b>2020/21 Season</b>			
14 November 2020	Bushell Hall / Solihull School Chapel / Olton Friary	Elgar Cockaigne Overture Elgar The Music Makers Faure Requiem	Sinfonia of Birmingham £3.5k Soloists (S, Bar) £500 Organist: £150 Venue: tbc ?Organ hire <b>Total: £4150 excl venue &amp; organ hire</b>
12 December 2020	Olton Friary	Christmas Concert	Organist £150. Eversfield School Choir £100 donation school £120 hall hire plus £200 donation <b>Total: £570</b>
27 March 2021	Olton Friary	Bach St John Passion	Orchestra: £2850 Soloists: £1150 £120 hall hire plus £200 donation <b>Total: £4,320</b>
19 June 2021	St James Packington	Summer Concert	Pianist: £150 Portaloos: £350 max Venue donation: £200 <b>Total: £700</b>

## Appendix 2 – Finance Report – March 2020

### Income

Subscriptions	£6,583.00	
Gift aid recoverable (estimate)	£1,481.18	
Ticket receipts	£4,339.05	
Fundraising	£1,184.35	
Bank Interest	£58.97	
Patrons	£650.00	
Donations	£149.55	
CDF - Masterclass/ Come & Sing	£728.69	
Other	£75.25	
		<b>£15,250.04</b>

### Expenditure

Music director	£1,300.00	
Soloists	£820.00	
Orchestra	£1,650.00	
Instrumental soloists	£475.00	
Venue hire (The Friary - December)	£320.00	
Printing & publicity	£508.80	
Performing Rights Society	£203.60	
Rehearsal fees	£1,920.00	
Rehearsal Room hire - St Alphege (9 x £63.88)	£574.92	
Music hire	£1,035.51	
Donation	£0.00	
Sundries	£127.50	
Refreshments	£281.90	
Ticket Tailor	£118.53	
Making Music/ Insurance	£291.00	
CDF - Masterclass/ Come & Sing	£910.00	
Other	£154.80	
		<b>£10,691.56</b>
Surplus income over expenditure		<b>£4,558.48</b>

### Bank reconciliation

Bank balance brought forward per 2019 accounts	£3,241.64
Surplus to date, as above	£4,558.48
Gift Aid recovered re prior years	£5,948.66
Less Gift Aid recoverable current year (claim to be made)	-£1,481.18
Less transferred to CCLA deposit account	-£4,500.00
Bank balance carried forward at 20th January 2020	<b>£7,767.60</b>

Potential concert/ rehearsal cancellation	Spring	Summer	Total
<b>Costs incurred to date (March 2020):</b>			
Publicity & programmes	£60.00		£60.00
Music hire	£55.00	£109.00	£164.00
John Fletcher	£40.00		£40.00
<b>Concert costs committed:</b>			
Music director	£650.00	£650.00	£1,300.00
Soloists	£1,075.00	£100.00	£1,175.00
Orchestra	£0.00		£0.00
Pianist	£400.00	£175.00	£575.00
Organist	£200.00		£200.00
Venue	£470.00	£200.00	£670.00
Portaloo hire		£350.00	£350.00
<b>Rehearsal costs contracted for:</b>			
St Alphege (5 x £63.88)	£319.40	£0.00	£319.40
<b>Tickets sales to refund:</b>			
Ticket Tailor/ Stripe	£474.96	£92.77	£567.73
<b>Total costs</b>	<b>£3,744.36</b>	<b>£1,676.77</b>	<b>£5,421.13</b>

### **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 <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>