

ALTON COMMUNITY CHOIR

**Minutes of the Committee Meeting – 14th September 2017 at The Friends Meeting House,
Alton at 19.00hrs.**

Committee: Ann Foulkes (Chairperson), (AF)
Helen Brown (Minutes Secretary), (HB)
Sue Lawrence (Treasurer), (SL)
Jenny Hallett (Membership Secretary), (JH)
Carolyn Robson (Musical Director), (CR)
Barbara Parry (Publicity officer), (BP)
Pete Stephens (Committee member), (PS)

Item	Discussion	Action / Comments
Apologies	Sue Lawrence	
Minutes of the last Meeting	Approval of the minutes of the committee meeting held on Thursday 6 th July 2017. Proposed by Pete Stephens seconded by Barbara Parry. The minutes were signed	
Matters Arising	09.09.17 – HB emailed Joanna Ridout re possible Music in Detention event	See also correspondence.
	CR is now available to lead on 12.10.17	No need to arrange for a substitute.
Finance	As at 31.08.17 Charity Fund £1,337.48 Overseas Fund £ 469.80 General Fund <u>£ 4,838.75</u> Total <u>£6,646.03</u>	
	Simone Tooley will check our accounts. SL proposed (by email) that Simone be given a £20 voucher as a 'thank you'.	Unanimously approved
Membership	3 recent new members. Currently 61 members. 4 vacancies. No-one on waiting list.	
Correspondence	28.07.17 – re. Mulled Wine weekend at Gilbert White's House – 3.30pm, 3 rd December.	6.9.17 – HB replied re. confirmation.
	24.08.17 – Email from Jackie Slack re invitation to sing at Watts Gallery – weekend 25 th /26 th November – they only want 20 singers due to limited parking.	Unanimous decision to decline invitation. HB to email Jackie. (<i>Done 16.09.2017</i>)
	09.09.17 – Email HB to Joanna Ridout re possible Music in Detention event, 11.9.17 – reply received, 12.9.17 - forwarded to Carolyn	Song material on MiD website needs further scrutiny if any are to be arranged for ACC. ACC has songs in repertoire suitable for raising awareness of MiD. Consider after Christmas.
	<i>13.09.17 – (Sent to SL while she was away – email discussion by committee – 16.07.17) Invitation from Alton Town Council to perform at Yuletide festival – Sunday 03.12.17</i>	<i>See forthcoming events. 17.09.2017 HB replied with provisional acceptance.</i>

Item	Discussion	Action / Comments
Recent events	13.7.17 – Summer Concert at Alton Assembly Rooms – Jane Austen themed programme.	Positive feedback re content, quality of performance and sound. Small audience – possibly due to poor marketing. CR suggested a review could be useful – consider arranging this for future concerts.
	17.08.17 – summer social at Judy’s	‘Wasn’t it lovely’ – huge thanks to Judy. (19.8.17 HB sent email of thanks)
Forthcoming events	28.09.17 – 7.15pm. Pre-practice get-together.	Refreshments – tea, coffee, biscuits. All in hand – thanks to Julia. HB to notify ACC by email.
	02.12.17 – Winter concert – 7.30pm – Alton Methodist Church.	Booking confirmed. Material in hand. Publicity – suggested mid-November. BP and CR to arrange heading title for concert. Posters, flyers, tickets TBA. Refreshments TBA nearer the time.
	03.12.07 – Alton Town Yuletide Festival. Invitation to perform not yet received. <i>TBC. 03.12.17 – Alton Town Yuletide festival – to put past choir to ascertain sufficient support</i>	Agreed to put past choir members if an invitation comes. (<i>Invitation received 16.09.2017</i>) <i>Arrange time slot – 1.20pm or 2.00pm TBA with Emily-Jane Messenger.</i> <i>Provisional acceptance email approved by committee – sent to ATC 16.9.17</i>
	03.12.17 – Singing at Gilbert White’s House, Selborne. 3.30pm	All in hand
	09.12.17 – Concert at the invitation of Robin Radley in aid of CHIKS (Children’s Homes in Kerala state, India) at Farnham Methodist Church Hall.	All in hand
	14.12.17 – singing at Orchard House	14.09.17. BP delivered a letter to the residents’ rep. at Orchard House.
	14.12.17 – end-of-term get-together	Pete to approach The Queen’s Head and/or The White Hart as possible venue.
	22 to 26.06.18 Visit to La Gacilly, Brittany. Contact in France – Julian Weaver (friend of CR). ‘Adjoint’ (deputy mayor) has the visit in is diary.	Quote from TopMarks coach company (January) £3,700 for a proposed 2017 visit. Put past Choir for approval and to ascertain level of support. (<i>Done 14.09.17 – seems to be OK</i>)
	Possible events	Possible joint choir concert with Basingstoke Male Voice Choir
Choirs get-together		Currently no further action
Concert or? With Cecil Sharp House choir		Not discussed at meeting – currently no further action

Item	Discussion	Action / Comments
Website	Lyrics	New songs to be added
	Soundfiles	To be added in due course
	Diary dates	Currently up-to-date
Website (cont)		<i>(Yuletide Festival info will need adding if participation is agreed by choir)</i>
Publicity	Publicity re winter concerts and events.	Local press to be notified early and/or mid- November.
Facebook Page	Up and running. 27 'likes'.	Thanks to Debbie. Frequently updated with photos and comments.
AGM	02.11.17 at approximately 9.00pm (after a shortened practice)	JH will resign as membership secretary – Christina Good has agreed to accept a nomination for the position. HB and SL willing to stand for re-election. Both will have to stand-down in 2019. BP and PS willing to stand for re-election. (See addendum for further information re the committee)
AGM – timescale	By 05.10.17 – Notify members of date at least 28 days prior to meeting	(already on diary dates page of website)
	By 19.10.17 – Invite nominations for officers and or committee members.	to be submitted to secretary at least 14 days before AGM
	By 19.10.17 – Invite nominations for charities for the choir to support	to be proposed and seconded and submitter to the secretary at least 14 days before the AGM.
	By 19.10.17 – Invite items for discussion (supported by 5 members)	to be submitted to the secretary at least 14 days before AGM
	By 26.10.17 – Agenda – (with details of nominations etc)	to be circulated to members at least 7 days before AGM
AOB	CR unavailable to lead practices on a couple of occasions in 2018	CR to make arrangements
Next meeting	Thursday 12 th October, 7.00pm at The Friends Meeting House, Alton	

Minutes submitted – Helen Brown

Proposed by – Ann Foulkes

Seconded by – Carolyn Robson

Addendum

Name	Position on Committee	First elected onto Committee	Notes	Latest date for eligibility for committee membership (Max 6 years)
Carolyn Robson	Musical director	NA		NA
Ann Foulkes	Chair person	2016 (November)	Elected 2016	2022
Barbara Parry	Publicity	2015 (October)	Co-opted onto committee May 2015. Elected 2015	2021
Helen Brown	Secretary	2013 (October)	Re-elected 2015	2019
Jenny Hallett	membership secretary	2013 (October)	Re-elected 2015 Jenny will resign from the committee next term.	2019
Pete Stephens	Committee member	2015 (October)	Elected 2015	2021
Sue Lawrence	treasurer	2013 (October)	Re-elected 2015	2019