

ALTON COMMUNITY CHOIR

Minutes of the Committee Meeting – 11th June 2015 at The Friends Meeting House, Alton at 19.00hrs.

Committee: Gill Moore (Chairman), (GM)
 Helen Brown (Minutes Secretary), (HB)
 Sue Lawrence (Treasurer), (SL)
 Jenny Hallett (Membership Secretary), (JH)
 Carolyn Robson (Musical Director), (CR)
 Robin Sturdy (Committee member), (RS)
 Barbara Parry (Publicity officer, co-opted member)

Item	Discussion	Action / Comments
Apologies	Robin Sturdy sent his apologies	
Minutes of the last Meeting	Approval of the minutes of the committee meeting held on Thursday 7 th May 2015. Proposed by Gill Moore and seconded by Jenny Hallett. The minutes were signed.	HB to notify ACC they are available as an attachment if members wish to see them before they are on the website. <i>(done 14.6.15)</i>
Matters Arising	Barbara Parry was invited to join the committee as a co-opted member.	She agreed to join, at least until the AGM.
Finance	As at the end of May. Charity Fund £716.52 Herborn £874.57 General Funds £6,440.19 Total £8,031.28	
Membership	Currently 63 members. There will be 3 known vacancies in September. 9 on waiting list.	JH to send email to HB to forward to ACC asking members to inform her if they will not continuing their membership.
Correspondence	27.5.15 – email from Ysanne Bonner re Petersfield Community Choir workshop at Steep Village Hall on 27.6.15	2.5.15 – forwarded to ACC
Trip to Herborn	The visit to Germany was most successful. ----- Finance: Figures can not be finalised until SL gets her credit card bill. There will be approximately £900 left over. £300 was originally paid by people who were unable to go. <i>(The final accounts were calculated and details circulated by email to those who took part on 14.6.15)</i>	Thanks to so many people – especially Ruth & Mark Rumsby, Sue Lawrence, Carolyn, Ursula Volmer and the team in Herborn. ----- All agreed £300 should be refunded. 2 options re. surplus discussed;- Reimburse (£17.00 pp. approx) to individuals. Hold the money in a fund for use at the committee's discretion but in

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		<p>relation to overseas trips - this might include costs associated with a return visit, bursaries for future trips etc. SL to send email re. above to those who went to Herborn asking what they would like doing with their shares. <i>(done 14.6.15)</i></p>
	<p>1.6.15 – email received from Wolfgang Seerich (in audience at Herborn) re a recording made at the concert and asking who it should be sent to.</p>	<p>7.6.15 – HB replied giving CR’s address.</p>
	<p>Press release to local publications.</p>	<p>9.6.15 – Circulated to Alton Post, Gazette, Haslemere Messenger, Basingstoke Observer, Basingstoke Gazette, Alton Herald, Surrey-Hants News, Eagle Radio Newsdesk.</p>
<p>Future Events / Concerts</p>	<p>25.6 15 – At Wars Command – Waverley Abbey House. Concert at about 8.00pm. All arrangements going according to plan. Moira’s fee will be paid from choir funds.</p>	<p><i>(A collection for ‘Combat Stress’ will be taken at the event.) (ACC to be notified of relevant details verbally and by email. Email sent 19.6.15)</i></p>
	<p>4.7.15 – AWC at Alton Community Centre (evening)</p>	<p>Publicity poster in hand – HB & BP liaised with Maria Elliott at the community centre. <i>(Haydn Chappell arranging production of programmes.)</i></p>
	<p>12.7.15 Birthday Ceilidh (afternoon/early evening) at Beech Village Hall., Beech near Alton. Hall booked 14.00 hrs to 21.00hrs – party 14.30 to 20.00 hrs.</p>	<p><i>(HB sent cheque for payment of hall 16.6.15 – Acknowledged 20.6.15. Terms and conditions of hire of hall received. Info re collection and return of keys to be sent nearer event) (HB to find out from Carolyn how the band will want to be paid – email sent 22.6.15.) (BP produced posters – HB emailed info to ACC 29.6.15)</i></p>
	<p>16.7.15. 7.30pm – 8.00pm - Singing at ‘Orchard House’ residential home followed by singing at ‘The White Hart’, Hollybourne at about 8.45pm.</p>	<p>Publicity in hand. <i>(18.6.15 Leaflets and posters delivered to Orchard House and The White Hart) (HB to check arrangements</i></p>

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		<i>with White Hart nearer the time)</i>
	13.8.15 – Summer Social	Currently no further action. HB to email members nearer the end of term with info re venue and refreshments etc
	Saturday 5.12.15 – Summon up the Sun. Alton Methodist Church booked.	(This clashes with the Holybourne Singers Christmas Concert – no action) BP to begin publicity for distribution at summer events.
	Sunday 6.12.15 Gilbert White Museum. Confirmed – 3.5.15.	Currently no further action
Term dates	Autumn Term – 10 th Sept to 17 th December, half-term break 29 th Oct. Spring Term – 7 th Jan 2016 to 24 th March, half-term break 18 th Feb.	
Publicity	Please see notes following these minutes from Barbara Parry.	
Website	Minutes of committee meetings available as ‘word’ attachments from HB before being placed on website.	HB to notify ACC when they are available.
	Paul Tabbush has kindly agreed to let us use a photo he took at Herborn to on the Home page of the website.	HB to let Alison know and ask if she could arrange for it to replace the old one. <i>(See below)</i>
	<i>(Since this meeting Pete Stevens and Barbara Parry have contacted Alison with regard to taking on the ACC website.)</i>	<i>(Barbara and Pete to meet with Alison and her husband.)</i>
	<i>(BP and Pete Stevens to develop an on-line archive of event photos)</i>	
Next meeting	To be arranged, probably early next term	

Minutes submitted by Helen Brown (Minutes Secretary)

Proposed by – Sue Lawrence – 17.9.2015

Seconded by – Gill Moore – 17.9.2015

Notes from Barbara Parry re publicity.

After the Herborn trip – formulated press release with input from Carolyn, Don and Mark and Ruth. Opted for a “one-size-for-all” approach even though there was concern that the doc was too long. Circulated on Tuesday 9th June – Alton Post Gazette, Haslemere Messenger, Basingstoke Observer, Basingstoke Gazette, Alton Herald, Surrey-Hants News, Eagle Radio Newsdesk.

Also, circulated to parish council contacts in the locality – for parish magazines who were particularly interested in publicising if there were people from their villages in the choir. I was able to say “yes this was the case” to the Medstead, Four Marks and Holybourne contacts (as these were pickup points and I knew Judy at least lived in Medstead!). I now also have an accurate mailing list of contacts to future parish circulations.

I thought I might ask if choir members would consider being my “parish magazine” contacts if they live in any of these local villages? What do you think?

I’ve exchanged emails with Wenda Moroney (Chair of Winchester Community Choir) as she sent me the WCC details of Tuesday 7th July’s performance (and I think also sent this to Helen?). She’s very happy to circulate our performances to WCC members in case they can join the audience. Do we have a similar contact for Peterfield Community Choir by any chance?

- Leaflets to residents and also communal noticeboard posters (re performance in residents’ lounge on 16th July 2015) delivered to reception at Orchard House on 18th June 2015.
- A4 posters (re pub performance on 16th July 2015) delivered to The White Hart on 18th June 2015 also.
- Following on from Alton Post Gazette publicity (which included all the text of the press release and both photos with captions!) Pauline Esland from ATTA asked for a copy of the article and photos which I sent to her on 18th June 2015.
- At War’s Command publicity: graphics from Liss performance publicity at St Mary’s church last year now scanned for future use as jpg files to “drop in” to any future publicity as required.

Helen and I liaised with Haydn and Maria Elliott (ACCentre Manager) and amended and circulated poster drafted by Haydn. (final version attached) I emailed Haydn re Combat Stress and proceeds from the performance...and Haydn’s reply circulated to committee.

(I noticed the Combat Stress collection tins at Waverley Abbey House, so they might also be available for the Community Centre event – should we ask Emilia perhaps who to contact to obtain some?)

I’ve also drafted the programme using text from the Liss performance and including the Combat Stress logo. Copy attached for information – I’ve sent this through for Haydn/Maria to print for audience who attend on 4th July.

- Summon Up the Sun publicity – Carolyn is planning to email me the graphics and I’ll then make a start.