

**North Kingston Choir**  
Meeting Minutes  
Friday 9<sup>th</sup> January 2015, 8pm

Present: Sonja Steed, Jessica Bate, Darlene Ahmed, Monica Chapman, Hannah Deveson, Vanessa Hartley, Tristan Bate, Clare Barton

1. Welcome – SS
  - a. SS thanked JB and TB for hosting and thanked everyone for their hard work in preparing for the meeting and the AGM
  
2. Apologies: Jem Goddard
  
3. Music Report – JB
  - a. Music for this term
    - i. 19<sup>th</sup> Jan: JB will begin with free music available on the website.
    - ii. **Decision:** Budget for paid music → all committee members agree to a £10 limit per choir member out of the subscription fees (40 members x £10 each = £400)
    - iii. **Action Point:** MC to order 40 pieces of music from either Music Room or Sheet Music Plus.
  - b. Availability:
    - i. Due to work commitments, JB will not be able to attend choir practice on 12<sup>th</sup> Jan, 9<sup>th</sup> March, 11<sup>th</sup> May, 6<sup>th</sup> July
    - ii. 12<sup>th</sup> Jan: Workshop with Rosalind O’Dowd
    - iii. Other dates: cover TBC
  
4. Finance Report – MC
  - a. Yearly Financial Summary 2014
    - i. Opening balance from 2013 - £82.50
    - ii. Income from 2014 - £2615.00
    - iii. Expenditures for 2014 - £2512.28
    - iv. Total Balance for 2014 - £185.22
  - b. Membership fees collected so far

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- i. 36 members have paid
  - c. **Decision:** All members agree to carry over a balance of £250 each term , as the choir now has more members and we may need to cover contingencies such as an increase in room hire and to pay for music at the beginning of the term.
  - d. **Decision:** MC put forward a motion for having petty cash from choir funds up to £10 without receipts (i.e. photocopying). The majority of committee members disagree (5 disagree, 3 agree). All expenses paid will require receipts.
  - e. **Action Point:** MC to make available bank statements for the AGM.
  - f. JB suggested that someone independent should audit our accounts, looking at the bank statements ad receipts. TBC how this is done.
5. Membership Report – VH
- a. Updated Membership list: VH went through members who paid (26 women and 10 men)
  - b. Maximum numbers:
    - i. The committee previously agreed on 28 women/ 12 men so there are 2 spaces for women and 2 spaces for men.
  - c. New members:
    - i. **Decision:** All members agree that
      - 1. Everyone is welcome to come to a taster session. This term there are 2 dates: 19<sup>th</sup> and 26<sup>th</sup> Jan. Going forward there will be one date set at the beginning of term.
      - 2. A deadline will be set. This term it is 28<sup>th</sup> Jan.
      - 3. From those who would like to join, spaces will be offered in the order of the date of the first email enquiry.
      - 4. **Action Point:** When maximum numbers agreed above are reached, a waiting list will be kept by VH.
6. AGM – Monday 2<sup>nd</sup> February 2015
- a. Committee members for 2015-2016

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- i. SS to step down as Chair. JB said that on behalf of the choir we would like to thank SS for being an amazing Chair. The committee members agree that SS has been enthusiastic, welcoming and did a fantastic job. We will miss you!
  - ii. DA, MC, VH, TB will be putting themselves forward for current roles
  - iii. JG will be Social Secretary for 2015-2016, CB for 2016-2017
  - iv. HD will be running for Chair
  - v. Event Officer role is vacant
- b. Committee member roles and responsibilities
- i. **Action Point:** All committee members to finalise role descriptions and send to DA. Role descriptions to be sent out to all choir members with the weekly choir email.
  - ii. **Action Point:** Checking emails needs to be addressed. All members agree that a 48 hour reply is required. To make it easier for committee members, TB to set up separate email accounts for membership, events, chair, music, website.
- c. AGM Reports
- i. **Action Point:** Due on 19<sup>th</sup> Jan
- d. Structure of the AGM for SS
- i. Chair report
  - ii. Thank yous
  - iii. Finance report
  - iv. Elect new members
  - v. Motions
  - vi. Any other business
- e. Agenda items
- i. Motions: membership fees, adding Social Secretary, applying for the Neighbourhood Grant
  - ii. Other: how waiting list works, shape of the year, committee members needed

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7. 2015 Performances

a. Summer Concert – Sunday 14<sup>th</sup> June

i. **Decision:** All agree to have our summer concert at the Normansfield Theatre which is already booked. However, committee members would prefer the date be changed to Saturday 13<sup>th</sup> June.

1. **Action Point:** HD to check availability of the Normansfield Theatre on Saturday 13<sup>th</sup> June and set up rehearsals the 2 Mondays before (1<sup>st</sup> and 8<sup>th</sup> June)

2. There is a limit to the tickets available, but all committee members loved the setting and the atmosphere.

3. **Action Point (if needed):** TB informed committee members that there is a Box Office website we can use to help us sell tickets (50p fee, telephone line).

ii. Rose Theatre café was a possibility (200 capacity) but it would be non-ticketed event opened to the public where our singing would be in the background. Members said no to this alternative.

b. Marie Curie Day, Eden Walk – Saturday 14<sup>th</sup> March

i. **Decision:** All members agree to attend this event and sing a 30min set.

ii. **Action Point:** HD to coordinate timings with coordinator.

c. Kingston First

i. No dates are confirmed yet, HD to stay in touch.

d. Other

i. HD will stay in touch with Princess Alice Hospice in Esher, however members are keen for our events to stay local.

ii. Kingston Hospital Open Day is 13<sup>th</sup> June which is too close to the concert

iii. **Action Point:** HD to contact Ham House about summer performance

iv. Charity Christmas concert at the Rose Theatre in December

1. 4 songs to learn, band provided, ticketed event, no extra fees – this could be our annual Christmas concert

2. **Action Point:** SS to find out more information from Singing it Back choir director

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8. Social Events

- a. Les Miserables – organised by Clare Barton in April
  - i. **Decision:** a cost of £40-£50 per ticket agreed by choir members
  - ii. **Action Point:** CB to call box office and find out options for group bookings
  - iii. **Action Point:** MC agreed payments from each choir member could be made into the account and one payment made from there to the box office
- b. Choiroke in Dorking Hall – 21<sup>st</sup> March
  - i. Date does not work, it is in Dorking and it is an expensive event but we are happy to be invited.
- c. Dinner after singing in Eden Walk on 14<sup>th</sup> March
  - i. **Action Point:** JG to organise
- d. Karaoke Night in New Malden
  - i. **Action Point:** Members thought that a karaoke night 2 weeks before our summer concert (end May) would be favourable
- e. End of year party: Summer Ceildh
  - i. More info needed
- f. Boat Party in September
  - i. All committee members would love to do this again!
- g. Studio recording session for NKC
  - i. Will need to look at expense and how we would fit 40 people
  - ii. A promotional video using one song with Kingston landmarks and previous performances was also suggested as something to look at in the future

9. Applying for Neighbourhood Grant - HD

- a. A local grant of £750 is available from Kingston Council to “further the purpose of what you’re doing”. The deadline for applications is 9<sup>th</sup> Feb. HD helpfully provided information about the grant to the committee, including her belief that the grant may not be available next year after the May election. JB pointed out that in

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addition to using the funding, receiving it would also be an endorsement for the choir. The grant will be available from end of March.

- b. HD asked committee members how we could use the grant. Suggestions include: recording microphone with stand, amplifier (for outdoor events), music stands, choir or carol books, professional workshops, a contingency fund for musical director cover
- c. **Decision:** All committee members agree that this local grant application is worth exploring further, as long as it is not too much work for HD. HD to keep us informed. A motion to be put forward about applying to choir members at the AGM.
- d. **Action Point:** HD and MC to work together to provide any financial information needed (accounts, bank statements etc).
- e. **Action Point:** TB to price equipment, JB to look at price of choir books

10. Any Other Business

- a. The committee discussed timings of future choir concerts such as adding an evening performance primarily for an adult audience rather than the family-friendly afternoon performances. The committee had a short discussion: likely to have less background noise and sound recording would likely improve but challenging to sing twice on one day. If confirmed, the Christmas concert at the Rose Theatre would be an evening performance and we would keep the summer concert as an afternoon family-friendly event.

11. Next Meeting: AGM on 2<sup>nd</sup> February

12. **Action Points**

- a. All: finalise role description and send to DA ASA, hand in AGM reports by 19<sup>th</sup> Jan,
- b. SS: send out role descriptions with weekly choir email, put together AGM agenda with JB and DA, find out more information about Charity Christmas concert in Rose Theatre
- c. JB: put together AGM agenda with SS and DA, contact new members about how to join/ deadlines, find out prices of choir books
- d. DA: finalise role descriptions so it can be sent out to choir members, put together AGM agenda with SS and JB

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- e. MC: collect membership fees, order music for the term, make bank statements available for AGM, work with HD on local grant application
- f. VH: finalise membership list for the term, keep waiting list
- g. HD: work with MC on local grant application, book 2 rehearsals at Normansfield Theatre, coordinate singing at Eden Walk on 14<sup>th</sup> March, contact Ham House about summer performance,
- h. TB: set up separate email accounts, find out prices of recording equipment and amplifier, organise Box Office website if needed
- i. JG: organise dinner on 14<sup>th</sup> March, organise karaoke night or end of May, provide more information about summer Ceildh
- j. CB: organise trip to Les Miserables in April