

North Kingston Choir
Committee Meeting Minutes
Sunday 17th January 2016

Present: HD, JB, DA, VH, EG, MR, JG

1. Welcome – HD
 - a. Thank you to everyone for attending our last committee meeting together.
 - b. Thank you JB and TB for hosting.

2. Apologies: TB (joined during the Events Report)

3. Music Report – JB
 - a. This term's music
 - i. All music for the Spring and Summer term has been bought. JB has started using Chorus Line which also offers backing tracks and includes royalties. The cost will be less so VH thinks we can budget £500 for 2016 rather than the current £300 per term
 - ii. A SoundCloud account has been purchased for the year for £75, it offers unlimited storage. Practice recordings (now sung by NKC members and backing tracks from Chorus Line) will be uploaded on website and also on SoundCloud. VH raised a concern that the backing tracks would be available publicly, should we make these private?
 1. **Action Point:** JB to email Chorus Line to see if their backing tracks can be uploaded on SoundCloud for members. They emailed back on 18.01.16 and said this was okay.
 - b. A volunteer pianist will be coming for a trial in February.

4. Finance Report - VH
 - a. Balance brought forward in Jan 2016: £644
 - i. See Treasurer's Report in the AGM Reports for 2015 income and expenditures.
 - b. Overview of 2015
 - i. An increase in members to 46 made a difference in income.

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- ii. Most of the grant (£750) has been spent on equipment.
 - iii. Venue is slightly more expensive per hour and we have extended our hours for set up and take down.
- c. 2016 Budget
- i. For organisations with charitable aims there is a threshold to apply for charitable status if income exceeds £5000. **Action Point:** VH agreed to look into this further to determine relevance to NKC as agreed we do not want to have to apply to be a charity as this is not what we are.
 - ii. **Decision:** All agree not to increase the number of members.
 - iii. **Decision:** All agree £500 per year for music (using Chorus Line and free music where possible)
 - iv. 1 paid concert per year (Cornerhouse in July). Ticket sales at concerts will be looked at by the committee with budget considerations in mind (paying for venue vs how much to donate to charity).
 - v. Assets to potentially buy this year: new keyboard, music stands, upgrade microphones
 - vi. Aiming to build up a contingency fund of £1000 by the end of 2016: emergency cover for Musical Director, increase in hall hire, new equipment
 - vii. **Action Point:** The Chair and the Membership Officer to be the new signatories on the NKC Metro Bank account. VH to organise.
- d. Increasing Membership fees at the AGM
- i. **Decision:** All agree to increase fees to £32 from next term which will be put forward as a motion at the AGM. An explanation as to why will be provided by HD (contingency fund, emergency cover, new keyboard, insurance, Soundcloud account, professional equipment).
5. Membership Report - MR
- a. Members for Spring term
 - i. 45 members (30 women and 15 men): 2 current members have not paid or attended and were sent a reminder by MR.
 - b. Update on the waiting list
 - i. 1 space for men

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- ii. 19 women on waiting list. Decision: All to agree to keep list closed, new committee can revisit next term.
 - iii. **Decision:** All agree to change the Constitution (#4) to say “the Choir” rather than “voice parts”, to reflect how the waiting lists work.
- c. Approach to taster sessions
- i. **Decision:** All agree not to have taster sessions during the term. Instead, when a space becomes available, the next woman/ man on the waiting list will be invited by the Membership Officer to come to the next practice. Then they have 2 weeks to decide if they want to join and pay the membership fee. If they decide not to join, they will not need to pay anything. The next person on the waiting list will be contacted. A FAQ section will be developed for potential members to view on the website (structure of practice sessions, video of warm up, concert performances etc.).
 - ii. **Action Point:** New committee to compile a FAQ section for the website.
- d. Introduction of a minimum attendance requirement, a) ahead of concerts and b) to remain a member of choir
- i. **Decision:** All agree not to have a minimum attendance requirement as it does not reflect who we are as a choir. Before a performance, choir members may be requested to attend rehearsals beforehand. In the FAQ section, we could add that it benefits the choir and the individual if they attend at least 2/3rds of the rehearsals per term
- e. Membership fees for band members not part of the larger choir
- i. **Decision:** All agree that it is not expected but they are welcome to make a voluntary contribution if they want to. This will not be included in the Constitution.
6. AGM on 25th January – HD
- a. Approve officer reports
 - i. All committee members are happy with the AGM Reports.
 - ii. **Action Point:** HD to summarise main points in her Chair’s Report at the AGM.
 - b. Approve motions

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- i. 2016 membership fees
 - 1. See above for discussion and decision. VH to include an explanation of why we are increasing the termly fee to £32 in her AGM Report.
- ii. Shape of 2016
 - 1. **Decision:** This will not be included as a motion since it changed significantly last year. An overview of 2016 will be given by HD in her Chair's Report.
- c. Approve amendments to the Constitution
 - i. Cut off for paying membership fees
 - 1. **Decision:** All agree that this should be changed to 2 weeks instead of 4 weeks due to waiting lists.
 - ii. Making Music
 - 1. We need to make an amendment of our aims.
 - iii. Chair to appoint a deputy chair
 - 1. **Decision:** All agree.
 - iv. Events subcommittee
 - 1. **Decision:** All agree.
 - v. Reductions of fees to 3 members per term
 - 1. **Decision:** We had discussed including this in the Constitution previously but it will not be included in the Constitution. Instead, "the financial position of the Choir" will be added.
- d. Approve agenda for AGM and approach to meeting
 - i. **Decision:** All agree on the agenda.
 - ii. **Action Point:** HD/ TB to put all the AGM documents (agenda, Reports, marked up Constitution) on the website before the meeting.
 - iii. Meeting will be quite informal, chairs in a circle.
- e. Confirm nominations for 2016, any outstanding issues and handovers for outgoing committee members
 - i. All committee positions will be filled after nominations at the AGM.

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ii. Key holder arrangements

1. **Action Point:** The new committee needs to discuss who is best placed to take on the responsibility going forward. The new key holder will need to attend a fire safety briefing and assume responsibility through the Tudor Hall Facilities team. They only want one person in charge of the key (with one back up).

7. Events Report -EG

- a. Events Plan for 2016
 - i. EG provided the 2016 current plan.
- b. Allocation of Events subcommittee
 - i. This will be handled by the new committee.
- c. Marie Curie fundraising in Eden Walk – 12th March 2016
 - i. **Decision:** All decide not to do this event. **Action Point:** EG to contact.
- d. Chorus Festival – 19th March 2016
 - i. We find out in early Feb if we were successful. JB has contacted them and it will be a 20-30min performance on a stage in Southbank. The committee to make a decision when we find out.
- e. Singing it Back concert – 20th March 2016
 - i. **Decision:** All agree not to do this concert. **Action Point:** JB to contact.
- f. Kingston Bandstand – 19th June 2016
 - i. This is Father's Day. Possible theme/ song tie in.
- g. Summer concert Saturday 9th July 2016
 - i. Cornerhouse Theatre
- h. Other events

8. Social Events – JG

- a. Spring Event – confirm date and details
 - i. 4th March has been booked with members

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- ii. **Action Point:** New Social Secretary to organise

9. Any Other Business

- a. Communication – weekly email and blog
 - i. **Action Point:** new committee to decide if weekly email is to continue, the survey results may help.
- b. Keep magenta folders or members' buy their own in black
 - i. **Action Point:** 8 folders left and some old folders will need to be replaced. New committee to decide what to do. TB suggested that Making Music sell choir folders that members can buy (£4-£5).
- c. Review of 2016 NKC Survey results
 - i. Only 8 results so far, some good suggestions so far. **Action Point:** HD to mention survey again on Monday and put link on Facebook. We'll give members to the end of the month before analysing.
- d. Help for sound equipment:
 - i. TB suggested that we hire a professional to set up at performances. All agree this is a good idea. **Decision:** Committee decided to ask for volunteers from the choir first and then advertise.
- e. JB thanked all of the committee members for their time, hard work and dedication over the last year. We have accomplished a lot since the choir first started in 2013 and it is a result of the enthusiasm and commitment of the committee members.

10. Next Meeting: AGM on Monday 25th January

11. Action Points

- a. HD: send AGM agenda, marked up Constitution and AGM Reports to TB for website, summarise main points in the Chair's Report
- b. JB: contact Chorus Line (done), contact Southbank Chorus Festival (done), contact Singing it Back choir director
- c. VH: update Treasurer's Report explaining the increase in fees (done), look into charitable status requirements
- d. MR: contact 2 members to see if they are joining, finalise spaces for the term

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- e. EG: contact Marie Curie
- f. TB: upload AGM documents to website
- g. New committee:
 - i. Organise new bank signatories
 - ii. Organise new Tudor Hall key holder
 - iii. Organise social event on 4th March
 - iv. Make a decision about the Southbank Chorus Festival on 19th March
 - v. Analyse survey results (i.e. weekly email)
 - vi. Create a FAQ section on the website.
 - vii. Decide about music folders
 - viii. Decide when to open the women's waiting list