

**North Kingston Choir**  
Meeting Minutes  
Sunday 1<sup>st</sup> March 2015, 8pm

Present: Hannah Deveson, Vanessa Hartley, Jessica Bate, Tristan Bate, Ellie Giffard, Jem Goddard, Maike Rentel, Darlene Ahmed

1. Welcome – HD welcomed new committee members MR and EG.
2. Apologies: None
3. Music Report – Jessica Bate
  - a. Funk/jazz/ soul vocal workshop – 13<sup>th</sup> April
    - i. Led by Hepzibah Tagoe (a professional contemporary funk and jazz singer)  
<http://www.hepztagoe.com/>
    - ii. Cost to be finalised (likely £50 plus expenses)
    - iii. **Action point:** VH to pay Hepzibah Tagoe.
  - b. Music ordering update
    - i. Most music for this term and next term has been bought online (total 40 copies for each song) and then one copy is put on the website for printing at home. Some music has been sourced for free. Cost is £340.
    - ii. **Decision:** Most music this term has been bought online (members can then print it out), which we will try to mainly do in the future. All committee members agree.
    - iii. JB will start looking at music arrangements for next year which will cost around £20-£40 for each arrangement (we receive another set of membership subscriptions in April).
  - c. Cover for 9<sup>th</sup> March
    - i. JB unable to lead rehearsal due to work commitments.
    - ii. EG to do warm up
    - iii. Sopranos: Corrine, Altos: Maike, Tenors: Rob, Basses: Tristan. Corrine is borrowing small keyboards for each group from Fern Hill.
    - iv. Go through songs: Torn, Somebody I Use to Know, One.

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- d. Choir survey
  - i. JB mentioned that another survey should be carried out at the end of the year (July) in order to feed into our yearly plan.
- e. Weekend away/ Choir tour – 2016
  - i. **Decision:** JB suggested that we start thinking about planning an activity weekend away in Surrey (sailing, archery etc) for team bonding in 2016. Could include families and a singing workshop. All committee members agree to start thinking about it.

4. Finance Report – Vanessa Hartley

- a. Spring Term 2015
  - i. Incomings: £1200 (membership subscriptions)
  - ii. Outgoings: £940 (largest expenses are £338.00 for Tiffin Girls' room and £340 for music)
  - iii. Total: £460
  - iv. Expected outgoings for the rest of this term: £100 for music, £112 for insurance and membership fee from Making Music
- b. Financial plan for 2015
  - i. Future costs include Tiffin Girls room rental, Normansfield Theatre practice sessions and concert, pianist and drummer for concert, insurance, concert programmes/ flyers.
  - ii. **Action Point:** For the Kingston Neighbourhood Grant the NKC constitution states our financial year is October to October so accounts included in the application need to match up appropriately.
- c. Bank account mandates update
  - i. Current signatories for Metro Bank account are SS, MC and DA. This will change to VH, HD and DA for 2015-2016.
  - ii. **Action Point:** VH and HD to visit Metro Bank to become signatories.

5. Membership Report – Maïke Rentel

- a. 2015 membership analysis

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- i. Choir attendance is averaging 25 members per week with our largest recent attendance being 29 people.
- b. Waiting list
  - i. An existing female member has given notice to leave the choir, so we will offer a taster and potential place to the next female on the waiting list. If she joins, there will be 7 women on the waiting list.
  - ii. 2 male places available. One new potential male choir member attending a taster session on Monday.
  - iii. **Action Point:** We will still continue to offer taster sessions, however MR will make it clear where they will be on the waiting list and how long it might be before they can join.
- c. Attendance
  - i. **Decision:** All members agree.
    - 1. We will not introduce a specific requirement for attendance.
    - 2. At the end of term, the weekly NKC email will report on the number of hopeful singers on the waiting list, to make all choir members aware.
    - 3. Where a member announces they want to leave the choir mid-way through a term after having paid the term fees, they will be offered a refund of £15 before half term and £0 after the half term.
    - 4. New members joining the choir mid-way through a term will be asked to contribute £30 before the half term and £15 after the half term. If there is only one session left in the second half term, the cost will be £0.
    - 5. When members leave, we will ask if they could return any sheet music. A small contingency is available to buy sheet music if necessary.
- d. Emergency contact form for new members
  - i. Now that there are 40 choir members and for the risk assessment, we need to update our database to include emergency contact name and number. Furthermore, for the Neighbourhood Grant we need to prove that 2/3 of members live in Kingston's wards so a post code is required. It will be voluntary.

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- ii. **Action Point:** TB to investigate if Google doc is appropriate. We need to be clear how we are storing this data (privately where only a few committee members have access).
- iii. **Action Point:** HD to include link in weekly email.

6. New Rehearsal Venue – Tristan Bate

- a. North Kingston Academy from September 2015
  - i. Reasons to leave Tiffin Girls: heating problems, not enough chairs, gate, have been locked out at times, administration not responding to our emails.
  - ii. Positives: large room, big windows, lots of light, parking is good, grand piano has been fixed, access to other instruments.
  - iii. The school is eager to have community links and the price is negotiable. Currently we pay £25 per hour.
  - iv. **Action Point:** We need to give Tiffin Girls a term's notice. EG (who is the Tiffin Girls contact person) to check terms and conditions.
  - v. **Action Point:** TB, EG and other committee members to visit again at the beginning of next term to ask relevant questions (public liability insurance, access, instruments available, storage space available, contact person) so a final decision can be made.
- b. Kingston College new Performing Arts school a possibility but parking would be difficult so not applicable at the moment.

7. Email – Jessica Bate/ Hannah Deveson

- a. Accounts
  - i. **Action Point:** 3 different accounts have been set up by TB
    - 1. HD/JB to check General account
    - 2. MR to check Membership
    - 3. EG to check Events
  - ii. If someone goes on holiday etc. passwords can be shared if required.
  - iii. **Action Point:** TB to remove Twitter emails going to the general account.

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8. Insurance – Ellie Giffard/ Tristan Bate

- a. Do we need it?
  - i. In the Constitution it says we are not responsible for injuries. However if someone hurt themselves at a public event, we could possibly be liable.
  - ii. Possible risks: cables, electricity, lifting heavy equipment.
  - iii. Are we responsible for members arriving and departing from the choir practice venue?
- b. Insurance quotes
  - i. **Decision** and **Action Point**: TB to sign us up for Making Music membership (£72) which covers us for a year's insurance (£40). They also provide guidance for copyright, performances etc. All committee members agree.
- c. Risk assessments for events
  - i. DA, as Secretary, is Health and Safety contact according to NKC constitution.
  - ii. **Action Point**: DA to carry out risk assessment for weekly choir practice.
  - iii. Public events: DA to work with relevant committee member when a risk assessment is required.

9. 2015 Performances

- a. Summer Concert – Saturday 4<sup>th</sup> July
  - i. Rehearsals on 22<sup>nd</sup> and 29<sup>th</sup> June (already booked). Cost is £37.50 per session.
  - ii. **Action Points**: nominate charity (EG), design flyer/ programme (HD), timings(HD/JB) , set up box office (TB)
  - iii. **Decision**: Ticket sales: All members agree that prices stay at £5 for adults and £0 for children. Max number of tickets is 120.
  - iv. **Decision**: No committee members agree that we should set a max number for each member at the moment. This may be reconsidered later.
  - v. **Decision**: We will continue to pay for costs out of the subscription fee and any money from ticket sales goes directly to the charity. All members agree

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that although we are raising money for a particular charity, our focus for the summer concert is on sharing our singing with family and friends.

- b. Ham House – Saturday 6<sup>th</sup> June
  - i. **Action Point:** EG to confirm 6<sup>th</sup> June at around 2pm. We will meet at 1pm to warm up. EG to organise free entry for family members if possible. There will be a family picnic afterwards.
- c. Fern Hill Summer Fete –20<sup>th</sup> June
  - i. **Decision:** All members agree not to do this event (though we are happy to be asked!). The timing does not work with Ham House and our Summer concert (which was decided at the AGM) and learning 2-3 new 1940s song would be difficult while we prepare for our summer concert.
- d. Charity Christmas Concert at the Rose Theatre
  - i. HD has contacted Rose Theatre. No response yet. We would need to be invited by the CEO.
- e. Collaborative Christmas Concert with Singing It Back choir
  - i. We discussed how sharing the costs of a large venue would be good. We could do some songs together and a few songs each. Do we want to be part of collaboration or do we want to lead a collaboration?
  - ii. **Decision:** All committee members agree that our first collaboration should be at a public event like Eden Walk rather than a concert. We also agreed that we are keen to collaborate with local Kingston choirs who have a similar vision.
- f. Claremont Gardens
  - i. **Decision:** JB has contacted them to see if there are any events. However, all agree this will be better next year as we are happy to sing at Ham House.
- g. Private events
  - i. NKC has been asked to sing at wedding.
  - ii. **Decision:** All members agree that we will not sing at private events like this. We will sing at choir member's weddings etc. If we sing for a venue/ company our fee will be donated to charity where appropriate.

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10. Social Events – Jem Goddard

- a. Les Miserables
  - i. **Decision:** There are other social events being organised so all agree we will leave this event for the moment.
- b. Night out at Steins – 13<sup>th</sup> March, 730pm-1200am
  - i. **Action Point:** JG has booked a function room with a deposit (there is a £450 minimum spend on food/drink so will cost about £20-£22 for each member). We can take our own music. 1100pm is last call.
- c. Karaoke – Friday 15<sup>th</sup> May
  - i. **Action Point:** JG to research other local option, preferably where we can eat and do karaoke at the same time (North Sheen?).
- d. End of term social – after 10<sup>th</sup> July
  - i. We could have to boat party in July instead of September
  - ii. **Action Point:** JG to look at outdoor concerts (Kew Gardens, Hampton Court, etc)
- e. Boat Party in July or September
  - i. **Action point:** JG to look at dates/ booking.
- f. End of term social – December
  - i. TBC

11. Applying for local grant

- a. Finalise application form
  - i. How can NKC use the grant: battery amplifier (£250-£300), microphones x 2 (£200) and stands x 2 (£40), indoor pop up banner (£70), Drum kit (committee decided no), music stands, cables (£20 each), mini keyboards x 4
  - ii. We need to think about storage when deciding what equipment to buy.
  - iii. **Action Point:** JG/TB to research equipment costs for application.
  - iv. **Action Point:** VH/HD to work on budget for application.
  - v. **Action Point:** HD to submit application at the beginning of April

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12. Any Other Business

- a. JB submitted an application for the Love Kingston Mayoral Award.
- b. **Decision:** VH suggested that we document any key decisions from informal discussions before our committee meetings which can be included in the minutes. All members agree.
- c. 5 members signed the amended constitution. **Action Point:** TB to scan and put on the website.
- d. Thanks to TB and JB for hosting meeting.
- e. Thanks to TB for maintaining a fantastic website, it is looking really professional.

13. Next Meeting: Sunday 19<sup>th</sup> April, 730pm at MR's house

**14. Action Points**

- a. HD: check general email account, become signatory at Metro Bank, send out Google doc link when it is set up, design concert programme, submit Neighbourhood Grant application
- b. JB: check general email account, decide on timings/song order for summer concert, start looking at music for next year
- c. VH: pay workshop leader (April 13<sup>th</sup>), put together financial plan for 2015, become signatory at Metro Bank, work with HD on budget for Neighbourhood Grant
- d. DA: carry out risk assessment for weekly choir practice at Tiffin Girls
- e. EG: check event email account, liaise with Tiffin Girls when needed (determine terms and conditions of contract), contact North Kingston Academy and arrange another visit, confirm Ham House date/times, organise the nomination of a charity for our summer concert at the beginning of next term
- f. MR: check membership email account, offer taster sessions and maintain waiting list
- g. TB: take Twitter emails off general email account, scan constitution and put on website, determine if we can use Google doc to store emergency contact information, research equipment costs for grant, sign the choir up for membership with Making Music, set up box office website when appropriate



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- h. JG: organise night out on 13<sup>th</sup> March, research karaoke on 15<sup>th</sup> May, organise end of term event, research equipment costs for grant