

## Bingham and District Choral Society

### MINUTES OF MEETING HELD 16<sup>TH</sup> APRIL 2018

**1. Present:** John Bannister (Chair), Sally Ashton (Vice-Chair), Valerie Morgan (Secretary), Janet Chapman (Membership Secretary), Peter Iley (Programme Chair), Tim Connery (Box Office), Brad Poulson (Website), Beryl Cottrill, Janet Iley (Ordinary Members).

**Apologies:** Huw Cadwallader (Treasurer), Judy Unell (Publicity), Margot Anderson (Librarian), Tina Warrington (Ordinary Member), Guy Turner (Musical Director).

#### Minutes of meeting 12<sup>th</sup> March 2018

**4.5)** Delete repetition of *St Mary's and church hall booked*.

**4.6)** *15<sup>th</sup> December 2108* should read 2018

**11.1)** Delete *nor Hugh Holbrook*

The Minutes were then accepted as a true record; proposed Sally, seconded Brad.

#### 2. Matters arising

**7. Membership:** The member in question has not yet been reimbursed, as the Treasurer has been on holiday. It was agreed this should happen as soon as possible.

#### 3. Treasurer

In Huw's absence, his unexamined draft financial report for the AGM was discussed and accepted. Huw was thanked for this report.

#### 4. Concerts

##### Peter:

##### 1) 12<sup>th</sup> May 2018 – Verdi Requiem

He has rung the Minster School, and all seems set for Saturday's joint rehearsal with Mansfield.

Janet C and Judy have visited the school, and the problems with the hot water, cleanliness of tables and toilets have been addressed.

Janet I. and Valerie will be on the cake stall – 50p charge each slice. Serviettes and large cutting knives needed. A float of £30 will be provided.

Beryl has made a seating plan – 93 BDCS singers and 73 MCS. The seating at the Minster School rehearsal will be the seating for the concert. She has discussed with Guy and the vergers at the Minster – all happy with her plan.

Mansfield will provide the flowers to present to the soloists.

Tim has sold 144 tickets + 30 to the orchestra; also Pen2Paper and other outlets, maybe 200 in total.

He will put out labels for the audience seating on the Friday evening before the concert; these will have to be removed after the concert on Saturday evening – helpers needed.

MCS has not sold many so far. The complimentary tickets have now mostly been taken up.

Beryl has done programme notes.

**ACTION: Janet C., Judy, Valerie, Janet I., Beryl, Tim.**

**John to announce at next Wednesday's rehearsal re seating arrangements, and ask for cakes to be provided. Also for helpers to remove audience seating labels after the concert. Seating arrangements also to be announced at Minster School.**

**2) 7<sup>th</sup> July 2018 – “Byron” Concert**

Not yet known how many singers. No other issues at present.

**3) 17<sup>th</sup> November 2018 – War, Remembrance and Peace**

Radcliffe Church and Hall booked.

**4) 15<sup>th</sup> December 2018 – Christmas Concert**

This may be discussed (format etc) at the AGM

There were no issues concerning the other concerts in the future.

Brad asked if concerts could be known by the sequence in which they have been performed over the years – the Verdi Requiem will be the 141<sup>st</sup> concert. This was agreed for future reference.

**Future Planning**

The programme committee will be meeting on 8<sup>th</sup> May to discuss future plans

Juliet Ward was asked to discuss with Colin Smith whether he would like the Brass Group to continue playing at the Christmas Concert.

**5. Publicity**

Judy not present. No report.

**Website**

Brad asked if more news stories could be provided for the website. Agreed this should be announced at choir and contributors asked for.

**ACTION: John**

**GDPR** (General Data Protection Regulation). This new law will come in to force on 25<sup>th</sup> May. It will affect the way we collect and store personal data about members and others. We need to be clear about how we are using this, and include a privacy statement. The membership application forms will have to be amended to include this, and to request members' consent to be contacted; also when emails are sent, people will have to be asked to let us know if they wish to continue receiving notifications etc. Emails will have to be sent out as blind copies.

It will also necessitate some changes to the website.

**ACTION: Brad, All****Newsletter**

Tim is happy to do this again

**6. Fundraising / Social events****1) Quiz 28<sup>th</sup> April 2018**

So far only 28 tickets sold.

Janet C. and Sally have been to the fish and chip shop in the precinct – they will provide as previously - £5 per head. They will provide disposable forks; knives and spoons needed.

Valerie will collect keys and help set up.

Guy to be asked what time he wants the break for food.

For gifts afterwards, Guy needs to be asked if he plans to have a scorer, as last time.

Bring own drinks and glasses. John will buy desserts from Iceland. Disposable bowls, as well as serving spoons / knives will; be needed. Also serviettes, salt, vinegar and ?paper tablecloths.

**ACTION: John to remind choir about tickets, fish and chips and dessert, bring own drinks and glasses, buy desserts.**

**Janet C., Valerie, others.**

## 2) Southwell Minster Lay Clerks

Guy has offered for the Lay Clerks to come and perform a mixture of sacred and secular songs at Bingham Church in September (15<sup>th</sup> or 29<sup>th</sup>). Cost would be £450. After discussion, it was agreed that September was too soon, and that the Clerks should be asked if January or February was a possibility.

**ACTION: John to discuss with Guy.**

## 7. Librarian

Margot not present. No report.

## Membership

**Janet C.** We now have 102 members. She is aware that the new data protection legislation will affect how we record and store membership details.

## 8. AGM - 16<sup>th</sup> May

Four weeks' notice of the AGM date has to be given to the choir this week.

Any motions or resolutions must be given in writing to Valerie by two weeks beforehand (2<sup>nd</sup> May).

Agenda to be sent out by one week beforehand (9<sup>th</sup> May).

A member who regularly comes early and sets up the chairs and tea and coffee may not be returning in the autumn. In the past, the two members who are doing coffee that week have come early to set up. This could be reinstated.

Also conductor's stand – could this be stored at school?

To be discussed at AGM.

Huw is standing down as Treasurer. Brad will stand for this office. Who to manage website?

**ACTION: Valerie to contact school about storage of conductor's stand.**

**John to announce date of AGM to members.**

## 9. Correspondence

None

## 10. Task list

Draft list of committee roles circulated. Beryl said that the role of doing programme notes had been a Committee task in the past, when she was last on the Committee, and she had continued with this after stepping down. List amended to indicate this.

Completed list to be sent out to members with AGM agenda, Treasurer's report and Minutes of 2017 AGM. It will also go on the website.

? Stage Manager duties and Tasks for Concerts also to go on website?

**ACTION: Valerie, Brad**

## 11. AOB

None

## 12. DONM

**Tuesday 26<sup>th</sup> June 2018.**

The meeting ended At 9.35 pm. John was thanked for his hospitality.