HENLEY CHORAL Society

Meeting Type: Committee Meeting

Location: Zizzi- Henley

Date: 20th February 2018

Attendees: Meg Ashby (MA), Felicity Bazell (FB), Bernard Carter (BC), Susan Edwards (SE), Joanne Harris (JH), Jana Hutchinson (JHu), Wendy Hawkins (WH), Angela Law (AL), Nick Tuggey (NT), Arthur Weir (AW).

Absent: Paddy Austin (PAus), Emma Beesley (EB), Paul Clayden (PC), Jan French (JF), Yolanda Goldthorpe (YG), Fi Harding (FH), Francis Piesse (FP), Catharina Reynolds (CR), Jenny Wager (JW), Peter Asprey (PA), David Smith (DS)

Item no.	Subject	Discussion	Agreed action	Who	When
1	Apologies	These were received from EB, PC, YG, JF, FH			
2	Approve minutes of meeting on 30th January 2018		Minutes approved as issued	ALL	
3	Matters arising	Item 6.v. SE commented that it is important to keep an attendance record for all sections as it helps with recognising commitment and ability to sing at concerts		VR's	Done
4	Marketing update (EB)	i. Cecilia McDowall attending Spring Concert. ii. Tickets sales are slow currently standing at 80, it is thought that competitive singing activity in Henley might be a contributory factor	i. More publicity and promotion should be made of this ii. Remind choir that we only need to sell 3 tickets per member	ALL SE/EB	 Ongoing

		iii. Friends have had notification of event from AW iv. JH will send key timings schedule to all v. AL expressed concern that not all may know about the changed start time to 19:00. This needs re-enforcing EB marketing update circulated post meeting	v. Clarify new start time where possible in all publicity	EB	Ongoing
5	Finance (YG apologies)	i. YG had prepared a Treasurers report which was handed out at the meeting. ii. SE queried whether we are having a harpsichord at concert or organ iii. HYC- SE explained that her proposal to FH is that no contributions should be made towards concert costs and no share of any profits would pass backs. iv. Card machine now ordered, some IT operational concerns expressed. v. Some cash will still need to be handled, what is our insurance cover. vi. HYC- finance concerns expressed in FH report due to reduction in choir numbers and some increased costs. It was discussed that HYC could apply for a grant from Henley Town Council. SE on behalf of HCS successfully applied for a grant last year and has experience of process.	ii. WH thought this was an organ but to be clarified iii. Proposal agreed unanimously iv. JH has offered to help v. Check policy vi. Check whether HYC needs help with this	WH ALL JH NT SE	Asap On delivery Asap Asap
6	Voice Reps - update	i. BC- Basses nothing to report ii. MA- Sops-36 out of 43 singing in concert iii. JHu-Altos-29 out of 36 singing in concert iv. PC- Tenors- no report v. Juniors 39 (3 left but 8 new ones!) & Seniors 13 (4 left) vi. HYC- reports that there is damage to L/H/S of piano at			

			d:2, some also seen on lid. Re-assurance that no-one else uses piano which is owned by HCS. However others may move occasionally	vi.	Keep eye on issue and monitor	All movers	
x7	Admin update- NT	i.	HYC-Safeguarding policy- FH sent this prior to meeting and it has been circulated to all Committee Members	i.	Members to respond with comments	ALL	Feb 28
		ii.	Data Protection update- NT has started preparations for the new regulations effective from 25th May 2018 and compiled a Privacy Notice to explain some of the detail. This has been issued to Trustees for feedback	ii.	Once agreed then the Privacy Notice will be circulated to all HCS with next step explanations	NT &Trustees	Asap
		iii.	Discussion took place over the new regulations and how they differ from the previous 1998 act. Key difference is in the way information is communicated and the data stored. We need to be transparent, accountable and have positive opt-in. Small charities such as HCS should select a Data Controller	iii.	NT has offered to take on this role	NT	Immediate
		iv.	Discussion took place around those with databases and contact lists on personal PCs of current and past choir members, Friends, general marketing and suppliers. A "data audit" of these should be carried to ensure that in future personal data will be only collected and retained for specified , explicit and legitimate purposes	iv.	A document showing possible lists is attached with the minutes. Please add other areas you may be aware of and return	ALL	Asap
8	Music and singing opportunities	i.	HYC- Bring on the youth! (Anita's Winter recitals concert), Wallingford, 24th February 2018, 7.30pm, & Competition - Woodley Festival, Sat 3rd March, 5.40 (Juniors) 7.10pm (Seniors) Workshops to be offered to Gillotts & Primary Schools after Summer exams over - HYC Summer Workshop at Henley Festival Family	i.	Encourage as many as possible to attend	ALL	Ongoing

		Sunday on 15th July 2018 will be good recruitment tool for HYC (&HCS)			
		ii. Falaise • Calendar dates are sorted out for rehearsals and SE will issue latest version. • WH raised the fact a non HCS member wants to join trip. • SE informed Committee some members have dropped out. • BC suggested once we know final prices, those cancelling (after a date yet to be agreed) will forfeit whole amount, to ensure price stability for remaining travellers	ii. Falaise • SE • Agreed but will need to attend rehearsals • Those doing so now will lose deposit • SE to obtain final price from Philip Bennett and communicate to all	Asap WH SE	Next rehearsal
		iii. Christmas Concert 2018, revisit BC's idea of spreading concert timings. This was put to the vote with no clear Committee decision.	iii. Issue a note to members via VR's requesting feedback for decision	SE/VR's	Done
		iv. John Fletcher Choral- BC's suggestion to consider Choir membership.	iv. Decision not to proceed		
		v. Reading Concert Hall is booked. Now to consider what to sing- suggestions included "Elijah", "The Armed Man", possibly sing with other PA choir. BC suggested not having such a time consuming Christmas 2018 programme, so more time is available for this major works	v. Booked for 23rd March 2019		
		vi. 50th Anniversary- many thoughts and ideas including who to write a piece (Cecilia McDowell) to be sung and where to hold the celebrations (Garsington) and how to promote the occasion to the wider public to maximise attendance	vi. Major planning required, too early to start in detail, keep on agenda	ALL	Next meeting
		Additional item: FB stated again we need a full repertoire for 2018/9	Take up with PA	SE	Asap

9	Remuneration	i. SE updated committee on her thoughts around the process to be adopted for the review, stating that this should be conducted by her +1.	i. SE to feedback next steps to Committee	SE	Next meeting
10	Succession Planning	i. There are 4 Committee Members stepping down at the end of this year. PA|EB|SE*|YG *SE indicated she would be prepared to consider remaining in position for one further year	i. Job descriptions have been created for posting on website	NT/CR	Asap
11	Committee Meeting Dates	These are already agreed as the following:- 22nd Mar|15th May| 5th June| 9th July			
12	AOB	i. JHu- suggested PA should push us to work harder on rehearsal preparation. ii. JH- organising a post concert buffet at the Argyll	i. Homework should be prompted and encouraged by VR's ii. More info to follow	VR JH	Ongoing