

IPSWICH HOSPITAL COMMUNITY CHOIR - COMMITTEE MEETING

8PM ON TUESDAY 13th JUNE 2017

MINUTES

Present	Role
Nick Coleman (NC)	Chair/Treasurer
Alix Vince (AV)	Soprano Representative
Fiona Hamilton (FH)	Alto Representative
Phil Riches (PR)	Tenor Representative
Alex Howell (AH)	Bass Representative
Diane Ingledew (DI)	Secretary

No.	Item	Action owner
1	The meeting commenced by welcoming Diane as the new secretary.	
2	Minutes of the last meeting (24th January 2017)	
	The minutes were approved. It was agreed that the minutes would be published on the website after Alton Water and Voices of London, once details of the new choir rehearsal and funding arrangements had been communicated in person to the choir.	PR
	The Action Log was updated verbally. The updated log is embedded and amber/red items will form part of the new action log.	..\ADMIN\ACTION LOGS\ACTION LOG Q1 17.xlsx
3	IHCC Statistics – Membership/Attendance	
	<ul style="list-style-type: none"> NC circulated statistics compiled for the previous rolling 3 month period. There are some concerns over attendance with certain members. Section leaders are to follow up with individuals, stressing the importance of a regular commitment so that the choir is not held back when learning new material. Currently there are 41 members. NC expressed disappointment at the lack of sustained support from the hospital HR team and we would welcome the chance for the choir to be better advertised within the hospital. 	REPS
4	Finance Update	
	<ul style="list-style-type: none"> NC provided a statement of income and expenditure for the period up to 10th June. A regular stable amount is raised by voluntary contribution every week. The choir has benefitted from three charitable donations this year due to our performances. A contribution to the Voices of London travel has been agreed which, if enough people can attend, will amount to approximately 50% of the transport costs. 	
5	Formal gigs and events – feedback/attendance	
	Past events	
	<ul style="list-style-type: none"> Events have gone very well this year. We have a strong back catalogue although perceived over-familiarity with the material has led to the need for technical reminders to perform the songs accurately. Kissing It Better – Attendance has slumped recently with only five 	AV PR

	<p>members attending the last session. This initiative is well received by the hospital so AV is to actively promote it and members are to receive text message reminders.</p> <ul style="list-style-type: none"> • Orwell Housing Association – the residents really enjoyed the performance so, a really worthwhile event. • Golden Wedding Party – a resounding success. • Ipswich Choral Society – very successful. To be promoted again. It is seen as a good technical opportunity for members. • One Big Saturday – The choir sang well and was very well received by the audience, some of whom were surprised at how good we are! • Anglesea Heights – received well by the residents and staff. • Capel St Mary Fun Day – A good attendance. The sound did not dissipate as much as it has done in the past, possibly due to a more static audience standing close by. 	
	Future events	
	<ul style="list-style-type: none"> • The Big Swim – There are fewer performers this year, only us and the Endeavour House Choir. • Voices of London – 24 members have signed up. As this is not a competitive event, it will be an opportunity to enjoy and celebrate performing. We thank David Gibbs for sorting the transport and offering to drive. • Ipswich Music Day – It is disappointing to be singing again in the Bethesda as it was felt that the acoustics are not as good as at the Mansion. This may be the chance for us to perform some of our new material for the first time. • Coddendam Village Fete – this is a new request to perform. NC to confirm our acceptance, with Jan Ingle, and the date will need to be added to the website. • IHB Christmas Concert – it is good to be asked back to perform again with this established band. NC and AH will be meeting Rachel Chester to discuss repertoire and concert theme. We will need to learn some new Christmas material. • WI Rushmere – There has been little contact apart from the initial request. Will need to find out how long we are required to sing, whether it is to be Christmas songs and venue details. 	<p>NC PR</p> <p>NC AH</p> <p>DI</p>
6	Ipswich Arts Association (IAA)	
	We have had an invitation to attend the AGM. As no-one is available to attend, DI is to reply sending apologies. It is hoped that we will be able to send representatives next year.	DI
7	Social Media	
	<p>Website</p> <ul style="list-style-type: none"> • The website is running well and there are no reported problems. • The new Capel St Mary photo will be added as an update. • A new member application form was presented by PR. Suggestions were made that data protection should be mentioned and that, although information on applicants' musical range and previous experience is useful, it is not a mandatory requirement if not known. PR will modify the form and forward it to the committee for review. <p>Facebook – we need to promote the use of this. It is a good vehicle for members to respond to each other and to enjoy informal discussion</p>	<p>PR</p> <p>PR</p> <p>ALL</p>

	<p>which provides an extra social layer to our organisation.</p> <p>Twitter- This is having a positive impact because it allows other people to see our news therefore raising our public profile. Also it appears on Facebook giving members another chance to be aware of our news and updates.</p>	
8	Other publicity	
	NC is to contact Ruth Cullingford, the HR Director, again to try to progress recruitment from within the hospital and promotion of the choir.	NC
9	Section Rep Reports	
	<p>Sopranos (AV)</p> <ul style="list-style-type: none"> • Members are happy and there are no major issues. • A request was received to learn a harmony to Happy Birthday? – A nice idea but as we have other things to learn, this was not seen as an immediate priority. • I Vow To Thee My Country seems universally liked, and we have been asked if we can learn other hymns– this was agreed in principle. • Some concern was raised about having a more coordinated informal look. See section 9 below. • Some would like to spend 10-15 minutes each week singing from the back catalogue. This is always the intention at each rehearsal but speed of learning dictates whether this is possible. • It has been suggested that members listen, as sections, to backing tracks while other sections are practising – NC stated that this would remove the flexibility of being able to conduct the rehearsal in a fluid manner. However the frustration is recognised and NC will try to include more sections eg. sops to sing along when rehearsing the tenors to help them. • One member wished it to be noted that she appreciates the informality of our voluntary subs arrangement which sets us apart from other choirs. 	
	<p>Altos (prepared by FH)</p> <ul style="list-style-type: none"> • Uniform – same issues as sops – see 9 • There has been a request for the repertoire for events to be notified further in advance. However, this removes the flexibility given to the choirmaster to programme new songs or old ones that need revisiting. This will be looked at but is always dependent on the speed of learning of new material. There is unlikely to be much movement here. • A tick list for attendance at events has been requested. NC refused a paper system but would be very happy with a system operating via the website? PR to look in to this. • It was agreed altos should be in blocks of 1s and 2s, like the sops. • We need reminders about the start times and the importance of attendance. 	PR
	<p>Tenors (PR)</p> <ul style="list-style-type: none"> • It is difficult to hear NC from the back row of the tenors as sometimes other sections are chatting. – noted, section leaders to remind others 	REPS

	<ul style="list-style-type: none"> • Dress code needs reviewing. It was decided that the formal code is fine but the informal will be changed (section 9). • As back catalogue items are included in events, we must be aware that the newer members do not know these as well and they need to be formally rehearsed. – Noted and agreed. • Can we know in advance which pieces we will be rehearsing so that people can be well prepared? – Again, choirmaster needs flexibility to be able to react to the speed of learning. General indications can be and have been given over a period of a couple of months. 	
	<p>Basses (AH)</p> <ul style="list-style-type: none"> • The basses are happy. There are only five but they are reliable. • Similar uniform issues as other sections – see 9 below 	
10	Uniform	
	<ul style="list-style-type: none"> • Every section of the choir has expressed concern over the informal dress code and would rather see a more coordinated look. This has been taken on board by the committee. • It is proposed that we arrange for a logo to be designed for an informal uniform (which will be sourced from a reputable supplier), which would have a common colour (a strong blue). The range of clothing would include: <ul style="list-style-type: none"> • T-shirts • Polo shirt • Long sleeved blouse/shirt • Hoodie • Fleece • This would give personal choice to members about the type of clothing that they prefer to wear, which is important, whilst maintaining a common look. Members would wear their own choice of plain black lower garments. NC to co-ordinate drawing up a list of suppliers. • Norman and Teresa have contacts who could provide draft logos for us to choose from. DI to contact. • Norman and Teresa have contacts who could provide draft logos for us to choose from. Diane to contact. 	<p>NC</p> <p>DI</p>
11	Social events – feedback/attendance	
	<p>Upcoming events</p> <ul style="list-style-type: none"> ○ A ‘girlie night’ – AV/FH to discuss ○ Karaoke night at Greshams – reps to look into this. <p>The above events were discussed at the previous meeting and are still active on the action log.</p> <ul style="list-style-type: none"> • There will be fund raising events organised by SoundCure for which it is hoped that the choir will provide strong support. These may include a quiz, a show and decade themed musical social evenings. • Phil is hoping to host a barbecue at his house. 	<p>AV/FH Reps</p> <p>AH</p> <p>PR</p>
12	Long term choir management	
	<ul style="list-style-type: none"> • Due to NC’s exciting next stage in his musical education, he will 	

	<p>need to step down from being the day to day choirmaster for two years (although he will remain musical director).</p> <ul style="list-style-type: none"> • AH has put himself forward to take over the role of choirmaster, leading us in weekly rehearsals and at events. He was unanimously, enthusiastically and gratefully voted in by the committee who feel that his appointment will ensure the continuation of the nature and character of our choir. • A new subscription regime will need to be brought in order to ensure that the choir is able to continue for the long term in its current form, while being able to cover choirmaster's fees, insurance and other expenses now that we are having to manage the choir on a more formal basis. NC presented a future cost projection sheet itemising the above costs, assuming similar miscellaneous expenditure as in the past. The proposal is that the choir would operate on the basis of 3 x 16 week terms at a cost of £48 per term. Members would be provided with the choir's bank details and would pay in advance – notice to leave could be given up to 8 weeks into the term with half of the fees being returned. The times of the rehearsals may also change (possibly 6.30-8.45). The committee agreed to award up to two bursaries per term in the case of genuine financial hardship. • AH, as the paid choirmaster, will still attend committee meetings but will not be a voting member after the next meeting. A new bass representative will be needed from September and the basses will be invited to put themselves forward for the role. • We will take out public liability insurance (suggested Bronze level from Making Music) to provide appropriate cover for our members and audiences. • Rules and regulations for the choir under its new, more formal footing will be an agenda item at the next meeting. • 	<p>NC</p> <p>DI</p> <p>DI/AH</p> <p>DI</p>
12.	Meeting dates 2017	
	The next committee meeting will take place, at Phil's house, on 31/08/17 at 7.30pm.	

The meeting ended at 11.30pm.