

IPSWICH HOSPITAL COMMUNITY CHOIR - COMMITTEE MEETING

7PM ON TUESDAY 31st August 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

Ian Floodgate (IF)

Observer –shortly to be new Bass Representative

NUMBER	ITEM	OWNER
1.	Minutes of the last meeting (13th June 2017) <ul style="list-style-type: none">• The minutes were approved.• Matters arising – public liability insurance, Bronze level to be purchased through Making Music.	NC DI
2.	IHCC Statistics (Membership/Attendance) <ul style="list-style-type: none">• Attendance statistics - NC presented a document which showed attendance at both rehearsals and events. Most members are meeting the target of 75% attendance. It was noted that the figure for attendance at events was lower than at rehearsals.• Expectation of performance attendance- This was discussed in the light of our planned performance at Coddensham being cancelled due to a lack of members available to take part. (The first time that this has happened in approximately 40 performances) It was decided that IHCC would not commit to future performances until members have indicated their availability, to ensure that there is a viable number and appropriate balance of sections. Performances will be designated full choir priority or medium priority status depending on the nature of the request, and a minimum number (35 or 25) will have to be reached before any future commitment is made. This process may be achieved through the website or an application such as Doodle.	AH PR NC

	<ul style="list-style-type: none"> A fresh appeal needs to be made to encourage new members as numbers in alto, tenor and bass sections need a boost. It is hoped that the choir will be promoted through the hospital communication systems to inform/ remind staff that they have a workplace choir. Nick is to contact Jan Ingle to request the Hospital's assistance. 	
3.	Finance Update <ul style="list-style-type: none"> The new subscription method is working well and, although not all members have signed up at this point, the majority have or are expected to do so. The Autumn Term Cash Flow Forecast was presented and discussed. The committee discussed a proposal that they should receive a fee, but agreed that they should not be paid for their services but should be able to claim for any out of pocket expenses incurred due to choir business. It was decided that our charitable contribution would be 10% of the balance after the choir-master's fees were offset. The balance of the account, after the expected expenses have been deducted, is to help fund unforecast expenses e.g. to subsidise transport costs for members to events to ensure that the experiences are open to all. 	
4.	Formal gigs and events – feedback/attendance Past events <ul style="list-style-type: none"> 17/06 The Big Swim Alton Water- This is a positive event to be associated with. The lack of a formal stage as a focal point detracted from the impact of the performance. A lack of communication by the staff at the event resulted in the PA system making announcements over our singing. Both of these points are to be fed back to the organisers. 20/6 Voices of London- It was agreed that this was the best experience so far in the history of IHCC. For a working day, the number of members who were able to attend was excellent. The concert enabled a strong sense of bonding to be experienced by the members. Investigating other experiences that would provide a similar feeling would be good for the choir. 2/7 Ipswich Music Day – Although IHCC are pleased to be involved in this event, the venue of Bethesda Church does not suit our requirements. The acoustics are poor and the space does not allow us to achieve an effective formation. 21/7 Mayor's reception – This was a very well attended and successful event. It is appropriate that we are seen/heard at hospital events to strengthen our links. Future events <ul style="list-style-type: none"> 9/9 Coddendam Village Fete- Cancelled – see section 2 2/12 Christmas Concert with Ipswich Hospital Band – The initial meeting with Rachel Chester has taken place. The 	<p>FH</p> <p>AH</p>

	<p>concert will as previously include band only pieces, choir only pieces, combined pieces and audience participation pieces.</p> <ul style="list-style-type: none"> • 7/12 WI Rushmere- This has now been confirmed. We are to sing for 45 minutes after their official meeting has finished. 	
5.	<p>Band Collaboration</p> <ul style="list-style-type: none"> • Ipswich Hospital Band – see future events above. 	
6.	<p>Ipswich Arts Association (IAA)</p> <ul style="list-style-type: none"> • The AGM is to be held on Monday 23rd October. It is hoped that at least two committee members will be able to represent IHCC on that night. It may be an opportunity to express the unsuitability of the Bethesda Chapel as a venue for us on Ipswich Music Day. (NC and DI have already indicated that they will be unable to attend) 	AH FH PR IF
7.	<p>Social Media</p> <ul style="list-style-type: none"> • Website – A new website is currently being built by PR using WordPress. This will enable new features such as statistics to be accessed through spread-sheets and section reps will be able to add/ amend their membership lists. It was agreed that the content should only include the information that is available on the original website - at the moment, but that PR will enable extra add-ons later. A joining form and general enquiries form will be added. The website will be tested before it goes live. As PR is spending a considerable amount of time on this project, it was agreed that he should request remuneration for his services. • Facebook – This is popular with a small group of choir members and provides an informal platform for communication. • Twitter- It was noted that VOL found out about us through our Twitter account. 	PR
8.	<p>Rules and Regulations</p> <ul style="list-style-type: none"> • The expectations of our choir members are discussed by the committee and decisions have been made, and will continue to be made accordingly. We now have a legal choir constitution in place plus a set of membership rules and therefore no further action is required at this stage. 	
9.	<p>Informal dress code</p> <ul style="list-style-type: none"> • Consideration of submitted designs – Designs from two choir members' contacts were considered. It was agreed that the first design from the Hudson selection 	

	<p>(Norman's contact) would be the one that we adopt.</p> <ul style="list-style-type: none"> • The firm will be asked to mock up examples of different colour combinations and sizes for our consideration (on a strong blue background). • There will be a range of garments as agreed at the last meeting and it is hoped that members will buy two items so that they can be comfortable performing in both hot and cold weather. • Teresa is to be thanked for submitting her contact's design. 	<p>FH</p> <p>FH</p>
10	<p>Section Rep Reports</p> <ul style="list-style-type: none"> • Sopranos(AV) – The new soprano member seems keen and has already paid for next term. The possibility of learning a harmony for Happy Birthday was raised again – this would take up valuable rehearsal time but improvised harmonies are to be encouraged. • Altos (FH) – The altos will be losing a valuable member with Dawn leaving and it is hoped that more altos can be recruited. One member was interested in the breakdown of how the subs were used – the committee agreed that FH can share the finance sheets and projections with that member. • Tenors (PR) – No issues with the tenors. • Basses – (AH) –One member expressed concern that our performance events were sometimes clustered together, resulting in busy months, which may cause difficulties fitting them in with family priorities. This was noted for future timetabling and should be helped by the electronic attendance request system being introduced (see 2 above). 	
11	<p>Social events – feedback/attendance</p> <ul style="list-style-type: none"> • Past events – Dawn's alto evening was enjoyed by all who attended. <p>Nick hosted a barbecue party as a goodbye/ thank you to choir members, prior to him leaving his role as Choirmaster.</p> <ul style="list-style-type: none"> • Future events - SoundCure quiz (Greshams 22nd October)- This is the inaugural event run by the SoundCure charity. It is hoped that choir members and friends will strongly support this charity's events which will benefit the dementia ward at the hospital. <p>Christmas social – Karen and Ady from the Dove are to be approached about providing the venue for Christmas drinks and food.</p>	<p>AH</p> <p>PR</p>

12	<p>Any other business</p> <ul style="list-style-type: none"> • New bass rep - IF was welcomed as new bass representative, to take over when AH becomes Choirmaster. AH was thanked for his time and contributions as existing bass representative. • Professionally taken photos – As the choir membership often changes, making photos out of date, it was decided not to pay for a professional photographer. AV suggested that her father may be able to take some good quality shots for us. PR would be happy to take some shots with his camera if he could borrow a tripod. • Jimmy's Farm – The choir will not be performing at this venue this year. The event is on the same day as our concert with the hospital band. DI to contact the organiser . • PR has investigated the cost of producing a folder of the choir's back catalogue for new members. The cost is currently £30 (but will be subject to price increases). This will give them the option of buying our complete catalogue (thereby having the music for impromptu warm ups or familiar songs to share at the end of sessions), or printing off current songs individually. PR will make members aware. • NC will contact the organiser of the Coddensham event to give him further feedback on our decision to cancel. This will include a cc. to Jan Ingle as the initial contact for the event came from her. • It was suggested that the proposed future merger of the Ipswich and Colchester hospitals might offer the possibility of a new source for members. 	<p>AV</p> <p>PR</p> <p>DI</p> <p>PR</p> <p>NC</p>
13	<p>Meeting dates</p> <ul style="list-style-type: none"> • The next meeting is to be at Phil's house on 14th December at 7.30. 	

The meeting ended at 10.15pm.