

IPSWICH HOSPITAL COMMUNITY CHOIR - STEERING GROUP MEETING

7.00 PM, TUESDAY 6TH SEPTEMBER 2016

In Attendance: Nick Coleman (Musical Director)
 Alix Vince (Soprano Representative)
 Fiona Hamilton (Alto Representative)
 Phil Riches (Tenor Representative)
 Alex Howell (Bass Representative)

Apologies: Anne Pope (Administrator)

1.	Minutes of the last meeting (14th June 2016)	
1.1	Approval Previous minutes agreed <ul style="list-style-type: none"> one spelling error in title of minutes (hospital) All future minutes should not include address due to potential internet access on the website (which has occurred since last meeting) 	AP
1.2	Action Updates <ul style="list-style-type: none"> 7.0 Social media: PR has not progressed Google analytics codes. Action carried forward. 8.1 Article for In Touch magazine – item carried forward to next meeting. 9.1 PR to advertise as available including one day workshop 10.2 confirm Jimmy’s farm for 3rd December; PR to add to events calendar. 	PR AP PR AP/PR
2.	IHCC Statistics reviewed	
2.1	Membership by section <ul style="list-style-type: none"> Sopranos best attendance Altos variable attendance Tenors – 5 out of 8 are regular attendees Basses – again variable and likely to lose Ivan in the near future 	
2.2	Attendance by section <ul style="list-style-type: none"> Attendance data was reviewed in detail. 	
3.	Finance Update <ul style="list-style-type: none"> Statement reviewed Outstanding request for funds for Lena to be reimbursed for flowers. AP to remind her to ask NC. PR has outstanding request for printer costs etc Likely to have nearly £1K by the end of the year Agreed to continue with £1 donation; at next meeting to discuss who receives our agreed 10% charitable contribution. AP to add to next agenda. 	AP PR AP

4.	Formal gigs and events – feedback/attendance	
4.1	<p>Past events Generally very good:</p> <ul style="list-style-type: none"> • Bear for an Angel event - disappointing attendance, and disappointing performance. • Great East Swim event at Alton Water good attendance and would be happy to take part again in future. • Need to consider future requests for us to perform; potentially need a decent PA system to make performance better • Ipswich Music Day 2016: good performance; NC to consider restricting music to only 20 minutes length for next year. • Should practice ‘top and tailing’ to improve continuity at concerts • KiB Ward Singing Session <ul style="list-style-type: none"> ○ sessions have been very successful. A big thank you to AP for excellent organisation since it started ○ Next KIB session on 7th September; good attendance expected. 	<p>NC</p> <p>NC</p>
4.2	Future events	
	<ul style="list-style-type: none"> • Saturday 24th September - Ipswich Has Got Talent. Planning in full swing. Tickets not selling well. <ul style="list-style-type: none"> ○ NC to contact hospital on 7/9 to ask them to publicise the event internally. ○ Rehearsals going well. Lauren to teach some hand choreography at rehearsal on 7/9. ○ Women’s tops now ordered by FH. PR looking at ties and top hats to wear asap. ○ Dress rehearsal starts at 4.45 and doors will close at that time. All reps to remind section. ○ Opportunity to be interviewed on Town 102 between 19/9 and 22/9 on the breakfast show to promote IHGT. NC to arrange appointment for him and AH ○ Posters available: AV to put one up at IH; FH to put one up at SHH; Posters to be delivered to NC. NC to contact IH via email, plus copy to Jan Ingle to arrange. ○ NC to remind choir about learning words at 7/9 rehearsal • Jimmy’s Farm Christmas Markets – Saturday 3rd December to be booked 	<p>NC</p> <p>PR</p> <p>NC</p> <p>ALL</p> <p>NC</p>

4.2	<p>Future events</p> <p>Other potential requests:</p> <ul style="list-style-type: none"> • Anglesea Heights: date during the week and clashes with IT games; therefore not viable. NC to contact • Roman Music Festival: request discussed. NC has contacted to request further information. • Bloodwise: NC to contact to decline in favour of Hospital events. • WI event: NC has contacted and asked for a donation; has not heard any more • We have received a number of requests recently (via website?); agreed we would ask for a donation for chosen charity where appropriate • NC to look at outstanding requests and respond (including train station) • NC to respond to emails where they are requesting our involvement in future. (Section reps to continue responding to potential new members) • PR to add extra rehearsals on 'Please read' section asap 	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC/ALL</p> <p>PR</p>
5.0	<p>Full concert with IH Band:</p> <ul style="list-style-type: none"> • NC now has Tom Jones medley to put on website; PR to add. All other songs are working well. • Alto only rehearsal went well and soprano only rehearsal planned; could offer another one for bass/tenor sections on 15th September. AH/PR to contact basses/tenors to see who can be available. • Additional rehearsals on 27/9 and 4/10 with the Band. Information needs to be shared at tomorrow's rehearsal. NC to send out a reminder email on 7/9 and to include time if possible. 	<p>NC/PR</p> <p>AH</p> <p>NC</p>
6.	<p>Ipswich Arts Association</p>	
	<p>Good event and received well. Have been invited to AGM. Have not paid for membership to date.</p>	
7.	<p>Social Media</p>	
7.1	<p>Website:</p> <ul style="list-style-type: none"> • Error recently discovered allowing links to minutes which were in members section. Links now removed by PR. Need to ensure any further documents put on the website do not contain personal information (e.g. addresses, personal details etc). PR to review previous minutes and delete personal details • In future AP only to put address on agenda for reference for committee members • Photos: PR to refresh previous photos and put on recent events as a slideshow; AP may be able to help with some KIB photos. Also pictures on Facebook can be used. 	<p>PR</p> <p>AP</p> <p>PR</p>
7.2	<p>Emergency text alert: Need to obtain all choir members phone numbers, only to be used in an emergency. PR to set up a sheet to log</p>	<p>PR</p>

	phone numbers for all. Once set up then only committee members will be able to use.	
7.3	Email: PR could set up personalised responses; to investigate.	PR
7.4	Twitter: AH has been tweeting pre-events, and then copy to Facebook. Facebook: NC to broadcast about Facebook page at next rehearsal.	NC
8.	Other publicity	ALL
8.1	EADT/Evening Star article : well received	
8.2	Note of caution to check with/inform IH prior to publication in any papers etc.	All
9.	Section Rep Reports	
9.1	Sopranos: <ul style="list-style-type: none"> • Positive feedback from section; new sopranos have made a positive contribution. • Request from one soprano to update about next term's plans. NC commented that he is attempting to contact the general manager to discuss change in arrangements (likely to be later start on Wednesday). Update asap. • Recent focus on altos and men learning tricky parts has led to one member of sops requesting separate rehearsals for these sections. NC appreciated feedback and will monitor over coming rehearsals. Also possibility for sops to go off when appropriate. • Balance of sops 1 & 2 at rehearsals and performances – some imbalance at times. To be monitored. • Concern expressed re time spent doing warm ups: noted by NC. Currently take 15 minutes. Valid feedback. For next few weeks will focus on songs prior to concerts. • Positive feedback about KiB and generally section is enjoying choir. 	AV
9.2	Altos: <ul style="list-style-type: none"> • Jill not been able to come the last couple of months; FH to contact to encourage her return. • A little tardy at arriving on time for rehearsal; NC to start rehearsals promptly at 6.15. • General updates via email have supported regular attendance. To continue. • NC commented on the improving tonal quality from the altos, particularly when singing in harmony in alto 1 & 2. 	FH

9.3	<p>Tenors:</p> <ul style="list-style-type: none"> • Tenors worried they are being pushed too high in range; noted by NC for future arrangements where this is possible although must be careful to follow usual musical conventions. • Need to support new recruitment to increase numbers in the men's sections via the hospital; to be picked up following meeting with IH. 	PR
9.4	<p>Basses:</p> <ul style="list-style-type: none"> • Sam hoping to return soon; Ivan leaving in near future; numbers of core members low. • Request for complete versions on website as well as individual sections. Some available for uploading. NC to send to PR to put on website. • Also request to have backing track with no sections. NC to do in future. 	AH NC/PR NC
9.5	<p>All sections:</p> <ul style="list-style-type: none"> • All reps to encourage use of personal notes on score 	All
10.	Social events – feedback/attendance	
10.1	<p>Upcoming events:</p> <ul style="list-style-type: none"> • Miracle on 34th Street: to send an email confirming attendance on Friday 17th. FH to send an email for final numbers and will book tickets. Potential for meal beforehand could be organised separately. • Last rehearsal before Christmas on 21st December – drinks at the Dove. FH to mention 	FH
11.	Any other business	
11.1	WWI Singing Project: NC looking at music to consider our involvement.	NC
11.2	<p>Election/re-election of Committee members:</p> <ul style="list-style-type: none"> • All committee offering themselves for re-election. NC to inform choir after forthcoming concerts, and ask for any other nominees and arrange vote as required. • AP has indicated she is considering her role as administrator; NC happy to discuss further with AP at her convenience. 	NC NC
11.3	<p>Folders: agreed that due to cost, will no longer hand out to new members. To retain one for each section for new members to borrow (£5 charge if they want to take away). Also not to include parking pass and only hand out when they attend second rehearsal. Ensure supply of forms is available.</p>	PR/All

12.	Meeting dates 2016 Further meeting dates to be arranged at next meeting.	
12.1	Steering Group 13 th December – AP's house	AP