

IPSWICH HOSPITAL COMMUNITY CHOIR - STEERING GROUP MEETING

MINUTES

Present	Role
Nick Coleman (NC)	Chairperson
Alix Vince (AV)	Section Rep (Sopranos)
Fiona Hamilton (FH)	Section Rep (Altos)
Phil Riches (PR)	Section Rep (Tenors)
Alex Howell (AH)	Section Rep (Basses)
Anne Pope (AP)	Administrator

No.	Item	Action owner
1.	Minutes of the last meeting (15th December 2015)	
1.1	Approval	
	The minutes were approved.	
1.2	Action Updates	
	<p>All actions have been progressed with the following comments noted:</p> <ul style="list-style-type: none"> Although periodic reminders regarding the suggested £1 voluntary contribution for choir rehearsal have not been made it was noted that an average of around £30 is collected each week Footage filmed at Jimmy's Farm and the Dove last December is now available in HD format and it was agreed that some of this could be uploaded onto our website. Following agreement at the last meeting to provide David Head with some form of remuneration for this service PR advised he has purchased him a 3 year domain name and a 1 year age protection insurance amounting to approximately £50. PR will forward the invoice to NC. 	PR
2.	IHCC Statistics – Membership/Attendance	
	<p>Membership</p> <p>Current membership stands at 50 with a core of around 30 present at each rehearsal. NC felt it would be good to increase membership by another 10. PR advised that following his attendance on a Singing Safari course 3 people had indicated that they may be interested in joining the IHCC. It was also noted that the committee had received several enquiries via our website but that most had not followed through on attending a rehearsal despite having received welcoming responses. NC to make contact with the hospital HR Director to request discuss the choir and its wider involvement in hospital activity.</p>	NC
3.	Finance Update	
	NC circulated a financial statement showing all income and expenditure. It was agreed that the income from voluntary contributions should be used for the benefit of the choir and that this would include a contribution to coach expenses for the BBC Choir of the Year auditions in May.	
3.1	Score Sheets	
	Agreement was given for PR to charge 10p per double-sided sheet of score printed for members but with a minimum fee of £1 per request.	

3.2	<p>Charity AP suggested that consideration be given to allocating a portion of our income to charity each year and agreement was reached for this to be set at 10% per annum with the money being given to the Ipswich Hospital's Charity by way of thanks for providing their facilities free of charge.</p>	
4.	Formal gigs and events – feedback/attendance	
4.1	<p>Past events</p> <ul style="list-style-type: none"> 10th February - Diane Ingledew's Retirement This was a very popular event which was well attended and well received. It was noted that this had been the first opportunity for some of our newer members to perform in public and that the event was small enough for them not to feel overwhelmed. 20th February – Charity Memorial Concert Due to too few members' availability for this concert the IHCC did not perform at this event. 	
4.2	<p>Future events</p> <ul style="list-style-type: none"> The following events are in the calendar: <ul style="list-style-type: none"> Wednesday 27th April - Retirement event at Cedarwood Sunday 8th May - Choir of the Year audition in Cambridge - coach transport tba Saturday 4th June - Chapel Fun Day Saturday 18th June - Great East Swim event at Alton Water Sunday 3rd July - Ipswich Music Day 2016 (application form has been submitted) Saturday 24th September - Ipswich Has Got Talent - The Best Of the Best - evening gala show at the Regent Saturday 8th October - Full Concert with Ipswich Hospital Band <p>AH received information via the Head of Communications at Ipswich Hospital regarding a Gareth Malone competition being run by the BBC. NC will make further enquiries.</p> <p>It was noted that our calendar is getting rather full but that we should now be looking to add some events in November and December. AP to progress this.</p>	<p>NC</p> <p>AP</p>
5.	IHCC/IHB Joint Concert	
5.1	<p>General Update NC has provided Rachel Chester with the information she requested but has not had any further contact with her. NC to chase.</p>	NC
5.2	AH advised he has been liaising with Jan Ingle and has suggested she looks to promoting this event via media coverage and/or within the hospital via their newsletter.	
6.	IAA	
6.1	The next issue of the IAA's newsletter will cover the period May-September 2016 with the deadline for copy to be provided being 1 st April. Although this newsletter is rather brief AP will request that our profile wording is included in this issue and will also provide dates of all the events we will be performing at during this period.	AP
6.2	<p>IAA Executive Committee Meeting The next meeting is scheduled to take place on Monday 20th June and we are on standby to present. NC and AP will prepare a brief presentation.</p>	NC/AP

6.3	<p>Open House Event</p> <p>This event will take place over 4 days in June (Tues 21st-Sat 25th) and will be held at the Ipswich Tourist Information Centre. An invitation has been sent to all members with a restriction of 12 entries which will be considered on a 'first come, first served' basis. It was agreed that this would be a good opportunity to promote the IHCC. AP and PR are prepared to set up our stand on Monday 20th June and will hold themselves available to be stewards for a one hour slot throughout the week if we are successful in securing a place. It was suggested that we could use the banners we currently have to advertise the choir but that we would need to get leaflets/flyers printed for the public to take away. It was noted that the photograph we have of the choir is 3 years old and needs updating and we should look to the possibility of the hospital assisting with this. AH to find out if the hospital has any display stands we can borrow.</p>	AH
7.	Social Media	
7.1	<p>Website</p> <p>It was agreed that the front page of our website requires updating. This includes the photograph and also the profile wording which doesn't reflect our current repertoire. AP had changed the wording for inclusion in our Ipswich Music Day application form and it was agreed that this could be used both on the website and in the induction folders as it was non-specific and would not require periodic updates in the future. AP to forward the wording to PR to progress these changes.</p>	AP/PR
7.2	<p>Facebook</p> <p>The IHCC Facebook page is still viewed but use is minimal. PR to test if the 'like' button under the link to this page on our website automatically adds the user.</p>	PR
7.3	<p>Twitter</p> <p>AH confirmed that he actively uses this form of social media but is the only one who has access to it on behalf of IHCC. He recently posted that we were entering the Choir of the Year competition and as a result we were followed by another choir. All agreed it's a good way of 'spreading the word'.</p>	
8.	Other publicity	
8.1	<p>It was noted that we will require to have flyers/leaflets or postcards printed in time for the IAA Open House event in June but that these would also be useful for insertion in the hospital induction packs. AH is already liaising with Jan Ingle in regard to the Gareth Malone opportunity and will put forward the idea of publicity flyers to her and see if this can be provided by the hospital. If nothing transpires in the next few weeks it will be necessary to progress this via local printing companies.</p>	AH
9.	Section Rep Reports	
9.1	<p>Sopranos (AV)</p> <p>There is a good stable core of members in this section with everyone happy and enjoying the music that we are currently working on. They all really enjoyed Diane's retirement party and feel more confident doing live performances.</p>	
9.2	<p>Altos (FH)</p> <ul style="list-style-type: none"> • New members have settled in well and the group feels cohesive • A few members are not totally comfortable about entering the Choir of the Year competition • It has been noted that mobile phones are beginning to be used again during rehearsals – please could NC remind everyone that they should only be used during the break 	NC

	<ul style="list-style-type: none"> Please could NC send an e-mail out if he is planning on doing something different at rehearsals as many people, especially our newer members, would like the opportunity to rehearse. NC noted this request but advised that he is not always aware of what he might bring to the rehearsal until the actual day. Wherever possible he will give advance warning in order that members can be prepared. A few song choices have been put forward as follows: <ul style="list-style-type: none"> Perfect Day Circle of Life Mr. Blue Sky The run up to competitions can be a little intense and may put some people off but it was noted that there is a broad enough repertoire to provide members with something they enjoy singing each week 	NC
9.3	<p>Tenors (PR)</p> <ul style="list-style-type: none"> Chris has offered to lay down vocals on the tenor mp3s to aid learning of their parts. NC is happy to trial this on a relatively new score but would need to check for accuracy before issue. 	NC
9.4	<p>Basses (AH)</p>	
	<ul style="list-style-type: none"> A request has been made that version control is introduced on the website. This will be applied to future scores. Dress code – it was felt that we should have something that gives us more of a sense of identity (FH had received similar comments from the Altos). A decision was made to source supplies of a royal blue bow tie or regular tie for the men and a corsage or scarf for the women. AH to find a supplier(s). Going forward a link to supplier(s) for our chosen accessories can be put on the website It was suggested that warm ups should be quick with an element of fun and look to extend each member's range Looking forward to a men only rehearsal next week. It is useful to take groups away for 20 minutes to concentrate on individual parts. AH suggested that if this is considered necessary for a particular week NC should e-mail him and Chris to forewarn them in order that they can ensure they are up to speed with the piece/section requiring extra work NC advised he is going to change the format of the choir with sopranos and altos at the front and tenors and basses behind. 	AH NC
10.	Social events – feedback/attendance	
10.1	<p>Past events</p> <ul style="list-style-type: none"> Christmas drinks at the Dove last December was well represented. During the evening we sang carols around the pub and held a collection for the hospital's Sunrise Appeal. 	
10.2	<p>Upcoming events</p>	
	<ul style="list-style-type: none"> AP will look to hold an event at her house on Saturday 4th June. This will take place after the Capel Fete with an open invitation for members to attend. An e-mail will be sent out nearer the time. A Folk event is due to be held on the Victory boat moored on the Waterfront on Friday 29th April. AH to e-mail all members with details. FH and PR will hold a bbq in the summer – this will be a fundraising event. More details will follow in due course FH has suggested a Christmas outing this year to the Seckford Theatre in Woodbridge to see Miracle on 34th Street by the Stage Door Theatre Company. More details will follow nearer the time. 	AP AH

11.	Any other business	
11.1	<p>Children's Choir (Liz Alexander) Information about this children's choir was obtained via Twitter and has been circulated to all members. The choir is open to children aged between 5-12 years and rehearses in Tower Street, Ipswich. It was felt that if the children's choir is successful it might be worth suggesting to Liz Alexander that the IHCC does something joint with them, possibly on the lead up to Christmas.</p>	
11.2	<p>Circulation Lists PR to update all distribution lists to reflect the current membership. It was noted that all members bar Connie, Shirley and Yvonne (who do not have access to e-mails) should appear on the lists.</p>	
12.	Meeting dates 2016	
12.1	<p>Steering Group 14th June – FH to host 6th September – AH to host 6th December – AP to host</p>	
12.2	<p>Ad-hoc Meetings Ad-hoc meetings re BBC Choir of the Year/IHCC & IHB Joint Concert to be arranged on an as and when basis.</p>	