

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 (8th March 2016)	
1.1	Approval	
	The minutes were approved subject to the following amendment: The penultimate sentence in 1.2 to read 'a 3 year domain name and a 1 year age protection insurance....' AP to amend and recirculate/PR to upload onto the IHCC website.	AP/PR
1.2	Action Updates	
	All actions have been progressed with the following comments noted: <input type="checkbox"/> No contact has yet been made with Rachel Chester – NC to liaise with her in the next few months <input type="checkbox"/> PR has added the 'like' button to the fb link on the website and also a link to our twitter account to include the number of followers. It was noted that PR has also: <ul style="list-style-type: none"> o Added a diary of events on the members' area o Loaded the Choir of the Year feedback files o Completed work on the mailing list The following was discussed and will be progressed by PR: <ul style="list-style-type: none"> o Upload new photos to the website o Set up a text messaging service for notification of last minute changes to arrangements etc. It was noted that this would require pre-funding at an approximate cost of £30 – expenditure approved 	NC

	<ul style="list-style-type: none"> ○ Upgrade the process for printing requests due to the system not working effectively □ Charging for printing was to be put on website. PR did set this up but it doesn't work. i.e. order, cost e-mailed to PR. PR to consider upgrading the process to make it sleeker. □ NC has been sending e-mail notifications ahead of rehearsals where possible and this has been well-received 	PR
2.	IHCC Statistics	
	<p>NC circulated the latest statistics which showed a good trend overall, although there was some concern over low attendance in the alto section and that 2 sopranos had fallen below 50% attendance. It was also noted that the altos tended to have a high incidence of latecomers to rehearsals although this may be due to members coming straight from work. NC stated he would like to see a few more members in each section. It was noted that retention of members via website enquiries has been low but the IAA Open House event from 21st-26th June will raise our profile within the community and may encourage more people to join.</p>	
3.	Finance Update	
	<p>NC circulated the latest accounts with the following noted:</p> <ul style="list-style-type: none"> □ Choir of the Year expenses (travel/accompanist/competition costs) amounted to £500+ □ NC is due £65 from choir fund after paying the accompanist. □ PR recently submitted invoices amounting to approx. £103 – settlement awaited □ The agreed annual charitable contribution currently stands at £53.09 □ Induction folders are not always returned but accepted as sunk cost. 	
4.	Formal gigs and events – feedback/attendance	
4.1	Past events	
	<ul style="list-style-type: none"> □ Wednesday 27th April - Retirement event at Cedarwood This event was well represented and received □ Sunday 8th May - Choir Of The Year Audition in Cambridge It was felt that we didn't perform at our best due to stage fright but once again our audition was a good learning experience which we can build on throughout the summer □ Saturday 4th June - Chapel Fun Day Despite a slightly disappointing turnout of 24 members it was felt this was our best outdoor performance to date projecting a good vibe with a lot of people watching us □ 8th June – Kissing it Better inaugural ward singing session A well-organised event with good song choices. Excellent feedback was received from Jill Fraser (KiB) and it was clear that staff, patients and participants alike thoroughly enjoyed the experience. 	

4.2	<p>Future events</p> <ul style="list-style-type: none"> <input type="checkbox"/> Saturday 18th June - Great East Swim event at Alton Water This is a big event at which as full a choir as possible should be encouraged. There will be two separate performances at 11.30am and 1.00pm with a good selection of songs from our back catalogue all of which people will recognise. Dress code is informal – jeans and brightly coloured t-shirts <input type="checkbox"/> Sunday 3rd July - Ipswich Music Day 2016 (Christchurch Mansion) This will be more formal, song choices tbc nearer the time but may include Porgy and Bess. Wednesday 6th July – KiB Ward Session AP to enlist volunteers <input type="checkbox"/> Saturday 13th August – Bear for an Angel (Foxhall Community Centre) This is a charity supporting parents who have lost a child in childbirth or very soon after birth. We have a 30 minute slot at 11am – more detail will be provided nearer the time. <input type="checkbox"/> Saturday 24th September - Ipswich Has Got Talent (The Best of the Best) It is a privilege to have been invited to perform at this prestigious event at the Ipswich Regent. Song choice is currently being considered which may be Porgy and Bess although it was noted that something more upbeat like Ain't No Mountain would be a good crowd pleaser. NC to advise the organisers of our song choice once decided. The finale song is Thank You For The Music and we have been allocated the three choruses to sing. There will be a 15 second voiceover clip recorded at the rehearsal on 26th June – ideas are sought for wording and who will do this. NB No photos or video clips are to be uploaded on any form of social media ahead of the final performance at the Ipswich Regent. <input type="checkbox"/> Saturday 8th October - Full Concert with Ipswich Hospital Band We will work on this in the coming months <input type="checkbox"/> Gareth Malone Competition Nothing came of this initiative due to the fact that they wanted a choir of 15 from our 50+ members which wouldn't be a true representation of our choir and/or ethos <input type="checkbox"/> June 2017 – Southwold Arts Festival AH had become aware of this Festival following a tweet he'd viewed and felt this might be something we would like to be involved in next year. AH to follow this up. 	<p>AP</p> <p>NC</p> <p>AH</p>
5.	IHCC/IHB Joint Concert	
	No developments.	
6.	Ipswich Arts Association	
6.1	<p>IAA Executive Committee Meeting (20th June 2016) NC and AP have prepared a presentation to put to the IAA Executive Committee at their meeting next Monday evening. NC will present with AP contributing where appropriate. AP to establish whether there will be equipment available to present via overhead projector. All welcome to attend.</p>	AP

6.2	<p>Open House Event – Stand/stewarding The stand provided is limited in size but we will try to promote the choir by means of flyers (300 provided by Ipswich Hospital’s Copy Shop), poster, induction folder and Kissing it Better information. AP to pull this together and set up on Monday afternoon. The event runs from Tuesday 21st June through to Saturday 25th June at the Ipswich Tourist Information Centre. 12 IAA members are exhibiting and a stewarding schedule has been drawn up with our slot being 2pm-4pm on Tuesday 21st June. AP will steward and will enlist the help of another choir member.</p>	<p>AP</p> <p>AP</p>
7.	<p>Social Media There are currently no stats to indicate how many of our members log on to the website. NC is keen to know about the website traffic and the possibility of embedding a Google analytics code was discussed. PR to progress this.</p>	<p>PR</p>
7.1	<p>Website Please refer to updates provided at 1.2 above.</p>	
7.2	<p>Facebook AH had posted a twitter link on fb – this was very useful. AH will copy and paste link to his tweets onto fb page.</p>	<p>AH</p>
7.3	<p>Twitter AH is the only one who has access to this account but all agreed they were happy for him to continue to be the lead. It was noted that while AH was working at the hospital we were being re-tweeted but this has now stopped. Jan Ingle has been requested to continue with the re-tweets - this item should be taken forward for our future discussions with the hospital.</p>	<p>NC</p>
8.	<p>Other publicity</p>	
8.1	<p>Ipswich Hospital PR Department – PR/Charity Discussions AP to prepare an article for inclusion in the In Touch magazine that is circulated free to households in the East Ipswich area NC recently met with the HR Director of Ipswich Hospital (Clare Edmondson) who admitted that although she was told by her predecessor to look after the choir she had not had the chance to do this. Various matters were discussed including membership of the choir from the hospital’s point of view and publicity within the hospital. Clare advised we come across as a very professional and polished choir but that staff were keen to join one that just sang for fun. NC told her that we are a non-audition very inclusive choir that loves to sing albeit we do try to make any performance as polished as possible. It was agreed that a meeting should be set up with key members of the hospital team in order for them to better understand what we are about as a choir and how we can work together in promoting ourselves within the hospital, i.e. Induction Days/intranet/open day etc. Clare’s PA will be in touch with a mutually convenient date. It was noted that the Management Team is very supportive of us and a suggestion was put forward to invite them to one of our rehearsals to hear us sing. AV felt we should be represented in the Discover magazine and also the in-house e-mail ‘Broadcast’. All to consider items to take forward to the meeting once set up.</p>	<p>AP</p> <p>ALL</p>

8.2	Poster AP will arrange for a poster to be made using some of our new photos. This can then be used at events such as the IAA Open House event and for any future events in order to publicise the choir.	
9.	Section Rep Reports	
9.1	Sopranos (AV) <ul style="list-style-type: none"> <input type="checkbox"/> A few of the newer members of this section left after only a few sessions. They had valid reasons for leaving and have said they might return in the future <input type="checkbox"/> Enjoying the sessions where the men are taken away to practice separately as they get the opportunity to sing more <input type="checkbox"/> Pleased with the current music choices and looking forward to performing at the events in our schedule <input type="checkbox"/> Those who took part in the Ipswich School Concert at Snape found the experience very rewarding. Events like this stretch and educate people. It was noted that some of the choir members had also taken part in one of more Singing Safaris with Chris Rowbury and NC would encourage this. PR to advertise this. 	PR
9.2	Altos (FH) <ul style="list-style-type: none"> <input type="checkbox"/> The most recently recruited members have continued to attend and are loving it <input type="checkbox"/> More cohesive group now with the members' confidence improving significantly. <input type="checkbox"/> A further song suggestion has been received – Nothing's Gonna Stop Us Now NC congratulated AV and FH for the management of their respective sections.	
9.3	Tenors (PR) <ul style="list-style-type: none"> <input type="checkbox"/> Some of the recent arrangements are pushing the tenors a bit too much. NC acknowledge this and agreed to bear this in mind in future arrangements. <input type="checkbox"/> AH stated that he felt when the tenors were stretched to the top of their range they did actually manage to reach the notes but seemed to struggle when note to note intervals were closer further down in their range. It's possible the Bond medley may pose problems. <input type="checkbox"/> Voice practice recordings would be useful for learning parts 	
9.4	Basses (AH) <ul style="list-style-type: none"> <input type="checkbox"/> One member has left and a new one (Sam) has joined. He has fitted in very well and is well-liked <input type="checkbox"/> The section has no issues 	

10.	Social events – feedback/attendance	
10.1	<p>Past events</p> <ul style="list-style-type: none"> <input type="checkbox"/> PR's birthday bbq – 1st June This event was well represented and most enjoyable. We need to encourage more social events. <input type="checkbox"/> 4th June – After event party Not a high attendance possibly due to the low turnout at the event and prior commitments. Nevertheless all who attended enjoyed the evening. 	
10.2	Upcoming events	
	<ul style="list-style-type: none"> <input type="checkbox"/> 25th June – Jane's house (midday onwards) AV advised that it will be Jane's 60th birthday. Partners are welcome but please let AV know if you will be attending as approximate numbers would be appreciated for catering purposes. AV has requested we sing to Jane – possibly Together in Electric Dreams. <input type="checkbox"/> 3rd/4th Dec – Jimmy's Farm Christmas Markets Agreement has been given for us to perform at this event again this year. AP is in contact with the organiser and will obtain more specific information in the autumn. PR to include on our events calendar. <input type="checkbox"/> 6th Dec-8th Jan – Peter Pan at Grays Theatre in Thurrock NC's daughter Melissa has the lead female role in this pantomime and put forward the suggestion that some members might like to arrange a choir outing that could possibly be combined with a Christmas shopping day. 	<p>NC/ALL</p> <p>PR</p>
11.	Any other business	
11.1	<p>WW1 Singing Project</p> <p>AP is on the e-mail distribution list to be furnished with more information regarding this project and will continue to monitor and update the committee when appropriate.</p>	AP
11.2	<p>New members joining response/day</p> <p>The suggestion had been put forward that a specific day should be highlighted each month for new members to join the choir but this was rejected. The wording on our website has been updated to now invite anyone interested in joining us to come along to rehearsals on any Wednesday from 6.15pm. This will negate the need for people to send e-mails requiring responses.</p> <p>PR advised that no shows following initial enquiry were not chased up to establish why they didn't come along.</p>	
11.3	<p>NC advised that progress on the Bond medley is very slow and requested all section reps to encourage members to listen to the MP3 and to practise as much as possible in order to bring them up to speed. The suggestion was made that voice recordings would be very helpful – NC to consider this.</p>	NC

12.	Meeting dates 2016	
12.1	Steering Group 6 th September – AH’s house 6 th December – AP’s house	AH AP
12.2	Ad-hoc Meetings A meeting to be arranged with hospital staff per 8.1 above.	