

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) (via dial in)
Alex Howell (AH)	Section Rep (Basses)
Anne Pope (AP)	Administrator

No.	Item	Action owner
1.	Minutes of the last meeting (22nd July 2015)	
1.1	Approval	
	The minutes were approved subject to the following amendments: <ul style="list-style-type: none"> • Title – correct the spelling of hospital • 5.3 – delete the word ‘at’ 	AP
1.2	Action Updates	
	The following was noted: <ul style="list-style-type: none"> • Bank signatures have been completed – now awaiting confirmation from the bank that the account is open for use • Extended rehearsal time – it was noted that the cleaners had not been made aware of the later end time of our rehearsal. NC/AH will ensure they are advised that we now finish at 8pm. (It was noted that Wendy Bird is not at Ipswich Hospital for the next few months – AH will provide NC with an alternative contact during her absence.) • The proposed charity gig in Cambridge is not likely to take place until January 2016 at the earliest. • The IHCC Steering Group minutes will be placed on our new website in the member area for all members to view. All other outstanding action updates are given below where appropriate below.	NC/AH AH
2.	Gigs and events	
2.1	There have been no formal performances since the last meeting. NC suggested setting a target number of performances per year with a maximum number that we can perform - probably 6. It was noted that members would like to know what plans there are for future events, i.e. entering Choir of the Year in 2016. Going forward all such information will be included on our new website which is due to be launched soon.	PR
2.2	Future Events	
	AP provided the following update: <ul style="list-style-type: none"> • BT advised they have their own choir that they use for all events so wouldn't be able to accommodate us. 	

	<ul style="list-style-type: none"> • Shelley Rooke (Regent Theatre) advised she is rarely asked for contact names for possible gigs but does give out our contact details whenever the occasion arises. On a separate note AP had seen an article in the Evening Star providing details of an intended annual memorial event at the Kingfisher pub in honour of the late landlord Kevin Ridgeon to take place around September. This might be something the IHCC could get involved in going forward. AP to follow up nearer the time. • An opportunity has arisen to sing at the Christmas Market at Jimmy's Farm on Saturday 5th or Sunday 6th December. They already have a band performing 30 minute slots every hour on the hour but there is scope for us to sing some festive songs between those performances. It was agreed that AP would contact Ali (ali@jimmy'sfarm.com) with the view to booking two 20 minute slots (11.30am and 1.30pm) on Saturday 5th December. This will give members the chance to browse the market stalls or have a snack in the restaurant during performances. AP will also look into the possibility of having a collection at this event for the Ipswich Hospital Charity's Sunrise Appeal. • Ipswich Hospital Band – contact has now been made with Rachel Chester, Musical Director who is very keen for us to work together possibly as early as next Spring. AP and NC will meet with Rachel to discuss the best way forward - AP to arrange this. • Suffolk Show – Enquiries have yet to be made as to whether we could arrange a gig at this event next year but AP now has a contact name so will progress this lead. • Hospital events – AP to establish whether there are any more Awards Ceremonies or Volunteers' parties to be held at which we could perform <p>AP suggested keeping a choir diary to include meetings, gigs and unavailable dates etc. It was agreed this would be included on our website. PR to progress.</p> <p>NC will announce the leads with Jimmy's Farm and IHB at the next rehearsal and will also mention his intention to enter us for Choir of the Year in 2016 where we will perform Porgy and Bess plus one other contrasting piece. He thanked AP for securing some good leads but other suggestions were put forward by AV as follows:</p> <ul style="list-style-type: none"> • MJ's Liberty Choir Programme – This programme works with prisoners and aims to get them singing whilst in prison with a view to encouraging them to join community choirs upon their release. It might be feasible for the IHCC to get involved in this project at Hollesley Bay Open Prison. • Grundisburgh's Mid-summer Music Festival – This is a very popular event which is well represented musically. AV to obtain details for AP to pursue the possibility of the IHCC getting involved in this event. • Ipswich School Music Festival – AV is an ex-pupil of the school and felt this is something we could consider for the future • Home Grown – this is in association with Creative Arts East and Suffolk County Council. Again we could consider involvement at some point in the future – AP to look into this. <p>NC advised all committee members that they should not be out of pocket for expenditure incurred on choir business and costs be reimbursed for such items as telephone and/or other expense relating to such research. AP thanked NC for the</p>	<p>AP</p> <p>AP</p> <p>AP</p> <p>AP</p> <p>AP</p> <p>AP</p> <p>PR</p> <p>NC</p> <p>AV/AP</p> <p>AP</p>
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	offer but advised any expense was minimal and no such claim would be forthcoming.	
3.	IHCC Membership/Attendance at Events	
	There are now 53 members including NC, some being relatively new but enjoying being part of the choir. More new members may come on board following introductions by current members. It was noted there have not been any new male members of the choir recently. NC's attendance stats highlighted there are 15 members who attend less than 50% of rehearsals, 8 of whom are altos and 5 sopranos. Steering group to continue to encourage consistent attendance. Only 1 tenor and 1 bass had attended for less than 50% of rehearsals over the period. It was felt that a schedule of regular gigs may help boost attendance levels. NC to maintain attendance stats this quarter for comparison purposes as it was suggested that attendance levels will have been lower during the summer months due to holidays and/or other commitments.	Section reps NC
4.	IAA – Membership	
	The next IAA Executive Board meeting is due to be held on 30 th September 2015 following which a decision as to whether the IHCC membership application has been accepted will be advised to AP. As soon as this has been received AP will advise this forum.	AP
5.	Social Media	
5.1	Website All problems on the new website have now been resolved, including the font size. A slideshow has now been included but some more photos need to be uploaded. Improvements can continue to be made but the functionality is there together with an account for all members. PR is comfortable with the security attached to the new website i.e. those who are not members can only see part of it. NC and AH will have another look at it before advising all members of the new site at which point PR will send out an e-mail giving instructions on how to login and AH will place a redirect button on the old site prior to it being removed. PR advised that David Head's video shot at rehearsal a few weeks ago has now been uploaded and the committee agreed to view this and provide feedback to PR following tonight's meeting. It was noted that the minutes would be placed on the new website and that this should be under a new section 'Committee' which could be viewed by all. It was also suggested that a diary section should be added. PR confirmed that now the site is complete it will be easy to add features. NC thanked PR for all his hard work on building the new website and asked him to ensure he claims for all expenses. PR will not charge for the building of the website but will be reimbursed for the hosting fee, domain name and the printing and binding he has undertaken in relation to the Welcome Pack for new members. He has all invoices and will forward these to NC/AP for payment. Welcome Pack – AH suggested using the wording of the first paragraph from the website on the Introductory Page. PR will update this and send to the committee members for approval prior to printing and inserting into the folders.	NC/AH/PR ALL PR PR PR
5.2	Facebook	
	No updates.	
5.3	Twitter	
	No updates.	
6.	Other Publicity	
	<ul style="list-style-type: none"> A flyer advertising the choir was sent to Jan Ingle at the Hospital and has since been forwarded to the design team who produced our previous document. 	

	<p>The design team is under pressure but will work on it as soon as possible. It has been suggested that we include our website address on the flyer. AV advised she had seen flyers for other community choirs in a restaurant in Leiston and the suggestion was made that when ours are prepared we should distribute them at suitable locations such as Jimmy's Farm, etc.</p> <ul style="list-style-type: none"> • Workshop – The workshop planned for this autumn has now been pushed back to early in 2016 and will be supported by Jan Ingle. • AV felt that to encourage younger people to join it might be worth considering getting publicity into: <ul style="list-style-type: none"> ○ University – Dawn does teaching sessions here. AH to take this forward in conjunction with the flyer being produced ○ Northgate Arts Centre – NC agreed it would be beneficial to liaise with the Headmaster as it is possible he may want to do some events with us (they have a nice venue with a good sound system) ○ Ipswich Hospital via the Intranet - there are a lot of young doctors and nurses working here but many are not aware the choir exists. IHCC should be included on the Intranet and also could be included during the induction process. AH to suggest this to Jan Ingle. • Lunchtime performance at the hospital. This would take the form of a warm up with games etc. and a 20 minute performance in one area then move around and repeat the set. In this way we would highlight what we do and get ourselves noticed. It was noted that when we do a big event we tend to recruit new members. Following on from this idea it was suggested that once we complete the Festive Finale (8 minutes) we could take this around the wards. • AV felt there might also be scope for us to sing to the residents at Woodlands embracing the fact that we are a community choir. 	<p>AH</p> <p>AH</p> <p>AH</p>
7.	Choir attendance by section	
	Please refer to stats and comments in 3. above.	
8.	Section Rep Reports	
8.1	<p>Sopranos (AV)</p> <p>All members are happy. The two newest members are very keen and enjoy it but are still apprehensive about performing. AV advised that confidence has improved since setting up the Sops 1s and Sops 2s and the fact that we're now learning pieces that are new to everyone.</p>	
8.2	<p>Altos (FH)</p> <p>Members are still requesting to learn some easy songs and would like to get the balance right between doing more challenging work and easier pieces. AH suggested that the new format of rehearsals may help to redress that balance. FH stated she has already fed that point back.</p> <p>It was noted that members frequently request My Favourite Things as they enjoy it and AH suggested we revisit songs that we haven't sung for a while, i.e. Colour My World and Power of Love to bring them up to performance standard.</p> <p>There are 26 songs in our repertoire, most of which we have done recently. NC will make a note of the songs we sing during the last half of our rehearsal to ensure a more even spread in future.</p> <p>It was noted that a request had been made to sing the Frog Chorus. However, NC pointed out this piece has a long instrumental in the middle and as a result is not an ideal piece for a choir to perform.</p> <p>The printing of music scores was discussed with the suggestion made to have one folder containing printouts of our whole repertoire to be used by anyone who had</p>	<p>NC</p>

	AH also requested that NC avoids using songs in the warm up that stretch the bass section's voices. AH to provide NC with a list of songs to avoid due to high bass line.	AH
10.2	Charity Christmas Event AH suggested that we use the festive period to collect money for the hospital charity. One idea was to carol sign around AP's estate in East Ipswich. The Round Table use this area for their collections at Christmas time so AP will see if she can locate their timetable for 2015 and establish whether we would need a licence for this. It was noted that there was potential to make a collection at the Jimmy's Farm event on 5 th December – again, AP will establish whether we require a licence.	AP AP
10.3	Charity collections Charity performance to be organised with two other choirs – Suffolk Constabulary Community Choir (contact Chris Pollard) and Benjamin Bloom Choir (contact Margaret Newbold). Suggested venue St. John's Church, Caudwell Hall Road, Ipswich. PR to progress this when Jim and Margaret return from their holiday.	PR
10.4	Repertoire NC – provided a list of all songs in our repertoire and a separate list of potential songs to consider for the future.	
11.	Meetings	
11.1	The next meeting will be held at 6.30pm on Tuesday 15th December 2015 at NC's house.	ALL