


IPSWICH HOSPITAL COMMUNITY CHOIR - STEERING GROUP MEETING

7PM ON TUESDAY 24TH JANUARY 2017

MINUTES

| Present | Role |
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| Nick Coleman (NC) | Musical Director |
| Alix Vince (AV) | Soprano Representative |
| Fiona Hamilton (FH) | Alto Representative |
| Phil Riches (PR) | Tenor Representative |
| Alex Howell (AH) | Bass Representative |
| Anne Pope (AP) | Administrator |

| No. | Item | Action owner |
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| 1. | Minutes of the last meeting (6th September 2016) | |
| 1.1 | Approval | |
| | The minutes were approved for uploading onto the website. NC clarified a bullet point at 4.2 by stating that he would respond to enquiries requesting our involvement where such requests were unusual but as a general rule he was happy for AP to respond, seeking his guidance where necessary. | PR |
| 1.2 | Action Updates | |
| | <ul style="list-style-type: none"> A new Action Log has been compiled which will serve as an on-going account of all actions and outcomes. All previous actions have been closed except one at row 28 assigned to PR and which will be carried forward under 7.1 below. It was noted that most actions are assigned to NC, PR and AP It was accepted that in the majority of cases this is unavoidable due to the nature of the item involved. All to be mindful of the need to share actions wherever possible. |  ACTION LOG_Q4_16.xlsx |
| 2. | IHCC Statistics – Membership/Attendance | |
| | <ul style="list-style-type: none"> NC circulated statistics compiled for the previous rolling 3 month period. It was noted that with regular non-attendees taken out of the equation all sections were now showing reasonable attendance levels, all in the 70%-80% range. Reps to continue to encourage continued commitment to rehearsals and performances. | |
| 3. | Finance Update | |
| 3.1 | General | |
| | <ul style="list-style-type: none"> Formal figures were not presented but NC advised voluntary contributions have amounted to £1,000-£1,100 per annum with the current balance being approximately £600. On-going costs will include website maintenance and travel expenses to performance venues. | |
| 3.2 | Charitable Donation Recipient | |
| | <ul style="list-style-type: none"> The Director of Nursing, Lisa Nobes, will attend our rehearsal on 25th January to accept a cheque in the sum of £166.44 being our charitable donation of 10% of subscriptions received in 2016 plus the £50 donation | |

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| | <p>from Anglesea Heights Nursing Home.</p> <ul style="list-style-type: none"> • Agreement was made to continue donating 10% of our subscriptions throughout 2017 and that this would be given to one of the hospital's charities at the end of the year. It was felt that we might care to decide on a specific charity nearer the time, particularly as some of our members have benefitted from certain departments' care. It was decided to wait until the autumn to make a decision as to which charity will benefit this year. | |
| 4. | Formal gigs and events – feedback/attendance | |
| 4.1 | Past events | |
| | <p>The following is a list of events that have taken place since the last meeting. Please note comments on individual items as appropriate.</p> <ul style="list-style-type: none"> • Kissing It Better AP advised that all KiB sessions have been well attended and received. Everyone involved in the initiative derives a lot of benefit and the whole experience is very rewarding. Feedback from Pam Talman, the hospital's Patient Experience, Co-ordinator is that patients and staff alike really appreciate our singing. Pam always Tweets our sessions. • Ipswich Has Got Talent (24/9) • Charity Concert – IHCC and Ipswich Hospital Band (8/10) • Anglesea Heights Nursing Home (12/11) • Jimmy's Farm Christmas Markets (3/12) This was not a very successful event in terms of organisation (on the part of Jimmy's Farm) or the fundraising. It was noted that this year Jimmy's Farm Christmas Markets clashes with our commitment to join the Ipswich Hospital Band's Christmas Concert. It was noted that if we agree to perform at Jimmy's Farm in future we will ask for a charitable donation. • Ipswich Christmas Markets (11/12) • Joint Concert with St. Peter's Band (17/12) • Volunteer's Christmas Party (19/12) The standing ovation received at this event was much appreciated. <p>NC concluded that 2016 had been a good year for us and that all events had been well attended. Mention was made that members wanted to have as much notice as possible regarding dates/arrangements of future performances and NC gave assurance that this information is always imparted at the earliest opportunity.</p> | |
| 4.2 | Future events | |
| 4.2.1 | <p>Orwell Housing Association (6/3)</p> <ul style="list-style-type: none"> • We are booked to perform for one hour but it was felt that a 10 minute break would need to be scheduled in after the first 30 minutes. NC advised it was likely he would use a similar programme as the Anglesea Heights one, including some songs from the KiB songbook. • AP to chase the care home for specifics to include full address of the venue and whether there is parking on site. | AP |
| 4.2.2 | <p>Golden Wedding Anniversary Party – Stowmarket (18/3) Cedars Hotel</p> <p>The songs have been chosen for our 30 minute set and the list has now been uploaded onto the website. They are all familiar tunes from our back catalogue.</p> <p>The suggestion was made that following our performance we could have a social event, possibly in Stowmarket.</p> | |

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| 4.2.3 | Ipswich Choral Society – invitation to participate | |
| | <p>Following the success of last year’s event at Snape an invitation has been extended to IHCC to participate again this year. AV has issued an e-mail asking those who wish to attend rehearsals (commencing 26/1) to stay behind after our choir rehearsal on 25/1 in order to issue codes to gates for access purposes.</p> <p>Many of the members who took part last year have signed up again this year and some of our newer members are also intending to take part. NC stated that this is a very different experience and way of learning songs but a very valuable exercise to boost confidence.</p> <p>AH felt the links being forged with Ipswich School may present an opportunity for us to perform there in the future, although NC stated the school tends to be more focussed on classical repertoire. AV will liaise with her contact there.</p> | AV |
| 4.2.4 | Fundraiser Event | |
| | AH had issued an e-mail advising of his intention to arrange a large-scale fundraising event which would hopefully include the IHCC and his guitar students/groups. A committee has been set up to pull this together and the first meeting will be held on Friday 27 th January. It’s hoped that the event will take place in June or July. (AP advised that Ipswich Music Day will be held on 2 nd July so it would be best to avoid this time.) | |
| 5. | Band Collaboration | |
| 5.1 | <p>Ipswich Hospital Band</p> <p>Following the success of our joint concert with the Ipswich Hospital Band last year we have been invited to take part in their Christmas Concert on 2nd December 2017. AP to advise Maggie Porter (IHB) that the decision to accept the invitation was unanimous. AP to confirm the timing and venue and PR to upload this information onto the public area of our website.</p> | AP/PR |
| 5.2 | St. Peter’s Band | |
| | It was noted that the concert on 17/12 with St. Peter’s Band was well received and that we have gained a reputation of being very easy to work with. | |
| 6. | Ipswich Arts Association (IAA) Update | |
| | <p>Ipswich Music Day Application</p> <p>AP had seen a small article in the latest edition of the IAA’s Newsletter inviting applications for this event to be submitted by 14th January. An e-mail was sent on 23/12/16 registering our interest subsequent to which AP has been advised that a decision will be made regarding successful applicants at the IAA’s meeting in early February.</p> | |
| 7. | Social Media | |
| 7.1 | <p>Website</p> <ul style="list-style-type: none"> PR circulated a sheet of statistics which had been obtained via Googleanalytics. These indicated how many users had visited our website, whether they were new users (57) or returning users and how many sessions each user had. It also indicated the location of the users which wasn’t conclusive as it could be that locations further afield were choir members logging in whilst on holiday. Overall it was agreed that this was useful data to capture and a good indication that people are using our website. New enquiries – A new page will be set up for those interested in joining the choir. There will be a form to fill in to include all questions currently used on the New Joiner’s Form. Additional questions should include the preferred method of contact and where the user heard about us. There | |

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| | <p>would also be a free text box with a limited number of characters for additional information. It was felt that all enquiries to join the choir should, in the first instance, be answered via the automated response 'Thank you for your enquiry. A choir representative will contact you shortly.' This would be copied to the Committee and the appropriate section rep would respond with a more detailed e-mail using the standard wording devised by FH which is very comprehensive. PR to set this up in the member's area for testing by the Committee prior to going live.</p> <ul style="list-style-type: none"> • Downloading MP3 files – AH requested PR to add a button 'download this music or save to your computer' to simplify the process. • PR to add statistics of how many people are downloading music while logged on via their mobile phones. • PR was praised for uploading MP3 files for all the songs that were not already on the website. PR advised that there are now separate sections for solos, duets and all voices. This was recognised as excellent work. NC requested that if the music was for male voice only (Baritone) there should be a link to this section in both male voice folders. Agreement was reached that PR could send files to NC via Lock Box in future. • Although PR regularly works on the website and amends any errors, he stated that he may miss something. He therefore requested the committee to advise him if they spot any problems in order that these can be rectified quickly. | PRPR |
| 7.2 | <p>Facebook A few members post on this page but it isn't used to a great extent. Representatives to remind everyone that we have a Facebook page.</p> | Reps |
| 7.3 | <p>Twitter AH uses this at least once a week if nothing specific to say to maintain an interest. Pam Talman (Patient Experience Co-ordinator at Ipswich Hospital) is very good at tweeting when we perform our KiB sessions around the wards.</p> | |
| 8. | Other publicity | |
| 8.1 | <p>Joint Charity Article Refer to 4.2.4 above.</p> | |
| 8.2 | <p>In Touch article An article 'Choral Resolution' had been published in the January 2017 issue of In Touch magazine which serves to heighten our profile within the community. The article was uploaded onto our website for members to view and a hard copy displayed during rehearsal on 18/1.</p> | |
| 9. | Section Rep Reports | |
| 9.1 | <p>Sopranos (AV)</p> <ul style="list-style-type: none"> • Everyone is happy and the recent four new joiners are already downloading material from the website and are keen. • Suggestions have been made for Christmas songs which include Believe and O Holly Night. NC agreed Believe would be a good choice but that a re-write would be necessary. • Enquiries have been made after Yvonne's health. As far as we are aware she has been allowed home with the support of carers. AV will ask Shirley to pass on our best wishes to her. • NC commented that the soprano section is strong and that it will be necessary for them to control volume on occasion in order to give the other sections the opportunity to be heard. | AV |

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| 9.2 | <p>Altos (FH)</p> <ul style="list-style-type: none"> • A few new members started but have since left although there have been two further joiners since Christmas • Attendance has improved although a bit sporadic with some long-standing members • A song suggestion has been put forward – Love My Life by Robbie Williams – as it is felt to be very uplifting. Consideration was given to this song choice but it was agreed that this will not be included in the new repertoire. • One member is looking to have the whole back catalogue printed. Discussions ensued as to the best way forward and a decision made that PR should hold a master copy for reproduction at Staples as and when required. PR will establish the cost of producing this document at Staples. | PR |
| 9.3 | <p>Tenors (PR)</p> <ul style="list-style-type: none"> • PR had not received any specific comments from members It was noted that progressive warm up promotes confidence • A suggestion was put forward whereby when four parts have been learnt one or two members from each section should be asked to stand at the front to sing it back. This will further encourage a focus on learning their part and everyone will also be able to hear the full sound of the piece. All agreed this was a good idea. | PR |
| 9.4 | <p>Basses (AH)</p> <ul style="list-style-type: none"> • Keen to do another concert with the Ipswich Hospital Band • Not keen to perform at Jimmy's Farm again • Suggestion for the men to have a less formal outfit – AH to clarify this as we already have a formal outfit for evening events and at all other times we use denim and brightly coloured t-shirts. • It was felt that we should keep using our back catalogue as well as learning new material • Enjoy ending rehearsals with a song/songs that we can sing well | |
| 9.5 | <p>Overall (NC)</p> <p>Going forward NC will be looking at learning quickly the following material:</p> <ul style="list-style-type: none"> • Cups • Aquarius • Just the Way You Are (new version) • My House • The Writer <p>Work is also ongoing on scoring for songs for later in the year including</p> <ul style="list-style-type: none"> • The One and Only (Chesney Hawkes) • Proud of Your Boy (with a solo tenor part – NC to perform this role) • Viva La Vida (updated version) • I Believe (Christmas) | |
| 10. | Social events – feedback/attendance | |
| 10.1 | Past events | |
| 10.1.1 | <p>'Pink' fundraising event (30/9)</p> <p>Pigs Gone Pink fundraiser went well raising approx. £5,000 on the night</p> | |
| 10.1.2 | <p>Concert with the Anglia Ruskin Chorus, Cambridge (7/12)</p> <p>NC thanked those who attended this event for their support which was much</p> | |

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| | appreciated. | |
| 10.1.3 | Christmas event – Miracle on 34 th Street/Meal (17/12) This event was a success – thanks to FH for organising it. | |
| 10.1.4 | Christmas drinks following last rehearsal of the year (21/12) There was a good turnout at the Dove although numbers were down on the previous year. It was felt that the reason for this could have been that there was no food laid on this year which had previously proved popular. FH will consider requesting the landlady to provide food for our 2017 event. | |
| 10.2 | Upcoming events <ul style="list-style-type: none"> • It was suggested that once we have firm details of the Golden Wedding Anniversary event on 18th March this date could be used as our first social outing of 2017. • Other suggestions included <ul style="list-style-type: none"> ○ A ‘girlie night’ – AV/FH to discuss ○ Karaoke night at Greshams – reps to look into this | AV/FH Reps |
| 11. | Any other business | |
| 11.1 | Festival of Performing Arts This is an event at Southwold which has a number of choirs singing as people walk past along with other entertainment throughout the day. AH to follow up to establish if it’s possible for us to take part in this event. | AH |
| 11.2 | Delegating Actions Look at Action Log and make sure not overly onerous on any one person. | |
| 11.3 | Maintaining New Joiners’ Folders A decision was made to maintain two folders with current material in them to be made available at rehearsals for use by new members. These folders should be either a different colour (bold) or have a label on the front ‘IHCC Copy – Do not mark up or take away’. There would be no form or car park permit kept in the folders. PR generally attends rehearsals but if he was due to be away he would ensure the spare folders were given to another rep for use in his absence. | |
| 11.4 | Public Liability Insurance AP suggested it would be a good idea to look into the cost of taking out Public Liability Insurance particularly as our events/performances are increasing. All were in agreement. AH already has some knowledge of Public Liability Insurance and agreed to look into rates and packages. AP would also make contact with the IAA who may be able to give us a lead name and/or discount. | AH/AP |
| 11.5 | Linking to the hospital’s new charity website at www.ipswichhospitalcharity.co.uk for our events AH suggested putting the above link on the front page of our website in order that people know what we are fundraising for. PR will add this. | PR |
| 11.6 | Long-term choir management and rehearsal format <ul style="list-style-type: none"> • NC advised that although he will continue as the choir’s Music Director, attending steering group meetings, writing arrangements and participating in the strategic direction of the choir, regrettably he would temporarily not be able to continue conducting all of our regular rehearsals from September as he would be continuing his music studies and living in London during the week for between 30 to 40 weeks per year. • The choir will therefore need to engage a choirmaster on a temporary basis to run rehearsals and conduct performances only for the next two | |

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| | <p>years with the cost of this expected to be in the region of £60 - £70 per session. This would result in the need to charge members and it was therefore agreed that subscriptions will need to become mandatory and paid on a termly basis. The administration of this will be given due consideration nearer the time.</p> <ul style="list-style-type: none"> • Two trusted people known to NC, AH and AP were put forward as suggested candidates for the temporary Choirmaster role. FH also advised that she knows of another choirmaster who may be interested. FH to give NC a name/contact details. NC will make confidential enquiries to these people by the end of February. • Interviews will need to take place and the Committee would be expected to attend these as and when arranged. | <p>AP</p> <p>FH</p> <p>NC</p> <p>ALL</p> |
| 12. | Meeting dates 2017 | |
| 12.1 | Steering Group | |
| 12.1.1 | <p>Timing of future meetings</p> <p>NC suggested and it was agreed that the frequency of the Steering Group meetings would reduce from four to three times per year.</p> | |
| 12.1.2 | <p>Set dates</p> <p>The next meeting will take place at 7pm on Thursday 1st June (AV's house)</p> | |
| 12.2 | <p>Ad-hoc Meetings</p> <ul style="list-style-type: none"> • The inaugural meeting of AH's charity event will take place on Friday 27th January. | |