

IPSWICH HOSPITAL COMMUNITY CHOIR - COMMITTEE MEETING MINUTES

7.30PM ON TUESDAY 18th DECEMBER 2018

VENUE: 39c BUCKLESHAM ROAD

Present: Nick Coleman, Fiona Hamilton, Phil Riches, Alix Vince, Ian Floodgate, Diane Ingledew

Apologies received from Alex Howell

NUMBER	ITEM	OWNER
1.	Minutes of the last meeting (4th September 2018) <ul style="list-style-type: none">The minutes were approved.	
	Matters Arising <ul style="list-style-type: none">Fire alarm. The alarm has been recorded and is ready for the choir to hear, along with evacuation instructions.	IF
	<ul style="list-style-type: none">The discussion of possible future purchases (sound system and performance folders) is to be added to the agenda for the next meeting.	DI
2.	Membership/Attendance <ul style="list-style-type: none">Attendance statistics. NC presented a document showing attendance at rehearsals. Attendance is generally good. Individual cases where attendance is not good were discussed. It was noted that the drop in the soprano attendance percentage was due to one member's long term sickness.	
3.	Finance <ul style="list-style-type: none">Statement of Income and ExpenditureMembership fee review The statement of Income and Expenditure was presented and discussed. As the bank account is showing a reasonable profit, due to increased membership and lack of expenditure on transport and equipment this term, it was decided that existing members would pay a reduced fee of £2 per session for one term only, and this will be reviewed at the next meeting. This term's membership form will be redrafted to reflect this.A new level of membership was agreed for members who need time away from choir but have every intention to return. Non-participating membership will be granted, for one term only, allowing access to the members' area of the website. This membership will not allow participation in any Doodle or poll for that term, and the member will not be permitted to perform with the choir at any events during that term, or in the early part of the term in which they return to full	NC

	<p>membership.</p> <ul style="list-style-type: none"> • Consideration of assisted place request A member is in the position of needing financial support to continue to be a member of the choir. Following an email application, it was decided that one term would be fully funded to allow the member to purchase the minimum uniform requirement and a reduced rate would be acceptable for the following two terms. After this time period, the situation will be reviewed and, if necessary, a further application to the committee will need to be made. 	
4.	<p>Formal gigs and events</p> <p>Past events</p> <ul style="list-style-type: none"> • 8/12 Concert with St Peter's band This was a great opportunity to take part in a joint venture in a prime venue. The choir performed well, coping with a last minute change of conductor, showing their increasing confidence at such events, and reaping the benefit of being so well rehearsed. It was felt that our level of participation was less than was hoped for this year and, although we are keen to continue to take part in events such as this, it is hoped that we can have more influence over future programme contents. • 12/12 Volunteers' Christmas Party This event was enjoyed by all – choir and party goers. It is becoming a traditional annual event in the choir's calendar and it is a positive way to thank the hospital for our rehearsal space. • 13/12 Sailmakers Christmas shopping The choir sang well during the two sessions on late night shopping evening. Unfortunately, there was limited footfall in the area where we were performing which must have affected the charity collections. It was felt that a ground floor position might have been better. <p>As the public didn't know who we were, it would be good to have a new, easily portable banner with our name and logo on. AV is to follow this up (with KV).</p>	<p>AH NC</p> <p>AV</p>

	<p>Future events</p> <ul style="list-style-type: none"> • 19/12 Dove We will sing two sets for the public early evening which will then be followed by our Christmas social evening. • 23/12 Hospice Remembrance Service Members will be expected to attend for a rehearsal at 1pm. This can be in casual clothes. Members will wear formal attire for the performance. It is to be noted that it is always the committee's responsibility to decide on suitable clothing for each event and their decision will be final. • 22/1 RNLI Naming ceremony Due to a number of constraints set by Fred Olsen, the choir who are due to perform has been selected from the members who are available on the day meaning that not everyone can be involved. Following this decision AH has received one email but there has been no feedback to section reps. Extra rehearsals will take place and a Doodle will sent out to check availability. 	<p>PR</p> <p>AH</p>
	<ul style="list-style-type: none"> • 2019 Performance on the Cornhill No date has been set for this but FH and AH are moving forward with this venture. Craig from IBC has seen a video of the choir singing. A theme will need to be chosen and the possibility of a co-performance explored possibly with Emma Dodd School Of Performing Arts or the Hospital Band. This would probably last for one to one and a half hours. • Alice Grange 27/28 April or 4/5 May or a different negotiated weekend This will be considered later following the Christmas / Fred Olson events. • Studio recording This could be a fun experience for the members. NC would require a quote for the cost of this. This idea will be investigated further. • End of term family event This idea has been raised by a member whose previous choir has held such an event. We would invite families and friends to a social evening and perform for them. <p>Responsibility for contacting event coordinators Any initial contact must be made to AH or NC. If it is agreed that we will go ahead with a future event, DI will take over the communication with the organisers. NC to create an initial contact form for events.</p>	<p>FH AH</p> <p>AH FH (and NF)</p> <p>NC</p>
<p>5.</p>	<p>Social Media</p> <ul style="list-style-type: none"> • Website PR was thanked for the work that he has done on this project. The committee will test the website again, using computers, tablets and mobiles and feedback to PR. The tests will be as personal users and 	

	<p>using admin log ins. The website will be open to members by the end of January.</p>	
	<ul style="list-style-type: none"> • You Tube channel AH uploaded our rehearsal videos to his personal account and found it easy to do so. As friends and family are taking short videos of performances for Facebook it is suggested that the choir has its own channel. NC will set this up on his return to choir full time in summer 2019. 	NC
6.	<p>Choirmaster's Report</p> <p>AH sent a written report stating that he was happy with the Autumn term's progress. The carols were learned quickly and to a good standard. The work on dynamics has made a big difference to the overall quality of sound. Human was progressing well before the Christmas repertoire took priority, but this will be revisited, along with new material, next term. A new piece is being written for the RNLI and will be learned during separate rehearsals. AH intends to reintroduce breakout groups during rehearsals using iPads if suitable spaces can be identified.</p>	
7.	<p>Section Rep Reports</p> <ul style="list-style-type: none"> • Sopranos The sopranos have loved learning the carols. The new member mentioned how welcomed she felt. One member said that she found the tone on the practice tracks rather indistinct for learning from. NC responded that, in future, it may be possible for new work to use a vocoder for rehearsal tracks. 	
	<ul style="list-style-type: none"> • Altos A request was made for feedback from reps – this could be at the end of each term. Members would like a more formal seating plan for events to be decided by the choirmaster. Some members cannot always see the conductor- it is suggested that it is the members' responsibility to find a position so that they can see, although a seating plan would help with this. There is too much music to carry so it would be good to know what is needed for each session. A request has been made for us to learn something from The Greatest Showman. 	REPS AH
	<ul style="list-style-type: none"> • Tenors One long standing member may have to leave soon due to the relocation for a new job. • Basses Although the five members in this section attend regularly, it would be good to recruit a few more. Talking from the section in front sometimes prevents the basses from hearing well. Reminders are needed for every event about opening and closing music and being ready to perform to give a professional looking performance. 	AH

8.	Fire procedure See 1. above. This will be done next term.	IF
----	--	----

9.	<p>Uniform</p> <ul style="list-style-type: none"> • Stock and order update The current stock is dwindling and the range of sizes is limited. It was agreed that a new order can be placed in January to remedy this. FH will send out a notification to members in case they wish to purchase further uniform. 	FH
10	<p>Social events</p> <p>Past events</p> <ul style="list-style-type: none"> • Karaoke evening This was a successful evening. The venue was ideal and members agreed that food was good and great value. <p>Future events</p> <ul style="list-style-type: none"> • Christmas meal at the Dove See 4. above. 	
	<p>AOB</p> <ul style="list-style-type: none"> • Portman Road There is a possibility that we might be invited to sing at Portman Road before a home game. The repertoire for this would be a mixture of reflective and more upbeat songs. • Equipment purchase The microphones heard at Woodbridge School could be considered when discussing a possible purchase. 	
11	<p>Meeting dates The next meeting will be on 9th April at 7.30pm at Phil's house. CHANGED TO 16th APRIL</p>	