

## Ipswich Hospital Community Choir

### Minutes from the Zoom meeting on 10<sup>th</sup> June 2021 at 7.45pm

- **Minutes from 11<sup>th</sup> May 2021 –approval /action**
  - The parking issue has been resolved. Members’ registration numbers will need to be sent to the Parking Company each week to allow free parking. This will be the responsibility of the Membership Secretary.
  - The minutes were approved.
- **Future plans in light of government road map**
  - **Survey of members results** DI presented the results of the survey. Six members did not respond so reps will give them their third reminder. Five members have left. Thirty five members are happy to resume face to face rehearsals. Further details eg percentages of vaccinated members to be sent to IF for data to share with the hospital. **DI**
  - **Risk assessment** IF shared a very comprehensive risk assessment for discussion. It will have to be shared and approved by the Estates Department, the Compliance Officer and OCS. **IF**  
He was thanked by the committee for his work on this.  
**Practicalities from RA – spacing, track and trace, times, numbers** Choir will take place in the middle area of the restaurant and the minimum amount of furniture will be moved. If members need to sit, the chairs will be sanitised afterwards. We will find out how the restaurant needs to be left after our visit. **IF**  
A tick list will be produced for registration containing members’ names, confirmation of no symptoms, confirmation of a recent lateral flow test and use of sanitiser. **NC**  
Members will have specific places to stand based on our concert format. **NC**  
Initially, rehearsal time will be 6.15pm -7.45pm. Members will arrive from 6pm. Committee members will register members, direct them to their seating/standing place, supervise appropriate behaviour in the queue and rehearsal space, open windows. **FH to draw up rota.**  
Members will be asked to be punctual for registration. In the event of a late arrival, the member must wait at the back of the space until an appropriate break in the rehearsal when a committee member will approach them to register them. **FH to create a notice to this effect. PR to laminate it.**
  - **Other practicalities** The members need to be told that the provisional date for resuming rehearsals will now be 21<sup>st</sup> July **IF**
  - **Communication of guidelines to members** The rules outlined by the RA will need to be communicated to all current and new members. **IF**

- **Induction of new members** The new member pack will be revised and include the new rules from the RA **FH**
- A new membership form will need to be sent out when we know how many weeks that we will meet before our Summer break. **FH to send the current form to IF to change.**
- **AGM** This will take place on 28<sup>th</sup> July, online if needed. We need to give 28 days notice.
- **New committee roles** No suitable candidates have applied. A personal approach from committee members will be tried.
- **Charity donation** Arrangements for our donation to be made still needs to be done.
- **Social event** Twenty four members have signed up for this. The hall hire is £100 and the meal is £10 a head so the charge for the evening will be £15. The evening is for members only. Single course menu choices ( meat, fish vegetarian) will be sent out nearer the time. **PR**
- **AOB**
  - **Halloween concert.** A meeting to discuss this will be held on 01/07/21. **NC and one other to attend.** A poll will be posted on the website to gauge numbers. **PR**
  - **Planet choir** A new version of the app has been sent to the MD which may avoid individual members having to pay. This will be investigated at a later date.
  - **Uniform** Two members, who have left, have offered to return their uniforms.
  - **Open air get together.** The possibility of a limited number get together in a garden will be considered.
  - **The next meeting will be on 13<sup>th</sup> July at 7.45pm. Venue Alix's house.**

