

## Minutes of Committee Meeting on Tuesday 3<sup>rd</sup> May, 5.30pm by Zoom

**Present:** Philip Bellshaw (PB) (chair), Barbara Hathaway (BH), Corinna Gregory (CG), Graham Stroud (GS), Heather Gay (HG), Hilary Boszko (HB), Pauline Hygate (PH), Paul Spicer (PS), Kate Crocker (KC), Julia Sadler (JS) and Jane Eminson (JE)

		<b>Action</b>
1.	<b>Apologies for absence:</b> Michael Palmer	
2.	Philip thanked Ela for setting up the Zoom link for the meeting.	
3.	<b>Minutes of meetings held on 15<sup>th</sup> March 2022</b> were agreed as a correct record with two typographical amendments.	
4.	<p><b>Actions and matters arising from the minutes:</b> Pauline queried the London church that Mark had suggested.</p> <p>Options in relation to website hosting are under discussion with Eike (to be carried forward). Preserving the sound archive also to be carried forward.</p> <p>Use of the Symphony Hall / Town Hall box office: Heather said this is a useful source of marketing but we may not break even (cost £300 per concert plus commission). Hilary said that the marketing aspect is particularly important. It was agreed that the use of the box office should be decided for each concert. The lack of a reduced rate for amateur organisations was discussed. It was agreed to add use of Symphony Hall / Town Hall box office for 2022/23 to the agenda for 14<sup>th</sup> June meeting.</p>	JE
5.	<b>Decisions taken since the last meeting:</b> None	
6.	<p><b>Marketing Report:</b></p> <p>Hilary summarised the main points of the marketing report. Choir members need to be reminded to circulate posters and fliers. Hilary will attempt to get free editorial in local Malvern newspapers with offer of a competition (a few free tickets as prizes for readers). Places where leaflets can be left are reducing. Philip, Hilary and Kate will put together a list of VIP invites for the Christmas Oratorio. Heather has the list from the Gala Concert. Pauline raised the possibility of guests giving a donation. Kate was unsure about this. Hilary suggested that audience members and the public are invited to make a dedication. It was agreed that both these things should be included in the programmes (Jane to tell Ela).</p>	JE
7.	<b>Financial Report:</b>	

	<p>Pauline provided a report and outlined the current financial position. The projected end of year position is a deficit of approximately £7,500. Pauline also summarised the outturn from the April concert with a shortfall of just under £800. Pauline will write to Merryn about this. The cost of the venue was nearly covered by ticket and programme sales and several ‘newcomers’ had bought tickets through the choir website. B Music had sent out an email to their mailing list but the choir has not been invoiced for this yet.</p> <p>Christmas Oratorio budget: Soloist fees were agreed as £750 each except £1000+VAT for Thomas Hobbs (£4500 budget total including expenses). Michael has already donated £3800 incl. VAT to cover the hire of the Cathedral. Kate has applied to Saintbury for support for the concert. Orchestra quote is £6,000. Hire of the organ (approx. £350). Total cost: £13,800-£14,000. Ticket sales are therefore very important.</p> <p>Ticket prices were agreed as £32 / £28 (front of nave – 12 rows), £25 / £21 (rear of nave and front of aisles) and £18 / £15 (rear side aisles). We are aiming for an audience of at least 300.</p> <p>Hilary and Corinna left the meeting.</p>	PH
8.	<p><b>Planning meeting:</b> It was agreed to hold a face to face meeting to look at the detail of 2022/23 and start thinking of 2023/24. Graham offered to host this meeting. Paul will think about possible programmes for the future. Philip suggested that <i>Sound the Invisible Trumps</i> could be reprogrammed. Philip will organise a planning meeting sometime this term.</p>	PB
9.	<p><b>Fundraising:</b> Kate’s report was received with thanks.</p>	
10.	<p><b>Come and Sing:</b> Heather summarised the numbers that had booked so far. Charlie Francis will accompany. It was agreed to go ahead with the event. The financial position was discussed. We need to encourage more people to attend. It was agreed to ask people not to attend if they think they have Covid. Heather was thanked for all her work on the Come and Sing.</p>	
9c	<p><b>June / July concerts:</b> Nothing needed to be discussed. No VIPs need to be invited.</p>	
11.	<p><b>Garden Party:</b> Jane will liaise with Paul, Helen and Philip about arrangements. Barbara will find out numbers and dietary requirements.</p>	JE BH
12.	<p><b>Annual Dinner:</b> Philip will ask Delia if she is interested in organising an annual dinner in early 2023.</p>	PB
13.	<p><b>Handbook:</b> Storage of documents was discussed. It was agreed that key documents should not be stored on a single person’s personal computer. Jane will reply to George to clarify the arrangements for the Google drive. The committee agreed to approve the Handbook which can now be added to the members section of the website.</p>	JE HB
14.	<p><b>AGM arrangements:</b> It was agreed that the AGM should be held in person on 23<sup>rd</sup> November 8.30pm. Committee meeting dates were also agreed. Jane to confirm to Gisela and committee members.</p>	JE
15.	<p><b>Tour:</b> This was deferred to a future meeting.</p>	
16.	<p><b>Correspondence received:</b> None</p>	

