

SURREY HEATH CHORAL CIO
Trustees Meeting
22nd September 2022 7.00pm
Via Zoom



MINUTES

Present

+ Keith Wigglesworth	Chairman	+ Kate Brown	Treasurer
+ Colin Gunner	Secretary	+ Salma Sams	Trustee
+ Tim FitzGerald	Trustee	+ Matthew Sleaf	Trustee
+ Andrew Milligan	Trustee	+ Rosemary Ealden	
- Sylvia Law	Minutes secretary	- Ed Bonner	Musical Director

Apologies for Absence: Sylvia and Ed

1) Matters Arising from last minutes:

Salma clarified the position on the requirement for a new piano reported in the previous minutes. Salma believed she was not tasked with securing funding for new piano for St.Peter's, as this has not proved to be an issue at this time, and there was no space for an additional piano in the church. It was agreed that this is not seen as an issue at this time, although it may be raised again together with the need for speakers should they be deemed as issue in the future. The need for a backup plan should the current piano have future issues will be raised with the Church.

The move to St Peter's is generally proving to be a successful transition although some concern was raised to the drop in members attending the first 3 rehearsals in Frimley. Attendance will be raised as part of the AGM.

The minutes were therefore approved and signed.

2) The AGM (3rd October) was discussed as an additional item.

Colin reported that the necessary pre AGM documents were prepared and ready for issue to members (note: these were distributed by email on the 23rd September)

Salma reported that she would not be able to attend the AGM.

Keith then raised the important issue of the Trustees status within the Constitution's maximum length of service (6 years), as many of the current officers are already well into their individual period of service. Keith, as Chairman is planning to stand down at the end of this new financial year (Sept 2023), so will need to start identifying who will succeed him. It was felt by Trustees that we should have an open discussion with members on how best to address this and the AGM is an appropriate vehicle. Rosemary praised Keith for all he has done for the Choir during very difficult times.

Whilst committed to this new financial year, both Kate and Salma are also looking to standing down in the near future, so the Committee will need to start identifying replacements. The ability for a future Trustee to not be a member was raised. Colin (**action**) agreed to clarify this but believed that the SHC CIO constitution does not mandate that a Trustee should also be a Member. If so, this would give the CIO additional flexibility in recruiting future Trustees, and so bring new blood into the supporting organisation.

It was also noted that the CIO has no guarantee that our Musical Director will be in place for the long term due to possible personal location issues, so this should be included in any future management planning.

Keith noted that when collecting copies of the latest music from Andy Phillips he commented that many other local choirs are also suffering from the long term impact of COVID in terms of reduced number of members, and the growing need for succession planning.

It was noted that whilst we do have existing role descriptions for key positions in the choir they tend to be quite detailed and may put potential candidates off from putting themselves forward. It was agreed the Committee should therefor document role responsibilities that focus on the basic responsibilities, with options on how some activities could be subcontracted to others. An example might be for any future Treasurer to subcontract the role of bookkeeping. **Action for those holding the key roles.**

3) **Membership report:**

There are 45 members on the books and 3 additional who are new but not yet committed (trying the Choir out). This was felt to be a positive position following the impact of COVID. It was noted that numbers attending the rehearsals at St. Peter's was slightly down, but this could be because some members are taking later holidays this year.

I was reported that with respect to the addition of soloists for the Autumn Concert, Ed has/or is planning to get in touch with Farnborough 6th form School for potential assistance, but if this fails, rather than have to fund external support we should look to cover the soloist parts with existing choir members as we have done in the past.

4) **Fundraising report**

- Via the Surrey Heath Show have applied for £200 towards the cost of music for remembrance event
- Prepared a detailed request for funding to the Community Foundation of Surrey for Christmas funding and whilst their response was supportive they did not feel it supported their specific areas
- Application to Humphrey Richardson for next year.

5) **Finance report**

Current account summary - Deposit: £1,099.54/Current: £2,865.30/Cash: £2.00 TOTAL: £3,966.84. There is a risk that 3 cheques that were sent to bank have not reached them. It was recognised that currently the post is currently not reliable.

6) **AOB**

Rosemary led a discussion on the state of lighting in parts of St. Peter's during rehearsals. Matthew said that there has been a lighting malfunction in the side lights behind the Bases, which will be addressed.

Respect to advertising in the future concert Programmes, it was agreed that we should look at the potential for smaller advertisers through reduced advertising fees, such as £25 for a ½ page or less.

Salma raise the subject of Raffles – are we going to start these up again? The conclusion was that we would.

The previous rule that each member would purchase 2 tickets at each concert was raised again. It is recognised that this is not uniformly adhered to and Keith agreed that this would be addressed for the next concert.

It was reported that there is the option at St. Peter's for members to prepare coffee and tea in the rehearsal break. This was discussed and will be investigated further.

Salma asked if there was any flexibility on who has to lock up at the end of each rehearsal. Currently Matthew and Salma do this each week, but no alternative approach was forthcoming.

Tim raised a new option for distributing Concert tickets than that current deployed by using an on-line service – it will cost an extra 21p per ticket but make the whole process much simpler. It was agreed that we should try it out for the next Concert. **Action Tim.**

Social Activities – with no social secretary in post, Salma agreed to look into having another Quiz night in November.

Keith raised the issue of distributing new music at the next rehearsal whilst Sylvia is away. It is understood Madeleine will facilitate this.

Date of next meeting

The Zoom session was ended before a date for the next meeting could be arranged.