

Affiliated to Making Music

Registered Charity No. 288724

**Minutes of the Committee Meeting held on 23 May 2018**

**at 7.30 p.m. in the Hayloft, Lymington Centre**

**Present:** Shirley Hewitt Chairman

 Sheila Hammond Secretary

 Nichola Kirby Treasurer

 Viv Parsons Publicity

 Ann Lewington Associate Members/Patrons

 Ann Blacklock Librarian

 Michael Goldthorpe Musical Director

 Chris Hobby Bass Rep

 Sue Rusling Alto Rep

 Karen Brett Assistant Treasurer

 Timothy Rice Accompanist

 Barbara Warburton Minutes Secretary

1. **Apologies:** Maureen Askin Soprano Rep

Barry Kent Tenor Rep

Jill Hendey Fundraising

1. **Minutes of previous meeting**

Michael pointed out that in item 5, the Josephine Baker trust covered only *half* of the cost of the soloists. With this correction, the minutes were approved.

1. **Matters Arising**

(9) Viv reported that there was insufficient room for the cupboard in the Wellington Room. Shirley and Viv would continue to look for more space; it was possible that space would be freed as a result of any refurbishment of that area of the Lymington Centre, however in that event we may have to move temporarily anyway. Ann emphasised that help with moving the books *was* available, for which she was grateful. More help would always be welcome.

(10) Fundraising: There *had* been a mistake in the charge for Milford Church Hall hire, and it had been corrected.

1. **Chairman’s Report: (already circulated)**
2. **Changes to Committee structure**: Karen had agreed to take over as Secretary when Sheila stepped down. After discussion it was agreed that she be co-opted on to the Committee immediately as Acting Secretary, until the AGM, when her position as Secretary would be ratified (subject to there being no other candidates). The AGM would also be asked to authorise her as a cheque signatory in place of Sheila. Sheila was happy to remain as cheque signatory until then. Sheila would also remain as Membership Secretary and would continue with the Fundraising events with Jill. The Next term started on 5 September, and the AGM would be 17 October.
3. **GDPR**: Shirley introduced this item and explained that Karen, Barbara and Viv had already provided good advice and support. Shirley had seen New Forest Twinning Consortium guidance with links to websites giving small organisations advice on factors to consider in drafting a privacy statement. Nichola advised that Gift Aid should be included in this statement, as she regularly processed members’ data, i.e. names, addresses and amounts of subscriptions. As the termly membership list was available to members on request, their consent would need to be given for their information to be shared with other members. Although technically LCS had no Performing Members between terms, Patrons and Associate Members were members for the whole year, and thus the new regulations applied to them immediately. It was important that we were seen to be compliant by our target audience and members. Therefore action on this legislation would be taken prior to next term . Shirley would send out a memo to the membership advising them on the requirements of GDPR and a Privacy Policy statement would be issued. Viv had already sent out a GDPR statement to her list of e-mail contacts, asking them for confirmation that they wished to remain on the mailing list after 31 May, but had so far received only two replies. Everyone was asked to ensure that when sending emails to multiple recipients they should use the “Bcc” field.
4. **Musical Director’s Report**

Michael added to his report the fact that Chris de Souza had suggested we collaborated again with his choir in 2019 on a new commissioned work. After discussion it was agreed that Mr de Souza be thanked for his suggestion, but that we felt the timing was not right at present.

Michael hoped to arrange the May 2020 concert as a combined one with the Vitré choir.

Concerning the last concert, Chris said that many members were extremely tired by the long afternoon rehearsal; the necessity for this was acknowledged, and it threw emphasis on the choice of music to preserve the balance between the choir and soloists. He added that the limited scores made it difficult for the choir to find their entries. The orchestra had not been as much help as in previous concerts. Michael commented that every concert was a “first performance” and each one was different. Viv had heard a comment that the choir looked worried. Maureen had received feedback that the Mozart Requiem was enjoyed more than the first half, and an audience member had commended Michael’s tutelage of the choir. More sopranos were needed. Tim had heard a comment from an audience member that they would have preferred something that wasn’t in Latin.

Chris said that the men were pleased with their position in the centre, with the tenors being further forward, and he requested that rehearsals take place with the same seating arrangement. Some difficulties were foreseen, given the proportions of the Wellington Room and some of the shorter ladies could not see Michael across the men, for which a higher podium was suggested as a remedy.

Viv proffered thanks to Shirley and Michael for all their hard work on the Concert preparation, to which Shirley replied that she was lucky to have a very strong team of volunteers.

1. **Vitré Visit**

The concert and Sunday Mass had been fantastic. Half the group had been in hotels, the rest hosted by families, and all had been treated magnificently and with great hospitality. Even an additional visit to local gardens had been arranged for them. Shirley would write to Jean-Louis thanking him, Michael had already written to Véronique and Jean-Louis. The trip had been an overall success, and Solent Coaches had provided an excellent driver, about whom Shirley would give feedback to Solent Coaches. Shirley asked the committee for formal consent to invite the Vitré choir for a return visit in May 2020, which was granted. Viv expressed the opinion that the choir members should be consulted; their help would be needed to provide hospitality. Shirley would send out a request for support. She would also inform the Lymington Twinning Association, in case they wished to be involved.

It was confirmed that May 2020 would be a joint concert, and no additional music would be

needed. The visit would take place sometime between the two UK bank holidays in May and

Whit Sunday 2020. (31 May)

1. **Treasurer’s Report**

The report submitted covered the situation as at Sunday evening and some income had yet to be received. Michael and Nichola requested copies of programmes to forward to the Josephine Baker Trust and Charity Commission. Income from ticket sales was down on last concert - attributable to the popularity of the pieces and the time of year. “The Creation” planned for May 2019 should be popular.

Payments were still due from the Josephine Baker Trust (£600), concert tickets from Milford on Sea (amount not known) and £80 for advertising.

Music costs had been significantly higher this year, but subscriptions were also up. Nichola said that the split of music costs may not be completely accurate: carol books purchased last year were to go into the library, so they were not concert costs. Music hire for the next concert would be cheaper, as the books were coming from Bournemouth.

The Vitré trip showed a surplus of £430, which was exactly £10 per coach traveller (43 used the coach, 5 travelled independently) All monies spent during the weekend (specifically the coach/ferry costs and the coach driver half-board accommodation) had been from the coach travellers’ payments; no LCS funds were used. It was agreed that these monies could be carried over to help fund the return visit in 2020, although the coach travellers would be discreetly advised that they could claim it back if they wanted. Motorway tolls had been budgeted for but there were none. It was noted that Solent Coaches had provided a 61-seater coach for the price of a 45-seater.

In discussion on the totals, it was stressed that the important figure was not the bank balance but the surplus or loss for the year.

Karen stressed the need for everyone to sell tickets to get concert income up. Nichola said we should know the expected cost of a concert in advance, so could work out how many tickets we needed to sell. Shirley confirmed a concert budget was already done each time, this would be shared with the choir. In discussion on orchestra costs, Michael pointed out the importance of having an orchestra of a size appropriate for the piece performed. It was noted that income from Patrons and Associate Members was considerably up on last year, however Membership fees only covered the cost of rehearsals. Regarding the budget for the December 18 concert, the Rachael SharmanTrust had given £3,000 specifically for the performance of the Gounod.

1. **Publicity**

Viv advised that Rathbones had disappointingly failed to respond to her letter requesting that they advertise in the programme. She said that, not living in Lymington, she did not know any firms in the town that she could approach and needed some help with this. Rosemary Adams, LCS Alto and member of the St Nicholas Singers, had said that their members knew the advertisers personally. Viv asked that someone attending their concert let her have a programme so that she could see who advertised with them. Nichola suggested that choir members might be associated with companies who may advertise. Michael suggested asking a firm to sponsor printing the programme (cost £250). It was important to get all choir members involved.210 programmes had been printed, of which 81 had been sold. Karen queried the need to give each orchestra member a printed programme – a single page running order would be sufficient

Karen said people should be encouraged to socialise before and after meetings. Vitré had been an excellent bonding exercise.

1. **Librarian’s Report**

Ann reported that all music copies had been handed in bar three – the late Burridges’ and one lost in France. Replacements had been ordered. She had ordered the music for next term at a cost of approx. £50. Copies needed to be picked up. We already possessed the remaining music. We had received requests to hire some music. Nichola requested that she be advised of the breakdown of music costs between choir and orchestra.

**Associate Members**

Ann reported that Associate Members had received their ticket very late because of postal delays. Michael expressed satisfaction that some Patrons and Associate Members had gone on the Vitré trip. Patrons and Associate Members should be invited to the afternoon tea party.

**Fundraising**

The Spring Fayre had raised £754.62, slightly down on last year.

The Afternoon Tea would be hosted by Sheila and Jill on 20 June, at 186a Gore Road, New Milton, costing £5.

1. **Date of next meeting**

Wednesday 18 September, 7.30 in the Hayloft.

The meeting closed at 21.20hrs.