



Affiliated to Making Music

Registered Charity No. 288724

### Minutes of the LCS Committee Meeting 18 Sep 18 in Hayloft

<b>Present:</b>	Shirley Hewitt Sheila Hammond Nichola Kirby Karen Brett Sue Rusling Viv Parsons Ann Lewington	Chairman Secretary Treasurer Assistant Treasurer/Acting Secretary Alto Rep Publicity Patrons/Associate Members
<b>Ex-officio</b>	Michael Goldthorpe	Musical Director
<b>Apologies:</b>	Chris Hobby Maureen Askin Barry Kent Ann Blacklock Timothy Rice	Bass Rep Soprano Rep Tenor Rep Librarian Accompanist

- 1. Welcome and Apologies.** At the beginning of the Meeting there was a moment's silence in memory of Uli Welker, a former longstanding LCS Patron who died in August. Shirley had sent condolences to Jenny Welker. Shirley thanked Sheila for taking minutes due to the unavailability of Barbara.
- 2. Minutes of last meeting.** Michael asked for paragraph 5, regarding the rehearsal podium needing to be higher, to be covered in this meeting. He suggested one of the soloists' podia could be used on top of the current one. A straw poll in a couple of weeks to see whether people could see Michael and if not, one of the podia would be brought in. . This would be covered later in the meeting. Para 7. Rachael Sharman Trust monies promised was not restricted to the Gounod. The minutes would be amended to read 'promised' £3000 'towards' the performance of the Gounod. **The Minutes were then agreed and signed.**
- 3. Matters Arising.** Regarding Item 8: St Nicholas Singers prog requested. Not yet received. It was suggested that Viv asked Rosemary Adams again who was a member. Cupboard space for books was still an outstanding item. Shirley remarked that a couple of the cupboards had been tidied and were looking much better, one of the other cupboards was still to be looked at. There didn't appear to be any room for any more cupboards, Viv still had one in her loft.
- 4. Chair Report.**

**Committee Structure.** We were now about to have the 3<sup>rd</sup> AGM following the adoption of the new Constitution and there was still a requirement to stagger the Committee's end dates to avoid a 'mass exodus' in 2022 (year 5) where high numbers left at the same time. The length of tenure was 2 x 3-year terms. The spreadsheet illustrated individuals' term ends, and would be forwarded to Committee after the meeting. Of

the 8 individuals in the 2<sup>nd</sup> year of their 1<sup>st</sup> term, if anyone would like to retire/be re-elected at the forthcoming AGM please let Shirley know. Shirley referred to relevant articles in the Constitution:

- a. At the end of an individual's 2<sup>nd</sup> 3 year term (ie. 6 year), if no replacement had been identified, the Committee member can be nominated and re-elected annually. In the spirit of the Constitution one would make valiant attempts to find replacements.
- b. Committee can co-opt an LCS member at any time to take on a specific role, prior to their election at the next AGM as appropriate.
- c. Also several members can be invited to form sub- groups for specific projects and report to Committee (this would be useful for the French visit in 2020)

#### **Current nominations:**

**Sheila** is relinquishing her role as Secretary but remaining on Committee as Membership Secretary/Fundraiser. The AGM will be informed.

**Karen** is Assistant Treasurer, an Officer role. She is happy to remain as an Officer and is nominated for the role of Secretary. The jobs she has been doing as Assistant Treasurer will be absorbed into her Secretary role. The AGM will be asked for agreement.

**[Afternote: Sue Rusling has offered to retire and be nominated for re-election to her 2<sup>nd</sup> term: end - date 2021]**

**Barbara** wasn't able to attend rehearsals this term, which meant she would not be paying her subscription and was therefore under Constitution rules not eligible to be a Committee member and would need to retire from the Committee for the time being. If Barbara returned as a Performing Member the following term, she would be invited to re-join the Committee as a co-opted member should she wish, prior to ratification at the AGM in 2019. Shirley would explain the above to her. *[Afternote: Barbara has been contacted and is quite happy with the suggested arrangement as above].*

**Independent Examiner.** Nichola confirmed that Roy Patterson was happy to be nominated at the AGM as the Society's Independent Examiner. Shirley expressed the Committee's thanks to both Roy and Nichola for continuing in their roles.

At the AGM Shirley will invite any LCS members interested in becoming more involved, to contact her to talk about Committee roles.

In reply to a query from Jill, Shirley confirmed that the Constitution required the following Officers: Chair/Treasurer/Secretary, and "not less than three" Committee members, but did not stipulate specific roles. This allowed flexibility to appoint any number of Members in any role that was required. Officers and Members were Trustees. In Jill's case, as the Archivist, although this was not a mandatory role in the new Constitution, it was clearly a necessary one from the Society's perspective *[afternote: the 'Honorary Archivist' role is described in the LCS 'Rules' document dated 13 September 2016. The Committee Structure spreadsheet has been amended to show that Jill is 'Fundraising/Archivist']*.

**Membership and Fire Evacuation.** Shirley had had discussions with the LCC office, who reminded us that although 100 was the ceiling, 80 was better, as some tables took up some of the space. Also discussed were Fire evacuation, and plans for evacuating those who were disabled. LCS would have to do 'Personal Emergency Evacuation Plans'(PEEPs) for those disabled people who would have difficulty getting down the fire escape. Shirley had a template. There were at least two people with mobility difficulties who would need to consider their own preferred evacuation method, and who would assist them. Any

other individual requirements, such as relocating oxygen bottles from the Wellington Room would also be addressed. The Plans would be prepared and given to the Centre Office. Details were discussed and relevant voice reps would talk to the individuals concerned. It was essential for all Committee to be vigilant to ensure that any other performing member who might need assistance should be identified. A question regarding this could be added to the new 'GDPR' Membership Form, which Karen had recently been preparing.

**5. GDPR Membership Form.** As mentioned at the previous week's rehearsal, the new Form was now ready for completion and signature by all members. The Form contained the Society's Privacy Notice which stated how individuals' personal details were used for LCS purposes. The Form also included a Gift Aid statement, There would also be a question regarding how they heard about the choir (this was specifically for new members of course).

As agreed above, the Form would now include an extra clause where the individual would have to state whether they would require assistance in the event of an Emergency Evacuation, at a rehearsal or performance. (if 'Yes' this which would then be followed up by inviting them to complete a 'PEEP' Form).

Ann L had printed off the original GDPR Form ready to send to the Patrons and Associate members.

Discussion followed on the responsibilities for Fire Drills. This would need to be resolved between the Lymington Centre and LCS, as it wasn't clear.

In reply to a query from Viv regarding the soloists, Karen confirmed that the soloists' contracts also now included relevant GDPR clauses.

Shirley reminded the Meeting that Karen's very comprehensive Data Audit spreadsheet had covered all the areas where personal details/images were used, including publicity related activities.

Shirley suggested that the Voice Section Reps handed out forms to their Sections, using their Registers as a check list for when they were returned. This would be done at the following rehearsal.

**6. Musical Director Report.** Michael thanked Shirley for the Seating plans. At the next Concert, the choir seating will need to be set at least two rows back, to accommodate the 40- strong orchestra. Michael reassured the Committee that the choir would be heard above them. Shirley would contact the Church Warden nearer the time regarding the staging being further back. This would ensure not too many audience chairs were lost. Shirley said there will be more rows on the ground floor. Michael suggested in future sourcing a 'fold back' (amplification system) so the choir can hear themselves, as people at the back often feel so far removed they couldn't hear the others. Discussion followed on notwithstanding the above, trusting the MD's instructions, to sing as softly as possible when asked to. It was often worthwhile for individual members to sit in the front and listen.

Michael went into details regarding the purchase of orchestral scores for the 'Creation' next term. The smaller orchestra would not compromise the sound, as it was a professionally reduced orchestration. Cost of Purchase: £272.48. (289 Euros). Michael would be reimbursed. He reckoned that the purchase has saved the Society over £1000, due to the reduced number of musicians. The benefit of the purchase was also that the orchestral scores would then be available for other societies to hire from LCS, and available for future performances.

Nichola remarked that this year we had already had 3 requests to the LCS from other societies for hire of our music.

Michael was pleased how successful the Vitre trip had been, and that the choir numbers were up. He was sure that the increase was linked to the good publicity.

**7. Treasurer's Report .** Nichola presented the examined Accounts to the Committee which were agreed and accepted. She stated that the finances were in good shape. For better cost controls, she asked Shirley to obtain a receipt when paying the Conductor and Accompanist fees. There was concern over ticket sales and the Committee agreed that the choir needed to be encouraged to sell more. It was agreed that future financial reports for Committee would show comparisons of the same time the previous year. Viv asked for the Concert Raffle and Programme income to be split, to help with budget management. Discussion followed on programme costs and it was agreed that only a sheet showing the running order would be provided to the orchestra. Nichola reported that Gift Aid income this current Financial Year was £855 (last year it was £717.50). This was an excellent source of income and Nichola would appreciate whether any new members could be added to the Gift Aid submission. The new Members' Form would contain an appropriate tick box.

**8. Publicity Report.** Viv reported that she was ready to send out advert requests for the programme. She asked Nichola to look at previous averages, so she could plan a target budget this time. She asked for Committee ideas and suggestions. For advertisers and also general publicity Ideas. One suggestion was for the programme advertisers' details to be posted on a board at the back of the Church at the concert; this might help to give them an incentive to advertise. The Generic Leaflet was due review. The Concert Poster design would once again be kindly provided by Michael. He suggested that we placed posters on the Church Gate pillars, which had been done for the Solent Music Festival.

#### **9. Any other Reports.**

**Patrons and Associate Members.** Ann L reported that she had sent letters out to the 3 / 4 Patrons and 10 Associate Members.

**Fundraising.** The quiz would be arranged for early 2019 by Karen, with help from Jill and Sheila. Sue Rusling offered ad hoc help. It was agreed the quiz was a great evening and should continue. The Spring Fayre would be addressed in January. It was likely to take place in the weekend of the early May Bank Holiday.

**Librarian Report.** Ann Blacklock had sent in a report. She had order 80 vocal scores for Haydn's Creation for next term from Lymington Library. The 'reduced orchestra' score had been bought by Michael as a more economical way (saving considerable musicians' costs). He would be reimbursed. Some of the music for this term was available for download from the website, it was agreed that people should be encouraged to do so. Ann was very grateful for the help she received from Deborah Swan and Elizabeth Thorn.

**10. Date of Next Meeting.** Due to holiday plans and restricted availability of the Hayloft room, the next dates would be :

FRIDAY 18<sup>th</sup> January 2019 (start time: 7.15 to finish in good time)

WEDNESDAY 12<sup>th</sup> June 2019 (later due to Shirley being on holiday in mid - late May)  
7.15.

Meeting finished at 9.20pm.