

Minutes of Committee Meeting for Isleworth Baroque

Meeting no 2: Sunday 22nd February 09, 5pm at 26 Morley Road, East Twickenham

Present: Laurence Slater, Caroline Slater, Tom Beaton, Philip Johnson, Chris Hobson, Helena Brown, Janet Oates

No	Item	Comment	Action
1	Apologies		
	Bernard Stevenson,		
2	Handel Concert – 19th to 21st March		
	Helena has booked Heston for the first night (Thursday 19 th March). Laurence has been in touch with the Kew Musical Museum and St Margaret’s Roman Catholic Church. We agreed to go with the latter venue on Friday 20 th . Laurence to book this. Updated 19th Jan – we have a choice of Church or Hall for the Friday night concert – Janet to look at venue to decide, also Laurence to investigate option of using church for concert and hall for refreshments. 22nd Feb – Action completed – we are using church for concert and hall for refreshments		CLOSED
	The venue for the third night is still to be decided. Chris has been in touch with Normansfield and Laurence has contacted the Kew Musical Museum. Chris - follow up with Normansfield. Kew is very expensive but would be a great venue so we haven’t ruled it out. We can decide once we hear from Normansfield. Updated 19th Jan - Normansfield is very expensive which rules this out. IPH has now become available. Chris to book IPH (if not prohibitively expensive) for Saturday night (21 st March). 22nd Feb – Action completed – IPH booked		CLOSED
1-1	Janet and Helena have sorted out what will be performed at the concert. Helena to purchase 20 copies of Rejoice in the King – price to be included in participation fee for chorus. We need someone to organise the readings/narrations – Janet to ask for volunteers at end of first rehearsal. 22nd Feb – Action completed		CLOSED
1-2	Publicity – Design for poster to be sorted out between Chris and Bernard . Bernard to contact Ingrid to see if she would be happy to design postcard size flier(double-sided) and A4 poster. If not, Chris has volunteered to design poster. Also, Bernard to get quotes from printer. 22nd Feb – postcode for Heston incorrect – we should aim to update it neatly by hand where possible before circulating posters and postcards. It should be TW5 0EE.		ALL
1-3	Programme to be sorted out by Laurence and to be distributed free with tickets. Laurence to contact Anthony re advertisers. Also, we should look into advertisers near St Margaret’s and Heston venues (charge is normally £25 for a quarter A5 page). 22nd Feb - Carried forward – Laurence to get in touch with Anthony about advertisers around other venues. Also, Laurence to ask Anthony to contact Malcolm to see if he will do the ticket sales again.		Laurence

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1-4		Chorus rehearsals to be on Wednesdays from 18 th Feb. Orchestra 23 rd Feb, 5 th Mar and 9 th Mar. Soloists will be additional. New full rehearsal to be arranged for Sunday 15 th March 2-6pm at St Mary's. Helena to book. 22 nd Feb	CLOSED
1-5		Budget for the concert – All to send to Laurence and Chris estimates for how much they think they need to spend for the concert by end of this week – 24 th Jan. Once a budget is agreed, all can spend up to that budget without coming back to the committee for agreement on specific costs. Note – we didn't discuss refreshments – Laurence suggests we ask Alison to organise these. He will discuss with her. 22nd Feb – Action complete	CLOSED
1-6		Calling notice for participants – Caroline to draft in time for AGM and members concert on Sunday . 22nd Feb – action complete	CLOSED
1-7		Special concessions – Janet to look into inviting 'old people' for free and Tom to send invitations to appropriate schools offering tickets at £5.00 22nd Feb – action complete	CLOSED
1-8		We need to send an invitation to Catherine Bott. Helena to contact Catherine to invite to Handel concert and also to ask about attending study day 22nd Feb – action complete	CLOSED
2-3		Chris to send Laurence material from previous programmes, including anything on Alcina. We also need to put details about our next production in the programme. Action Laurence	Chris Laurence
2-4		We need a translation of the libretto – Laurence to dig one out. Janet needs this asap – L or C to post. .	Laurence
2-5		Refreshments – Alison needs a £200 float to buy the wine and snacks etc. Action Chris to send her money. She has negotiated a fee of £50 plus VAT for the licensee to attend at IPH. As the ticket price includes refreshments, we decided that soft drinks (inc tea and coffee) will be free and we charge for wine and orange juice (and maybe some canned drinks).	Chris Ali to buy stuff.
2-6		We need some volunteers for refreshments and front of house. Janet and Helena to ask at rehearsals. Helena to ask Tom Brooks to help out. The committee can organise sausage rolls or similar for the non-chargeable refreshments.	Janet and Helena
2-7		We need to send out an email to members mentioning the need for volunteers, prizes for raffle and amending post code on publicity. Tom to send out email	Tom
2-8		Philip volunteered to take responsibility for organising front of house. Caroline to organise prizes for raffle. We agreed not to have printed tickets – a programme will act in lieu of a ticket.	Philip Caroline

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2-9		We need to ensure the publicity is distributed around to likely locations. Janet to give some to Rosalind to take to Morley College. Helena to send some to Handel House Museum. Musical Museum? Perhaps Bernard could ask them?	Helena and Janet
3	Financial report (Bank Balance currently ?)		
		Chris agreed to prepare accounts to the same level of detail as previous years in time for the AGM. These will be circulated to the committee for comment in advance of the AGM. Updated 19th Jan – Chris circulated accounts in advance of meeting- we agreed that he should remove detail re Indian Queen and post-production party before circulation at Sunday's meeting. 22nd Feb – Action Complete	CLOSED
4	Members Concert		
1-9		The lighting at Drayton Court is a bit dim – Helena to bring clip-on lights just in case they are needed. Action complete	CLOSED
5	AGM		
1-10		Tom to send out another email asap to circulate to members to say that we will be asking them to agree the changed wording of the objects at the AGM. Also, to ask for any last-minute volunteers for the concert. 22nd Feb – Action complete	CLOSED
6	Application to Charity Commission		
		The charity commission has written back questioning the wording of the objects to include professionals as well as amateurs. Laurence and Caroline have circulated suggestions re a response. Caroline to contact charity commission and to keep the application open. She should try to discuss with the representative from the charity commission what wording might be acceptable so that it can be put to members at the AGM. Tom provided some useful examples from other charities, all of which mentioned public education. We shall use these as a model. Updated 19th Jan – Charity commission have agreed an acceptable modification to the wording of the objects - these were agreed by the committee at this meeting. They are to be put to the AGM for agreement on Sunday 25 th . Subject to agreement at that meeting, Caroline to send updated application to Charity commission. 22nd Feb – We now have charitable status – action closed	CLOSED
2-1		We need to understand how to benefit from our charitable status. It would help if we could ask people we know from other charities to come and advise us about this. Chris to contact CVS Hounslow to see if they have someone to come and talk to us. Caroline to contact Twickenham Choral Society treasurer to ask if they have any advice. Caroline to ask Rosalind O'Dowd as she works for a charity. We can ask one or more of them to come along to a Committee meeting in the near future to talk to us.	Chris Caroline
2-2		We need to be sure we put the registered charity number on all future publicity and correspondence. Number is 1127803. Action all.	ALL

No	Item	Comment	Action
7	Future events		
2-10	Simon Pike has contacted Helena about the performing edition of Acteon. John Powell has a version but has hinted that he would like to be 'flown over' if he lets us use it. Helena to ask Simon to clarify what fee we will need to pay to use this and to look at other options		Helena
2-11	Venues for autumn production – we agreed we would go for IPH. Chris to enquire if it is free on dates and book it 12 th – 16 th Oct (rehearsals on 12 th and 13 th , performances on 14 th , 15 th and 16 th)		Chris
2-12	Raked seating – Helena will look into costs for this		Helena
2-13	We will investigate St Mary's for the study day on 14 th June – Helena to book it		Helena
7	AOB		
2-14	Newsletter – Sylvia Bisset has volunteered to take on the Newsletter. It would be very useful if she could be included in all email chains and be co-opted onto the committee so she knows what is going on. The meeting agreed that this should happen. Tom to let her know.		Tom

Date of next meeting:

Friday 13th March 2009 at 6pm at Janet's House (26, Morley Road)