

Minutes of Committee Meeting for Isleworth Baroque:

Tuesday 16th September 9pm at The Quakers and Friday 19th September 6pm at The London Apprentice, 2008

Present: Helena Brown, Caroline Slater, Tom Beaton, Philip Johnson, Janet Oates, Chris Hobson, Bernard Stevenson, Ali Sands

No	Item	Comment	Action
1	Apologies		
	None		
2	Matters arising from previous meeting		
	Surveys collected at the performances of La Calisto to be reviewed. Action carried forward		Tom
	Corporation Tax - We have received a demand for corporation tax of around £329 – Chris will discuss this with Robert to investigate options on when and whether we need to pay this and report back to the committee. Chris has contacted Inland Revenue. Corporation Tax is payable on profit excluding regular membership fees. The meeting suggested that participation fees should also be counted as membership fees, which could reduce the liability – Chris will pay this and send a letter asking for relief as we are becoming a charity		CLOSED
	Helena reported that Catherine Bott has volunteered to lead a ‘master class’ for around 4 people for the Indian Queen. Helena would prefer that it is more inclusive. To be discussed further once soloists have been identified for IQ. Helena to contact Catherine Bott to find out when she might be able to do this and how much she would want to charge. Catherine will be at the rehearsal on 4 th Oct.		CLOSED
	Bernard had suggested doing recitals at the last meeting – we should include in agenda for next meeting. Chris suggested we think about the Dysart Arms in Petersham who put on classical music events. Carried forward.		
	Circulated Ali’s document about fundraising ideas – to be discussed at next meeting. Carried forward.		
	Chris suggested that the organisation CASH might be approached for advice on our financial situation – he agreed to follow this up. Carried forward		Chris

No	Item	Comment	Action
		We need to arrange an EGM for members to agree a new constitution and elect trustees. Actions as follows (all completed)	
		<ul style="list-style-type: none"> Chris to draft new version of constitution and send to Caroline on her return from holiday (8th Sept). We will need to circulate to members before EGM for them to consider 	CLOSED
		<ul style="list-style-type: none"> Caroline to circulate mission statement to committee to consider new wording 	CLOSED
		<ul style="list-style-type: none"> Chris to draft calling notice for EGM and send to Tom 	CLOSED
		<ul style="list-style-type: none"> Tom to send out calling notice by 6th September for meeting on 27th Sept after our rehearsal at 5:30pm 	CLOSED
		We need to identify a 'project manager' who will pull everything together for the production – Ali Sands has volunteered for this – she will attend future meetings to discuss her role. We need to provide her with information about the venues etc. Actions as follows (all complete):	CLOSED
		<ul style="list-style-type: none"> Helena to look in Cindy's file and pass on to Ali if appropriate 	CLOSED
		<ul style="list-style-type: none"> Chris to send Ali all details of venues including bookings and terms/conditions 	CLOSED
		<ul style="list-style-type: none"> Caroline to pass on list of items to Ali that will need to be organised 	CLOSED
		Publicity should be started asap – Janet and Jon to design logo and Bernard to draft flyer for early circulation (eg for Anthony at the Proms). Bernard to pass across draft poster to Janet. Janet to ask Ingrid if she can put finishing touches on it. Bernard to look into 'flyer' or 'postcard' style publicity for wider circulation. Action complete	CLOSED
		Bernard circulated a publicity plan and asked all for further ideas about possible channels for publicity. Also, there are a number of contact names he needs details for – question marks in his plan document. Please let him have details where poss. Complete	CLOSED
		We should need a stage manager for IQ – Helena to ask Tom Brooks. Complete	CLOSED
		Box office – we need a phone number on posters for people to ring. Tom will be away in run up to production, so Chris volunteered to be the contact. New email address tickets@isleworthbaroque.co.uk to be set up to divert to Chris for now and to be put onto posters. Done	CLOSED

No	Item	Comment	Action
3	Treasurers Report and Financial Matters (Bank balance is currently £2500)		
	Janet reported that Grassroots Grants have awarded us a grant of £870. Very well done Janet!		
4	Charitable Status and EGM		
	Tom to send out email/newsletter nominating trustees as per constitution and asking for any other volunteers to stand as trustees		Tom
	Chris to update constitution and send to Caroline. Caroline to put onto website.		Chris and Caroline
	<p>Conduct of the EGM was discussed. Helena will introduce the meeting. Agenda will be as follows:</p> <ul style="list-style-type: none"> • Agree decision/minutes of previous EGM • Agree constitution • Elect Trustees • Handover to new chair • Trustees to get together after the meeting to sign constitution and application for charitable status 		
5	Indian Queen		
	<p>Publicity - posters (design now finalised with no more changes to be accepted) to be distributed as follows:</p> <ul style="list-style-type: none"> • Tom to distribute poster to all members and ask them to print out and distribute • Acton & Ealing libraries Philip (and Ali) • Richmond Library – Chris • Hounslow – Bernard to print and deliver to Anthony to take round for libraries • Venues – Ali to do Heston and Richmond, Anthony to do IPH • Richmond Tourist Office – Chris <p>We agreed not to involve Deli-cacies. Tom to inform Anthony.</p>		Tom, Chris, Ali, Bernard
	Ali and Janet to visit venues and determine requirements for lighting etc		Janet and Ali
	Flyers for Richmond Arts Council mail shot – Caroline to get printed and Chris to deliver		Chris and Caroline

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	Janet to announce requirements for costumes and call for volunteers at next rehearsal on 27 th		Janet
	Caroline to print out additional posters on 'nice' paper for distribution locally		Caroline
	Isleworth Public Hall – we will do this on the stage, but we need to get the blocks and black fringe for the apron extension from Kate. Ali to contact Kate.		Ali
	Licences for alcohol to be applied for if IPH costs are not too high		Ali
	Transport - We need transport for timps, blocks and stands between venues – Helena to hire transit van to do removals. She will drive between locations.		Helena
	Volunteers - Volunteers still required – need at least 6 people. Tom to advertise again in newsletter.		Tom
	Orchestra – several violinists have dropped out. Chris to talk to Nicola to suggest she plays with us		Chris
	Raffle - Ali to organise raffle prizes (Tom to ask in newsletter for contribution) and Helena to provide tickets and baskets		Tom, Ali, Helena
	Last night party – should be in a local pub – Ali to organise		Ali
	Programme – Janet to liaise with Chris on this		Janet and Chirs
	Ali reported that the Mayor will attend on Friday at IPH – Janet to meet and greet		Janet
	We decided not to have a photo board this year as it is more of an ensemble piece		
6	AOB		
	Kate has a lot of IB stuff that needs to be rehoused – all to think who might be able to take this. Also, next newsletter could include an item and members to be asked at 1 st rehearsal. Can Isleworth Public Hall store this stuff under their stage? Helena to ask Anthony to find out. Carried forward		Helena
	Next prize quiz is to ask people to write synopsis of IQ for programme. Janet to give details to Caroline (and Tom?) to put on website/publicise to group generally. Done		CLOSED

Date of next meeting:

To be determined after the EGM on Saturday 27th Sept – the next meeting will be a meeting of trustees.