

# Minutes of Committee Meeting for Isleworth Baroque

**Meeting no 3:** Friday 13<sup>th</sup> March 09, 6pm at 26 Morley Road, East Twickenham

**Present:** Laurence Slater, Caroline Slater, Tom Beaton, Philip Johnson, Chris Hobson, Janet Oates, Alison Sands

No	Item	Comment	Action
<b>1</b>	<b>Apologies</b>		
	Bernard Stevenson, Helena Brown, Sylvia Bisset		
<b>2</b>	<b>Handel Concert – 19<sup>th</sup> to 21<sup>st</sup> March</b>		
1-2	<b>Publicity</b> – Design for poster to be sorted out between <b>Chris</b> and <b>Bernard</b> . 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, <b>Bernard</b> to get quotes from printer. <b>22<sup>nd</sup> Feb</b> – 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.13-03 Action completed.		<b>CLOSED</b>
1-3	<b>Programme</b> to be sorted out by <b>Laurence</b> and to be distributed free with tickets. <b>Laurence</b> 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). <b>22<sup>nd</sup> Feb</b> - 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. 13-03 Action completed. Malcolm has been contacted.		<b>CLOSED</b>
2-3	<b>Programme - Chris</b> 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 <b>Laurence</b> . 13-03 Action completed.		<b>CLOSED</b>
3-1	<b>Orchestra - Chris</b> to provide Laurence with complete list of orchestra members for the programme. Chris to ensure that all orchestra members have paid IB membership fees before the concert. Also participation fees. If there is any issue, Chris to refer to Laurence.		<b>Chris</b>
2-4	We need a translation of the libretto – <b>Laurence</b> to dig one out. Janet needs this asap – L or C to post. . 13-03 Action completed.		<b>CLOSED</b>
2-5	<b>Refreshments</b> – Alison needs a £200 float to buy the wine and snacks etc. Action <b>Chris</b> 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). . 13-03 Action completed		<b>CLOSED</b>
3-2	<b>Refreshments - Laurence</b> to ensure that wine glasses are washed and boxed up after Saturday concert.		<b>Laurence</b>

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2-6	<b>Front of House/Bar</b> - We need some volunteers for refreshments and front of house. <b>Janet and Helena</b> 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. <b>Updated 13-03</b> – Ali has volunteers for all nights and Laurence will be on hand to help out if required. Decided against sausage rolls, but cheese is being provided by Yellow Wedge on Friday in return for having an advert in the programme. <b>Action</b> Caroline to find coffee jugs for serving tea and coffee and jug for water/squash		<b>Caroline</b>
3-3	<b>Front of House - Chris</b> to provide float and cash box for front of house		<b>Chris</b>
2-7	<b>Front of House</b> - We need to send out an email to members mentioning the need for volunteers, prizes for raffle and amending post code on publicity. <b>Tom</b> to send out email. <b>Updated 13-03</b> – <b>Tom</b> to send out further email pointing out possible traffic congestion on Sunday with Rugby and reminding people about raffle prizes		<b>Tom</b>
2-8	<b>Front of House - Philip</b> volunteered to take responsibility for organising front of house. <b>Caroline</b> to organise prizes for raffle. We agreed not to have printed tickets – a programme will act in lieu of a ticket. <b>Updated 13-03</b> Philip to contact Jeanette to confirm she is happy to do raffle. Also, it would be useful to have a volunteer to ask people how they found out about the concert. <b>Tom</b> to provide clipboard. <b>Philip</b> to ask Malcolm to keep a note of how many fees he has collected.		<b>Philip</b>
3-4	<b>Raffle - Philip and Ali</b> to ensure we have sufficient tickets for raffle		<b>Philip</b>
3-5	<b>Audience - Tom</b> reported that no schools that he contacted responded to the offer of discounted tickets. There will be 7 elderly people coming over 2 nights. Anthony has asked that some longer-term advertisers can come for free. <b>Chris</b> agreed to check who should be coming for free and let the door know before the performances		<b>Chris</b>
2-9	We need to ensure the publicity is distributed around to likely locations. <b>Janet</b> to give some to Rosalind to take to Morley College. <b>Helena</b> to send some to Handel House Museum. Musical Museum? Perhaps <b>Bernard</b> could ask them? 13-03 Action closed		<b>CLOSED</b>

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<b>3</b>	<b>Financial report (Bank Balance currently £2,500)</b>		
<b>4</b>	<b>Acteon Study Day</b>		
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. <b>Helena</b> to ask Simon to clarify what fee we will need to pay to use this and to look at other options. <b>Update 13-03.</b> Helena has received Acteon score electronically and doesn't believe there is anything to pay. Action closed		<b>CLOSED</b>
2-13	We will investigate St Mary's for the study day on 14 <sup>th</sup> June – <b>Helena</b> to book it. Helena has investigated and we are able to have the church and small hall only. Committee agreed to go ahead with this. Note – Janet suggested we consider the St Margarets church we are performing at next Friday as a possible alternative. <b>Action Helena</b> to confirm booking.		<b>Helena</b>
3-5	<b>Fundraising</b> – Janet volunteered to investigate sources of funding for the study day. <b>Action Janet</b>		<b>Janet</b>
3-6	<b>Orchestra tutor</b> – we need to agree who will lead on the orchestra tuition at the study day – to be discussed at next meeting. <b>Caroline</b> to ensure it is on the agenda.		<b>Caroline</b>
<b>7</b>	<b>Autumn production</b>		
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 <sup>th</sup> – 16 <sup>th</sup> Oct (rehearsals on 12 <sup>th</sup> and 13 <sup>th</sup> , performances on 14 <sup>th</sup> , 15 <sup>th</sup> and 16 <sup>th</sup> ). <b>Update 13-03</b> Chris has booked IPH – Action closed		<b>CLOSED</b>
2-12	Raked seating – <b>Helena</b> will look into costs for this		<b>Helena</b>
2-12	<b>Fundraising</b> – Chris volunteered to investigate sources of funding for the production from larger national bodies. <b>Action Chris</b>		<b>Chris</b>
<b>4</b>	<b>Application to Charity Commission</b>		
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. <b>Chris</b> to contact CVS Hounslow to see if they have someone to come and talk to us. <b>Caroline</b> to contact Twickenham Choral Society treasurer to ask if they have any advice. <b>Caroline</b> 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. <b>Update 13-03</b> Caroline has spoken to Adrian Mumford – chairman of Twickenham Choral Society and he has said that apart from Gift Aid, there isn't much difference between what we are doing now and what we need to do. Action closed.		<b>CLOSED</b>
2-2	We need to be sure we put the registered charity number on all future publicity and correspondence. Number is 1127803. Action all. 13-03 Action closed.		<b>CLOSED</b>

No	Item	Comment	Action
3-7		Caroline handed over the CD from HM Revenue and Customs about Gift Aid. <b>Chris</b> to send letter to HMR&C nominating himself to act as coordinator for Gift Aid.	<b>Chris</b>
<b>7</b>	<b>AOB</b>		
2-14		<b>Newsletter</b> – 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. 13-03 Action closed	<b>CLOSED</b>
3-8		Tom said that a member of IB had asked if we would be willing to give an informal concert in an Old Peoples Home in Chiswick. We agreed that Tom could say that we would be happy for it to go ahead if she is willing to organise it. Tom volunteered to put something in the next newsletter asking for volunteers. <b>Action Tom</b>	<b>Tom</b>
3-9		<b>Members concert</b> – we should review thoughts about the members concert for input to next one. The venue for this year's concert was thought to be very good, but lighting for accompanists was very poor. <b>Action Philip</b> to ask about availability and price for next January	<b>Philip</b>

**Date of next meeting:**

**Monday 20<sup>th</sup> April 2009 at 6pm at Janet's House (26, Morley Road)**