

# Minutes of Committee Meeting for Isleworth Baroque:

Thursday, 20<sup>th</sup> March 2008 at 6.00 p.m. at The London Apprentice

**Present:** Helena Brown, Caroline Slater, Bernard Stevenson, Philip Johnson, Alison Sands.

No	Item	Comment	Action
<b>1</b>	<b>Apologies</b>		
	Tom Beaton and Chris Hobson both sent apologies		
<b>2</b>	<b>Matters arising from previous meeting</b>		
	<b>Programme reprints</b> – Caroline had been actioned to put an electronic version of the programme for La Calisto on the website. Action carried forward		Caroline
	<b>Surveys</b> collected at the performances of La Calisto to be reviewed		Tom
	<b>Newsletter</b> – notice to be given to the Committee before the publication of each newsletter so that they can contribute items if required		Tom
	<b>Librarian</b> – Simon Pike has agreed to assist Helena		
	<b>Membership of Committee</b> – Philip Johnson has agreed to join the committee		
	<b>Charitable Status</b> – Alison has done some research – see item below		
	<b>Study Day</b> – Publicity has included a note that special concessions are available to members on application. Bookings and publicity have been organised by Helena and Caroline/Bernard respectively		
	<b>Twickenham Festival</b> – Caroline has contacted Tom from The Fox pub and it looks as though we can use the Function Room on 21 <sup>st</sup> June. This needs to be confirmed as it was a rather vague conversation		Caroline
	<b>West Middlesex Hospital</b> - This has been arranged for 5 <sup>th</sup> April – Tom is coordinating the programme		Tom
	<b>Venue for next main production</b> – Bernard has circulated comments about Chiswick Town Hall. Helena warned that any venues under the control of Hounslow CiP should be treated with caution as they are not accepting bookings much in advance and cannot accept inter-library loans because of apparent financial problems.		
	<b>Member's complaint</b> – Alison wrote an email to the member and this appears to have been smoothed over. We must ensure that we issue clear guidelines on recordings during future performances		

No	Item	Comment	Action
<b>3</b>	<b>Plans for the coming year</b>		
	<b>Mayor's concert (26<sup>th</sup> April)</b> – Helena is coordinating this. Anyone who wants to contribute, contact her.		All
	<p><b>Main production</b> – following the Post Production meeting, the consensus was that we should aim to put on a full (properly-funded) production in Spring 2009. Helena said that she has plans to put on Acteon by Charpentier – for some details see <a href="http://en.wikipedia.org/wiki/Act%C3%A9on">http://en.wikipedia.org/wiki/Act%C3%A9on</a> . She would like to perform it in the original French. <b>Provisional dates – week ending 20<sup>th</sup> March 2009</b></p> <p>Several of the committee asked that we kick off the production 6 months beforehand to give everyone time to learn their parts. Some of us felt that the 4 months allowed for La Calisto was very tight and would prefer longer.</p>		
	<p><b>Autumn 'intermediate' production</b> – Again, the post production meeting suggested a more informal production for the Autumn. We discussed the idea of performing <b>The Indian Queen</b> at several smaller venues in the area. Philip suggested a pub in Ealing that Tony Wilson's folk group plays at – apparently they offer the venue free on the basis that 'punters' will boost the bar profits. Janet suggested that Richmond Adult education college may have a small venue they could let us use – as she teaches there, she may be able to negotiate a reduction in fees. Other possibilities include the Brentford Musical Museum and The Fox. The idea is that we could perform the music, with informal costumes (eg chorus all dressed in black and principals wearing some of the existing costumes) with a narrator substituting for the dialogue. We should do it without scores, so will need to start rehearsing about 3 months before – Janet volunteered do whatever directing might be needed. If there are a lot of people volunteering for solos, we could have different soloists at each venue. <b>Provisional dates – week ending 17<sup>th</sup> October 2008</b></p>		
<b>3</b>	<b>Charitable Status</b>		
	(Helena had to leave for another engagement at this point, so the meeting continued without her)		

No	Item	Comment	Action
		Alison circulated two documents which summarised her findings to date. She had consulted Carol Coventry of Hounslow Council Voluntary Service who had provided some very valuable advice. For full conclusions, see Ali's documents. If our turnover is less than £10,000 pa, we can apply for small charity status which is quite informal. If our turnover exceeds that, we need to comply with more stringent administrative requirements, but these do not seem too burdensome. The biggest issue is the fact that to become a charity, the Committee will have to become Trustees of the charity. A trustee cannot expect to benefit financially from the charity – therefore, it would not be possible for Helena to continue as the chairman of the group, but her position would need to become advisory.	
		To become a charity seems to have many advantages for the group (not least that we would not be liable for corporation tax which we are at the moment). In order to progress this, we need to first ensure that Helena is content for her role to change and then we will need to organise an Extraordinary General Meeting to propose a change to the constitution. <b>To be discussed at the next meeting – we can then decide on a date for the EGM if we are all still happy to go ahead with this. All to read Ali's documents and ensure they are happy to progress with this.</b>	All
		We have a liability for corporation tax based on the profit we made last year. Alison volunteered to follow this up and suggest that it is carried forward as we are hoping to apply for charitable status.	Alison
		Alison kindly volunteered to continue 'looking after' the issue of charitable status so will continue to be involved in Committee meetings. <b>A great vote of thanks to Ali for all the hard work she has put into this and for explaining it so clearly to us</b>	Alison
<b>4</b>	<b>NODA membership</b>		
		Alison said that our membership was due for renewal and that NODA required paying by the end of March. She handed this over to Caroline to do.	Caroline
<b>5</b>	<b>Fundraising</b>		
		Janet raised the question of employing a paid fundraiser. We didn't have time to discuss this so have deferred this to the next meeting	

**Date of next meeting:**

15<sup>th</sup> April 2008, 6:30pm at Janet's house – 26 Morley Road, East Twickenham, TW1 2HF