

Minutes of Committee Meeting for Isleworth Baroque:

Tuesday 21st August 2008, 6:30pm at 26, Morley Road

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

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 to follow up. Carried forward		Chris
	Clavichord - Kate Cleeland has given Janet a Clavichord and would be happy for it to be sold with the proceeds going to the group. Janet will look into getting it serviced and arrange for its sale. Janet has contacted a shop in Lewisham and has this in hand. ACTION CLOSED		CLOSED
	Foundation for Sports and Arts. Chris suggested we apply to them for a grant. He agreed to complete the application. Application has been submitted. ACTION CLOSED.		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.		Helena
	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.		

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		Chris suggested that the organisation CASH might be approached for advice on our financial situation – he agreed to follow this up. Carried forward	Chris
3	Treasurers Report and Financial Matters (Bank balance is currently £2355)		
4	Charitable Status		
		Next step is to apply for Charitable status. Action Caroline to consult Ali and complete application. ACTION CLOSED	CLOSED
		We need to arrange an EGM for members to agree a new constitution and elect trustees. Actions as follows	
		<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 	Chris
		<ul style="list-style-type: none"> Caroline to circulate mission statement to committee to consider new wording 	Caroline
		<ul style="list-style-type: none"> Chris to draft calling notice for EGM and send to Tom 	Chris
		<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 	Tom
5	Indian Queen		
		Chris said that he has asked Nicola Jackman to take some of the orchestral rehearsals. She will be paid £25 per hour. Need to agree number of hours. ACTION CLOSED	CLOSED
		Members need to be told that they have to provide their own scores for Indian Queen – these can be purchased from King's music. Caroline to put onto website – Tom to circulate this? ACTION CLOSED	CLOSED

No	Item	Comment	Action
	Rehearsal schedule is as follows (all at Quakers from 7:30 unless otherwise indicated): 12 th , 19 th August – chorus without leader but (hopefully) with accompanist – Helena/Janet to ask Maureen and Sally to help lead 26 th Aug – chorus and 1 st orchestral rehearsal 2 nd Sept - chorus only 9 th Sept – chorus and orchestra 16 th Sept – chorus and orchestra 27 th Sept 2-6 – Everyone for larger/longer rehearsal (off book) 4 th Oct 2-6 – Soloists 5 th Oct 2-6 – All in larger venue – St Mary’s small hall? 11 th Oct 2-6 – Full rehearsal - St Mary’s small hall? ACTION CLOSED		CLOSED
	We agreed that the elderly people should be invited from alms houses etc for no fee. Otherwise, ticket prices will be £8 full price and £6 concessions. ACTION CLOSED		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
	<ul style="list-style-type: none"> • Helena to look in Cindy’s file and pass on to Ali if appropriate 		Helena
	<ul style="list-style-type: none"> • Chris to send Ali all details of venues including bookings and terms/conditions 		Chris
	<ul style="list-style-type: none"> • Caroline to pass on list of items to Ali that will need to be organised 		Caroline
	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		Janet Bernard
	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.		All
	We should need a stage manager for IQ – Helena to ask Tom Brooks		Helena

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		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	Chris, Caroline
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	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	Janet

Date of next meeting:

16th September 2008, 9:00pm at Quakers – after the rehearsal.