

Minutes of Committee Meeting for Isleworth Baroque:

Tuesday 2nd July 2008, 6:30pm at 26, Morley Road

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

No	Item	Comment	Action
1	Apologies		
	Bernard Stevenson sent apologies		
2	Matters arising from previous meeting		
	Surveys collected at the performances of La Calisto to be reviewed. Action carried forward		Tom
	NODA 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. Cheque sent to Noda has been cashed but no receipt given. Chris will chase this up as he needs the receipts. Chris also volunteered to be the main point of contact for NODA – he will contact them accordingly.		Chris
	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.		Chris
	Membership fees - It would be useful to ensure that all members have paid their membership fees. Action Chris to provide Tom with a list of members who have paid (complete) and Action Tom to compare with previous years list of members and send out reminders to those who have not paid this year. We should consider dropping members who have not paid from our mailing list. Action Chris to provide the committee with a list of members (complete). Action complete.		
	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. Ongoing		Janet

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	Rotary Club - Janet was preparing to put on a recital at Kew Steam Museum and had been given an indication that the Rotary Club might help out on the finances of this. Janet to forward the contact and details to Caroline to follow up and see if they might be able to provide similar support for IB. Complete – rejection letter received from Kew Rotary, no response from Twickenham		
	Caroline to draft words about the scheme and circulate to committee – aim to circulate at Twickenham Festival. Action complete		
	Foundation for Sports and Arts. Chris suggested we apply to them for a grant. He agreed to complete the application. Carried forward		Chris
	EGM needs a calling letter. Caroline to draft and send to Tom. Tom will also put in reminders to ex-members who haven't renewed. Complete		
	We decided that we would only discuss charitable status at the EGM – if group ratifies recommendation to go for charitable status then we need to organise another meeting to elect officers etc at a later time. Caroline to ask Ali to address the EGM. Complete		
	Indian Queen – Philip to look into possible venues – 3 diff venues in different parts of the area – possibly making Isleworth Public Hall one of them. Action complete – see below		
	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 at next meeting. To be added to agenda for next meeting. Carried forward.		Caroline
	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.		Caroline
	Circulated Ali's document about fundraising ideas – to be discussed at next meeting. Carried forward.		Caroline
3	Treasurers Report and Financial Matters (Bank balance is currently £2042)		
	See action under Matters arising re corporation tax		
	Chris suggested that the organisation CASH might be approached for advice on our financial situation – he agreed to follow this up		Chris

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4	Charitable Status		
	We discussed what the requirement was re trustees. Janet pointed out that other charities separate the trustees and their meetings from the Executive Committee (EC) that actually runs the charity. The trustees would need to ensure that decisions made by the EC are in line with the rules of the charity commission. The Trustees should meet at least 2 times a year and the only posts that are mandatory are Chairman and Secretary – preferably with at least one other. This would allow us to continue pretty much as we are. We considered who might be willing to act as Chairman – Laurence’s name was suggested. Action on all to consider who might be willing and suitable for the trustee roles and possibly sound them out		All
	Ali will prepare some bullet points for the Extraordinary General Meeting on 8 th – putting pros and cons of becoming a charity		Alison
5	Indian Queen		
	<p>Philip and Helena have been looking into venues and the following have been identified and provisionally booked:</p> <ul style="list-style-type: none"> • St John the Divine for Weds 15th – this is in Richmond. The church will hold up to 150 people. This will cost around £150 as we can’t book by the hour – it is the whole day. We can get a temporary licence for £21. Helena will complete booking form • Heston Community Association, Norwood Green (Vicarage Farm Road) for Thurs 16th. This will be £120 and they will put on refreshments we think. • Isleworth Public Hall for Friday 17th. This will cost £96 for the main hall but we should investigate using the vestry for refreshments. <p>Helena, Chris and Philip to complete bookings – we can sort out details later</p>		Helen, Chris Philip?
	Rehearsals should be midweek for around 6 weeks and then we should have a couple of full weekend rehearsals nearer the time. First rehearsal and auditions planned for 5th August starting at 7pm . Action Helena to book Quakers, Tom to put out newsletter, Bernard to design calling notice for Tom to send out.		Helena, Tom, Bernard

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		Rehearsals should be midweek for around 6 weeks and then we should have a couple of full weekend rehearsals nearer the time. First rehearsal and auditions planned for 5th August starting at 7pm . People wanting to audition should prepare a solo piece of Purcell (any). Action Helena to book Quakers, Tom to put out newsletter, Bernard to design calling notice for Tom to send out.	Helena, Tom, Bernard
		Participation fees should be £50 for singers and £30 for orchestra. We will not be doing full production but instead should aim for 'semi staged' feeling with some action. Chorus to be dressed in a uniform colour. We need to identify a 'project manager' who will pull everything together for the production – action for next meeting (C to put on agenda)	Caroline
6	AOB		
		Tom and Janet to liaise over the quiz for the next newsletter – request that the next one is a bit easier (crossword? Conundrum?)	Janet Tom
		Peter Chivers' name was pulled out of a hat as winner of last quiz.	

Date of next meeting:

29th July 2008, 6:30pm at Janet's house: 26 Morley Road, Twickenham.