

Minutes of Committee Meeting for Isleworth Baroque:

Tuesday 3rd June 2008, 8:30pm at The Quakers

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

No	Item	Comment	Action
1	Apologies		
	Bernard Stevenson sent apologies		
2	Gerald Place study day: “Purcell and his contemporaries: a vocal study day”		
	Gerald joined the meeting to discuss the study day for July 26th he has been discussing with Helena. Quakers has been booked from 10 till 4pm for the day.		
	Publicity – we need some publicity for the study day. Action Bernard to draft a flyer/poster and circulate to committee including Gerald for comments. This needs to be done soon in order to be able to circulate to possible participants. Gerald will aim to put something in Tamesys from TVEMF		Bernard
3	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
	Richmond Arts - Chris said that the Richmond Arts Council fee of £20 was payable – agreed to renew this membership. Complete		
	Corporation Tax - We have received a demand for corporation tax of around £200 – Chris will discuss this with Robert to investigate options on when and whether we need to pay this and report back to the committee. Still needs to be pursued		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)		Tom

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	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
	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		
	Fundraising ideas - Ali circulated a short paper summarising possible options for fundraising that she had received from Janet Marshall – it was decided to follow up on a few of her suggestions – see following items. Ali to send electronic copy to Caroline to circulate to committee. Complete		
	Friends scheme – It would be useful to have a Friends scheme set up before the Twickenham Festival where we can circulate leaflets. To be discussed at the next meeting. Caroline (possibly with Tom?) to look into it with options for how we could implement it and costs etc. Action complete		
	Quiz – Idea is that people pay to enter a quiz with a modest prize – possibly CD of Indian Queen or similar. Janet volunteered to set questions – to be included in Newsletter (Tom). People will need to send their answers by post with cheque (suggest £3 entrance) to Janet. Members only qualify. Action complete		
	Twickenham Festival (21 st June) – Have agreed to do the same as last year – we have the function room of The Fox all afternoon to do 3 shows – 2pm, 3pm and 4pm. Janet volunteered to organise the programme – need to ask for contributions in the Newsletter (Tom). Action complete		
	Decided that only one (long) rehearsal should be needed on the Wednesday before the festival at the Quakers – Action Helena to book Quakers for Weds 18th June . Action complete		
	Volunteers to leaflet – Need to ask for volunteers to go round distributing leaflets on the day of the concerts – this will be very important to get people through the door. Tom to put request in Newsletter		
	Autumn informal production – We need to confirm venues – preferably 3 different venues at opposite ends of Hounslow/Richmond areas, eg Ealing, Twickenham and Kew? We also need to start organising rehearsals. Action Helena to discuss with Philip to ask if he can investigate possible venues – possibly by canvassing the committee first. Also, we can ask for suggestions in the Newsletter. We will aim for Weds, Thurs and Fri of week ending 17th October . Philip to look into this.		Philip (also see below)

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		Janet volunteered to arrange a narration to tell the story instead of dialogue. Action closed	
		Janet intends to get some business cards printed with IB logo, website etc that we can distribute to people who might be interested in knowing more about us. Action closed	
		Janet had drafted a child protection policy and circulated it to the group – all to review and give her comments. Janet to send electronic copy to Caroline to put on website with minutes of meeting. Janet to ask June if she wants to continue in role of child protection officer for IB – if not Janet volunteered to do this. Action completed – June agreed to continue as child protection officer; Janet circulated updated policy document	Al
		Planned date/time for EGM is 8th July at 7:30pm . Helena to book Quakers for the evening. We can discuss further at next committee meeting and will have time to give the 21 days notice required for EGM. Action complete	
4	Treasurers Report and Financial Matters (Bank balance is currently £1920)		
		Nothing specific to report	
5	Fundraising and Sponsorship		
		Friends scheme. Caroline circulated a report summarising results of internet search on Friends schemes. The meeting decided that it would be worth pursuing for fundraising	
		Details of scheme – 2 tiers (friend and best friend) £25 and £75 per annum. In return, friends will be put onto circulation list, will be offered half price and free tickets for productions and a free drink in the interval. Also, get mention in programmes/website if wanted.	
		Caroline to draft words about the scheme and circulate to committee – aim to circulate at Twickenham Festival	Caroline
		Foundation for Sports and Arts. Chris suggested we apply to them for a grant. He agreed to complete the application	Chris
6	Charitable Status		
		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.	Caroline

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		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	Caroline
7	IB Events		
	Twickenham Festival.	Janet to call people to try and drum up more participants. Also, Janet will organise book sale.	Janet
		Publicity for Twickenham Festival required asap	Bernard
	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.	Philip
8	AOB		
		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	Caroline
		Bernard had suggested doing recitals at the last meeting – we should include in agenda for next meeting	Caroline
		Circulated Ali’s document about fundraising ideas – to be discussed at next meeting.	Caroline

Date of next meeting:

2nd July 2008, 6:30pm at Janet’s house: 26 Morley Road, Twickenham.