

Minutes of Committee Meeting for Isleworth Baroque

Meeting no 6: Wednesday 17th June 09, 6.15pm at 26 Morley Road, East Twickenham

Present: Laurence Slater, Caroline Slater, Tom Beaton, Chris Hobson, Bernard Stevenson, Janet Oates, Simon Pike, Sylvia Bisset

No	Item	Comment	Action
1	Apologies		
	Philip Johnson, Helena Brown		
2	Actéon Study Day		
5-1	Catherine Bott – We haven't been able to contact Catherine via email. Action Laurence to see if we can get hold of her via BBC. <u>Update 17th June</u> – Helena has been in touch. She wasn't able to come to the Study day as BBC required her to cover the Cardiff Singer of the World competition		CLOSED
5-2	Photocopying of vocal scores – Janet suggested that the scores are comb bound but these might be expensive. Could cost be set against Autumn production? We agreed that the scores could be comb bound (with a few extra done) and we would sort out where costs were allocated when it became clear whether the Study day would make a profit or not. Thanks to Philip for the loan of a comb binding machine.		CLOSED
5-3	Fees – We agreed that Janet should have a fee of £50		CLOSED
5-4	Refreshments – Caroline won't be at the study day so a volunteer to do teas will be required. Caroline to give Janet supplies (tea bags etc) for the day. Janet to buy milk		CLOSED
5-5	Publicity – flyers advertising the study day have been distributed widely. It was suggested we look into Inforich to advertise ourselves		CLOSED
5-6	Responses to new people – Tom suggested that we should respond positively to people who are new to the group and might not know where the venue is. They should be sent details. Tom to liaise with Helena. Also, Caroline should put details of how to get there on the website.		CLOSED
5-7	Budget – Chris had provided a budget for the day, which was reviewed. It looks as though there may be a small profit.		CLOSED
6-1	Feedback from participants – Janet distributed the results of some feedback forms. Some people felt that the pre-study day admin and communication could be improved. We should consider asking someone other than Helena to organise the admin so that the load is spread more evenly. Also, a dedicated 'meeter and greeter' who could hand out music and collect it back in afterwards would be helpful.		EC
6-2	Lessons learned – We should maintain a central list of 'lessons learned' so that we can reference them for future events		Caroline
3	Policies and processes		
6-3	Janet is applying for several grants (£3500 and £870) and needs forms to be signed and dated. The Child Protection Policy requires a date when it was agreed. This should be the EGM. Action Caroline to send Janet the date of the EGM and copy of the constitution		Caroline

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6-4		We need a back-up to the Child Protection Officer (currently June Hume) – it was suggested that we ask Philip as he has had appropriate checks and would be qualified to do this.	Philip
4	Autumn production		
4-6		Venue - Isleworth Public Hall has been booked provisionally. Chris to confirm booking. Ensure enough time on Monday (afternoon) and Tuesday (from 5pm) for setting up and for Tech Rehearsal. Also, we may need to stay very late on Friday for packing up. <u>Update 13th May</u> – We decided we didn't require Saturday for clearing up but it would be a good idea for Friday's booking to be extended to midnight. Otherwise, the times suggested by Chris were agreed. Chris to confirm booking. <u>Update 17th June</u> Action completed	CLOSED
4-7		Director – Annee unable to direct this year. Laurence has contacted Rose Bruford to see if there is a student on one of their direction courses who can help. Simon to lead direction of Actéon and Laurence to lead direction of Secular Masque. Simon and Laurence to get together with Annee before study day (with AN Other – student director) if poss to start planning this. Simon also to sort out technical – incl lighting. <u>Update 13th May</u> – Laurence has drawn a blank re Rose Bruford Student. Suggested other sources for director – Guildhall School of Music, or other Music colleges. Janet suggested Richmond Shakespeare Society. Action Laurence and Janet to progress. <u>Update 17th June</u> Lesley's partner who is an experienced director has offered to assist. Action Laurence to contact him and get together with him and Simon	Laurence Simon
4-8		Project Manager/ Producer Laurence to act as overall Project Manager for now – to be reviewed when preparations for production start. <u>Update 17th June</u> Action Closed	CLOSED
4-9		Publicity – Bernard shared a project plan for publicity. Process to start at end of June. Publicity should include A4 poster, postcards and maybe A5 poster. <u>Update 13th May</u> – Bernard circulated a draft flyer for the production – all to provide Bernard with comments. <u>Update 17th June</u> Meeting suggested additional details to be added to flyer – summary of productions, strap-line, Deli-cacies and transport details. Also, do not mention refreshments. Entrance fees will be £10 with £7.50 for concessions. A number of the committee felt that this price is to low, so we agreed that we would charge for programmes and refreshments if this price is fixed. Action Caroline to provide Bernard with text and copies of previous posters. Action Bernard to produce a new version (and an early version just containing facts for Anthony to modify and distribute early)	Caroline Bernard
6-5		Publicity –. Decision to go to Prontaprint to ask for a proposed design for flyers and posters. If we don't like their design, we can explore other options.	Caroline Bernard

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4-10	Press Officer – Janet suggested that we approach Anthony to take on responsibility of Press Officer to ensure listings magazines/newspapers/local mailshots include details at the right time. Action Laurence . <u>Update 13th May</u> Laurence reported that Anthony was keen to help – Laurence to ask Anthony to investigate prices for advertising in national magazines, eg Opera, Opera Now, Gramophone. <u>Update 17th June</u> Unfortunately Anthony unable to take this on so Laurence has asked Philip. Action Philip to confirm if he is able to do this		Philip
4-11	Conducting – We need to find a conductor. Janet to approach the conductor for her opera to find out availability and fees. <u>Update 13th May</u> Janet reported that Lesley is willing to do this but not for all rehearsals – Janet and Helena can do 'note bashing' in early rehearsals and Lesley can pick up rehearsals nearer to performance time. Simon suggested that we should look into getting a video relay of the conductor to get round problems of performing on the floor of IPH. This can be picked up nearer the time. <u>Update 17th June</u> Action closed		CLOSED
4-12	Rehearsals – Bernard requested more rehearsals if possible. We are doing auditions in advance, so this should give soloists time to practice. We need to decide on participation fee based on costs of rehearsals. We will need to decide how rehearsal time is split between Actéon and Secular Masque – Directing team to discuss with Helena/Janet . Next meeting to discuss this. Carried forward		Janet Directing Team Helena
4-13	Budget – Chris to prepare outline budget for production. Action completed. To be refined further when productions costs become clearer.		Chris
4-14	Dancing – need to decide on what dancing is needed. Do we need to bring in Baroque Dance specialist? Use of children to be decided – they are very popular. Carried forward		Directing Team
5-8	Invitations to participate – We need to circulate invitations to participate soon. We need to get a listing in Tamesys every edition from now on – firstly inviting people to participate and also to advertise our performances. <u>Update 17th June</u> – Action completed		CLOSED
5-9	Invitations to participate – Bernard to draft and circulate to the committee for review. It needs to say that choral rehearsals will be on Wednesday evenings and orchestra to be arranged (Helena to advise). <u>Update 17th June</u> – Action completed		CLOSED
6-6	Invitation to participate – Decision to set fees at £60 for chorus and £40 for orchestra. Need to reword 'hardship' fund to 'financial support' to be less demeaning on the invitation. Action Tom to modify and circulate		Tom
5-10	Auditions – to be in week starting 22 nd June. Laurence to liaise with Helena to arrange when auditions will be. Also, to decide what to ask people what to prepare for the audition. <u>Update 17th June</u> – Action completed		CLOSED
5-11	Publicity – Logo still not very good quality – Action Tom to ask Ingrid to see if we can get a better .jpg logo rather than the pdf one we have. <u>Update 17th June</u> – Action completed		CLOSED
5-12	Music – Janet asked if she could borrow a recording of a Secular Masque – Laurence to provide <u>Update 17th June</u> – Action completed		CLOSED

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5-13	Lighting	– it isn't clear how much time we will need to pay Fusion for the lighting person – is it just setting up, or is it operating lights for each performance. Simon won't be able to do lighting for Tech and Dress rehearsal for Actéon, as he will be involved in directing the performance. Action Simon to ring lighting person from previous year to find out what the situation is	Simon
6-7	Dance	– Kate will not be available after mid August so we need to look for alternative for choreography. Helena has been making contact with dancing people. Action Simon and Helena to liaise on who might be able to take this on	Simon Helena
6-8	Translation	– Simon to send new version of libretto and translation for Actéon to Caroline to put onto website – and any other information he would like to have on website	Simon Caroline
6-9	Payment for score	– We need to pay John Powell. Action Chris to liaise with Simon to ensure this is done. We agreed £300 for the full rights to the score.	Chris
6-10	Design	– Divided opinion on whether it will be worth paying a designer for the production. Action Directing Team to get together to decide on how design for production will be done and whether we need to engage a designer. Provisional arrangement for Simon and Laurence to get together after the auditions on Monday.	Directing Team
6-11	Last night	– We plan to pack up on the last night rather than booking the hall for the following morning. This will need to be organised and a group of people asked to volunteer to pack everything away after the end of the show. To be picked up again nearer the time	Action deferred to nearer the show
6-12	Orchestra rehearsals	– More need to be arranged to ensure that the orchestra are on top of the music. Members need to be encouraged to attend all rehearsals. Action Directing Team plus Helena and Janet to decide complete rehearsal schedule asap	Directing Team and Music Direction
5	Application to Charity Commission		
3-7		Caroline handed over the CD from HM Revenue and Customs about Gift Aid. Chris to send letter to HMR&C nominating himself to act as coordinator for Gift Aid. Update 22-04 Chris to review CD and decide what to do about claiming Gift Aid. <u>Update 13th May</u> Action Chris to draft flyer to circulate to members re Gift Aiding their membership fees. Chris also reported that he had spoken to the Hounslow community accountant and we may be able to claim back Corporation Tax paid for 2007. <u>Update 17th June</u> – Action Carried forward	Chris

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6	AOB		
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. Action Tom <u>Update 13th May</u> Janet suggested that it may be possible to rehearse a 'portable' concert to take round Old Peoples' Homes – this might attract some funding. This could be suggested in the Newsletter. <u>Update 17th June</u> Notice placed in newsletter with Tom to organise. Action closed	CLOSED
3-9		Members concert – 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. Action Philip to ask about availability and price for next January. completed . Update 22-04 – Philip to pay £50 deposit to secure room. <u>Update 17th June</u> Action completed	CLOSED
4-16		Newsletter – Tom to hand over to Sylvia so she can send out newsletters in future. <u>Update 13th May</u> – Next Newsletter to be sent out in next few weeks. It needs to remind people about the Study Day and to talk about the auditions and rehearsals for the Oct production. If possible, we should aim to provide more detail about the rehearsal schedule. <u>Update 17th June</u> Action completed	CLOSED
5-14		Oratorio for 2010 – Janet talked a little about her Oratorio Lilith – it will be contemporary but written in a traditional Oratorio structure. Might be good to have eg Laurence talking about Oratorios in general to provide context when we perform it next year.	CLOSED
5-15		Friend – we have a new 'friend'. Action Caroline to draft letter welcoming the friend and outlining what benefits accrue. To send to Tom to return to the Friend. <u>Update 17th June</u> Action completed	CLOSED
5-16		Possible future venue – Twickenham Stadium is offering a room in the South Stand for possible concerts etc. Action Sylvia to go and look at the room to assess suitability for future events. <u>Update 17th June</u> Action carried forward	Sylvia
6-13		Charity Raffle – Laurence mentioned a small charities raffle. We can participate and received £1.98 for each £2.00 ticket sold. The meeting agreed that we should go ahead with this. Action Laurence to set this up and keep us updated	Laurence

Date of next meeting:

Monday 6th July 2009 at 6.15pm at Janet's House (26, Morley Road)