

# Minutes of Committee Meeting for Isleworth Baroque

**Meeting no 7:** Monday 6<sup>th</sup> July 09, 6.15pm at 26 Morley Road, East Twickenham

**Present:** Laurence Slater, Caroline Slater, Chris Hobson, Janet Oates, Simon Pike, Philip Johnson

No	Item	Comment	Action
<b>1</b>	<b>Apologies</b>		
	Helena Brown Tom Beaton, Sylvia Bisset, Anthony Agius, Bernard Stevenson		
<b>2</b>	<b>Actéon Study Day</b>		
6-1	<b>Feedback from participants</b> – 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. <u>Update 6<sup>th</sup> July</u> Action closed		<b>CLOSED</b>
6-2	<b>Lessons learned</b> – We should maintain a central list of ‘lessons learned’ so that we can reference them for future events <u>Update 6<sup>th</sup> July</u> Action completed		<b>CLOSED</b>
<b>3</b>	<b>Policies and processes</b>		
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 <b>Caroline</b> to send Janet the date of the EGM and copy of the constitution. <u>Update 6<sup>th</sup> July</u> Action completed		<b>CLOSED</b>
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. <u>Update 6<sup>th</sup> July</u> Philip agreed to do this. Action closed		<b>CLOSED</b>
<b>4</b>	<b>Autumn production</b>		
4-7	<b>Director</b> – 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. <b>Simon</b> and <b>Laurence</b> to get together with Annee before study day (with AN Other – student director) if poss to start planning this. <b>Simon</b> also to sort out technical – incl lighting. <u>Update 13<sup>th</sup> 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 <b>Laurence</b> and <b>Janet</b> to progress. <u>Update 17<sup>th</sup> June</u> Lesley’s partner who is an experienced director has offered to assist. Action <b>Laurence</b> to contact him and get together with him and Simon <u>Update 6<sup>th</sup> July</u> Action completed – Laurence and Simon to get together with Trevor in a few weeks’ time		<b>CLOSED</b>

No	Item	Comment	Action
4-9		<p><b>Publicity</b> – 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 13<sup>th</sup> May</u> – Bernard circulated a draft flyer for the production – all to provide Bernard with comments. <u>Update 17<sup>th</sup> June Meeting</u> 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 too low, so we agreed that we would charge for programmes and refreshments if this price is fixed. Action <b>Caroline</b> to provide Bernard with text and copies of previous posters. Action <b>Bernard</b> to produce a new version (and an early version just containing facts for Anthony to modify and distribute early). <u>Update 6<sup>th</sup> July</u> Action completed</p>	<b>CLOSED</b>
6-5		<p><b>Publicity</b> – 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. <u>Update 6<sup>th</sup> July</u> Action Carried forward. We agreed the strapline <i>Two contrasting Baroque gems - one serious and one boisterous - with gods, mortals, hunting, drinking and golf!</i> Also, it would be helpful if Bernard can find out if Prontaprint can design an advert to go in magazines. When Prontaprint have come up with a design for publicity, this should be reviewed by <b>Simon, Laurence and Tom</b>.</p>	<b>Bernard</b>
4-10		<p><b>Press Officer</b> – 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 <b>Laurence</b>. <u>Update 13<sup>th</sup> May</u> Laurence reported that Anthony was keen to help – <b>Laurence</b> to ask Anthony to investigate prices for advertising in national magazines, eg Opera, Opera Now, Gramophone. <u>Update 17<sup>th</sup> June</u> Unfortunately Anthony unable to take this on so Laurence has asked Philip. Action <b>Philip</b> to confirm if he is able to do this. <u>Update 6<sup>th</sup> July</u> Philip agreed to do this and provided an update on magazines he had contacted. We agreed that:</p> <ul style="list-style-type: none"> <li>• Glossy magazines are too expensive</li> <li>• Opera magazine – we should take a quarter page advert for both Sept and Oct. Action <b>Caroline</b> to follow this up and ensure we hit the publication deadlines</li> <li>• Bachtrack and Operabase – we should list the production on both these sites. Action <b>Philip</b> to contact both sites, ensure we are included in free listings and to check on prices for any paid advertising</li> <li>• Action <b>Chris</b> to ensure that we are listed in Tamesys and also we meet any circulation deadlines for Richmond Arts Council mailings</li> <li>• Action <b>All</b> to gather details of local free papers/magazines and send details to Philip.</li> </ul>	<p><b>Philip Caroline Chris</b></p> <p><b>ALL</b></p>

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4-12	<b>Rehearsals</b> – 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 – <b>Directing team</b> to discuss with <b>Helena/Janet</b> . Next meeting to discuss this. <b>Carried forward</b> . <u>Update 6<sup>th</sup> July</u> – Action completed		<b>CLOSED</b>
7-1	<b>Costumes</b> – We should bring someone in to coordinate costumes. Action <b>Caroline</b> to contact her friend Shauna who has experience of doing costumes to see if she might be available to do this or suggest someone else. Action <b>Chris</b> to ask NODA about costume hire charges etc.		<b>Caroline Chris</b>
7-2	<b>Costumes</b> - We need an inventory of all costumes we currently have. Action <b>Laurence</b> to ask at first rehearsal and collect list of costumes and props. Action <b>Janet</b> to ask Ingrid what costumes she still has		<b>Laurence Janet</b>
7-3	<b>Scores</b> – Janet has produced one copy of the vocal score for the Secular Masque. Action <b>Caroline/Laurence</b> to get <b>25</b> copies done at BBC print shop and get them back to Janet to do binding. We made the decision to charge <b>£5.00</b> for the two vocal scores for all chorus members		<b>Caroline. Laurence</b>
4-13	<b>Budget</b> – Chris to prepare outline budget for production. Action completed. To be refined further when productions costs become clearer. <u>Update 6<sup>th</sup> July</u> Chris circulated a draft budget at the meeting. This will need to be maintained as figures become firmer for various items. Current bank balance is <b>£3,800</b>		<b>Chris</b>
4-14	<b>Dancing</b> – 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. <b>Carried forward</b> . <u>Update 6<sup>th</sup> July</u> Kate will not be available to do choreography beyond middle of next month so we need to find someone else to take this through to October. Kate is keen to be involved. Janet said that Stuart Marsden has offered to help. Kate knows him. Action <b>Simon</b> to contact Kate, suggest that we use Stuart and ask her to contact him and arrange this.		<b>Simon</b>
6-6	<b>Invitation to participate</b> – Decision to set fees at <b>£60</b> for chorus and <b>£40</b> for orchestra. Need to reword ‘hardship’ fund to ‘financial support’ to be less demeaning on the invitation. Action <b>Tom</b> to modify and circulate. <u>Update 6<sup>th</sup> July</u> Action completed		<b>CLOSED</b>
5-13	<b>Lighting</b> – 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 <b>Simon</b> to ring lighting person from previous year to find out what the situation is. <u>Update 6<sup>th</sup> July</u> Action carried forward		<b>Simon</b>
6-7	<b>Dance</b> – 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 <b>Simon</b> and <b>Helena</b> to liaise on who might be able to take this on. <u>Update 6<sup>th</sup> July</u> Action carried forward See action above. This action closed.		<b>CLOSED</b>

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6-8	<b>Translation</b>	– 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. <u>Update 6<sup>th</sup> July</u> Action carried forward	<b>Simon Caroline</b>
6-9	<b>Payment for score</b>	– We need to pay John Powell. Action <b>Chris</b> to liaise with Simon to ensure this is done. We agreed £300 for the full rights to the score. <u>Update 6<sup>th</sup> July</u> Action carried forward	<b>Chris</b>
6-10	<b>Design</b>	– Divided opinion on whether it will be worth paying a designer for the production. Action <b>Directing Team</b> 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. <u>Update 6<sup>th</sup> July</u> Simon has agreed to build the set. We need dimensions of the floor area where we will perform. Action <b>Laurence</b> to contact Annee to see if she has them.	<b>Laurence</b>
7-4	<b>Design</b>	– We need a pub name for the Boyce. Suggestion that we run a competition to come up with the best one. Action <b>Laurence</b> to organise	<b>Laurence</b>
7-5	<b>Props</b>	– Action <b>Laurence</b> to set up a list of props that are required. We will need this by the beginning of August	<b>Laurence</b>
6-11	<b>Last night</b>	– 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. <u>Update 6<sup>th</sup> July</u> Action closed for now	<b>CLOSED</b>
6-12	<b>Orchestra rehearsals</b>	– 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 <b>Directing Team plus Helena and Janet</b> to decide complete rehearsal schedule asap <u>Update 6<sup>th</sup> July</u> Action <b>Chris</b> to send a list to Caroline to add to the website. Also, Chris to send out an email to (potential) members of the orchestra to urge them to attend as many rehearsals as possible	<b>Directing Team and Music Direction</b>
<b>5</b>	<b>Application to Charity Commission</b>		
3-7		Caroline handed over the CD from HM Revenue and Customs about Gift Aid. <b>Chris</b> to send letter to HMR&C nominating himself to act as coordinator for Gift Aid. <b>Update 22-04 Chris</b> to review CD and decide what to do about claiming Gift Aid. <u>Update 13<sup>th</sup> May</u> Action <b>Chris</b> 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 17<sup>th</sup> June</u> – Action Carried forward <u>Update 6<sup>th</sup> July</u> Chris has drafted a letter to send out – Action <b>Chris</b> to circulate to committee for comments asap.	<b>Chris</b>

No	Item	Comment	Action
<b>6</b>	<b>AOB</b>		
5-16	<b>Possible future venue</b> – Twickenham Stadium is offering a room in the South Stand for possible concerts etc. Action <b>Sylvia</b> to go and look at the room to assess suitability for future events. <u>Update 17<sup>th</sup> June</u> Action carried forward		<b>Sylvia</b>
6-13	<b>Charity Raffle</b> – 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 <b>Laurence</b> to set this up and keep us updated. <u>Update 6<sup>th</sup> July</u> – Laurence now has the tickets and will bring them along to rehearsals.		<b>Laurence</b>
7-6	It is unclear where the latest version of the constitution is on the website – there are currently two versions there. Action <b>Caroline</b> to update website and ensure the correct version is obvious		<b>Caroline</b>

**Date of next meeting:**

**Wednesday 5<sup>th</sup> August 2009 at 6.00pm before rehearsal – venue to be arranged**