

Minutes of Committee Meeting for Isleworth Baroque

Meeting no 8: Wednesday 5th August 09, 6.00pm at The London Apprentice

Present: Laurence Slater, Caroline Slater, Sylvia Bisset, Chris Hobson, Helena Brown, Simon Pike, Philip Johnson, Tom Beaton, Bernard Stevenson

No	Item	Comment	Action
1	Apologies		
	Janet Oates		
4	Autumn production		
6-5	<p>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. <u>Update 6th 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 designs an advert to go in magazines. When Prontaprint have come up with a design for publicity, this should be reviewed by Simon, Laurence and Tom. <u>Update 5th August</u> – Designs all sorted and agreed at meeting. Agreed that 2000 postcards,100 A4 and 100 A3 posters to be printed. Bernard expected that these will be available by this time next week.</p>		Bernard
8-1	<p>Publicity – Action Laurence to contact Anthony to tell him that postcards will be available for him to take to the Proms. Also to ask him about the whereabouts of the A-board</p>		Laurence
8-2	<p>Rehearsals – Action Helena to ask Maureen to accompany rehearsal next week</p>		Helena
8-3	<p>Banner – Action Tom to find out if banner can be reused (Glass shop in South Street?) and to get costs for changing text.</p>		Tom
8-4	<p>Publicity – Action Chris to confirm dates for Richmond Arts Council mailshots to ensure we get them postcards in time</p>		Chris

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4-10		<p>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. <u>Update 6th 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"> • Glossy magazines are too expensive • Opera magazine – we should take a quarter page advert for both Sept and Oct. Action Caroline to follow this up and ensure we hit the publication deadlines. Action complete • Bachtrack and Operabase – we should list the production on both these sites. Action Philip to contact both sites, ensure we are included in free listings and to check on prices for any paid advertising. Action carried forward • Action Chris to ensure that we are listed in Tamesys and also we meet any circulation deadlines for Richmond Arts Council mailings. Action completed • Action All to gather details of local free papers/magazines and send details to Philip. <p>Additional actions 5th Aug:</p> <ul style="list-style-type: none"> • Philip to look into the Hounslow HM Magazine, Informer group and the Richmond and Twickenham Times • Caroline to look into Sundial Magazine and the free magazine in Kingston • Janet to look into St Margarets station noticeboard 	ALL
7-1		<p>Costumes – We should bring someone in to coordinate costumes. Action Caroline 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 Chris to ask NODA about costume hire charges etc. <u>Update 5th August</u> No progress on this – Action Sylvia to ask a friend of hers if she knows of anyone that could take this on.</p>	Sylvia
7-2		<p>Costumes - We need an inventory of all costumes we currently have. Action Laurence to ask at first rehearsal and collect list of costumes and props. Action Janet to ask Ingrid what costumes she still has. <u>Update 5th August</u> Action carried forward</p>	Laurence Janet
8-5		<p>Costumes – Action Simon to review costumes held in Kate’s basement and determine what more we need. To let Chris know update to budget for costumes. We need to include some time in the rehearsal on 13th September to go through costumes.</p>	Simon

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7-3	Scores – Janet has produced one copy of the vocal score for the Secular Masque. Action Caroline/Laurence to get 25 copies done at BBC print shop and get them back to Janet to do binding. We made the decision to charge £5.00 for the two vocal scores for all chorus members. <u>Update 5th August</u> Action completed		Closed
4-13	Budget – Chris to prepare outline budget for production. Action completed. To be refined further when productions costs become clearer. <u>Update 6th 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 £3,800 <u>Update 5th August</u> Action complete		Closed
8-6	Grant – Thanks to Janet for securing the Grassroots Grant – this needs to go on all publicity going forward		
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. <u>Update 6th 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 Simon to contact Kate, suggest that we use Stuart and ask her to contact him and arrange this. <u>Update 5th August</u> Action complete		Closed
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. <u>Update 6th July</u> Action carried forward. <u>Update 5th August</u> Action carried forward.		Simon
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. <u>Update 6th July</u> Action carried forward. <u>Update 5th August</u> Action complete		Closed
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. <u>Update 6th July</u> Action carried forward – Simon needs to find out how to make the payment before Chris can pay		Simon
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. <u>Update 6th July</u> Simon has agreed to build the set. We need dimensions of the floor area where we will perform. Action Laurence to contact Annee to see if she has them. <u>Update 5th August</u> Action carried forward.		Laurence
7-4	Design – We need a pub name for the Boyce. Suggestion that we run a competition to come up with the best one. Action Laurence to organise. <u>Update 5th August</u> Action carried forward.		Laurence
7-5	Props – Action Laurence to set up a list of props that are required. We will need this by the beginning of August <u>Update 5th August</u> Action carried forward.		Laurence

No	Item	Comment	Action
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 <u>Update 6th July</u> Action Chris 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. <u>Update 5th August</u> Action Helena to ring round orchestra to ensure they all know about the rehearsals. Action Tom/Sylvia to send out general email to prompt everyone about rehearsals	Helena Tom Sylvia
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 <u>Update 6th July</u> Chris has drafted a letter to send out – Action Chris to circulate to committee for comments asap. <u>Update 5th August</u> Tom to agree wording and Chris to send out	Tom/ Chris	
6	AOB		
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. <u>Update 5th August</u> Action closed	Closed	
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. <u>Update 6th July</u> – Laurence now has the tickets and will bring them along to rehearsals. <u>Update 5th August</u> Action closed	Closed	
7-6	It is unclear where the latest version of the constitution is on the website – there are currently two versions there. Action Caroline to update website and ensure the correct version is obvious. <u>Update 5th August</u> Action closed	Closed	

Date of next meeting:

Sunday 13th September 2009 at 12:30pm before rehearsal – venue to be arranged