

# Minutes of Committee Meeting for Isleworth Baroque

**Meeting no 9:** Sunday 13<sup>th</sup> Sept 09, 1pm at Roehampton

**Present:** Laurence Slater, Caroline Slater, Sylvia Bisset, Chris Hobson, Simon Pike, Philip Johnson, Tom Beaton, Janet Oates

No	Item	Comment	Action
<b>1</b>	<b>Apologies</b>		
	Bernard Stevenson, Helena Brown		
<b>2</b>	<b>Autumn production</b>		
9-1	<b>Tickets</b>	We need to be able to produce tickets (Vernon can no longer do them). Action <b>Tom</b> to give Laurence example Tickets, Action <b>Laurence</b> to produce tickets. Also check out Vistaprint?	<b>Tom Laurence</b>
9-2	<b>Online Ticket sales</b>	Action <b>Tom</b> to confirm online ticketing and send link to Caroline to put a link on the website	<b>Tom</b>
9-3	<b>Publicity</b>	We need to make sure posters and flyers are circulated. We agreed the following locations would be covered as follows:  Libraries in Hounslow – Laurence to get in touch with Anthony Hampton Hill Theatre – Laurence and Caroline Landmark Arts Centre – Laurence and Caroline Musical Museum – Tom Watermans – Tom Orange Tree – Janet Music Shops: <ul style="list-style-type: none"> <li>• Alberts Twickenham – Janet</li> <li>• Strings shop ?</li> <li>• Kew – Sylvia</li> <li>• Hands, Kingston – Laurence and Caroline</li> <li>• Ealing Strings, 4 Station Parade, London, W5 3LD - Philip</li> <li>• Michael White (Music shop) 11 Hanger Lane, Queens Parade, W5 3HU - Philip</li> </ul> ENO Record shop – Laurence Langtons bookshop in Twickenham – Sylvia Action <b>Caroline</b> to put the poster pdfs on the website.	<b>All</b>
9-4	<b>Isleworth Public Hall</b>	Additional time has been organised by Chris. – extra half hour on Friday for clearing up? <b>Simon</b> to confirm what's required and if necessary, <b>Chris</b> to book extra.	<b>Chris Simon</b>
9-5	<b>Newsletter</b>	Sylvia and Tom to get the newsletter out asap	<b>Tom Sylvia</b>
8-3	<b>Banner</b>	Action <b>Tom</b> to find out if banner can be reused (Glass shop in South Street?) and to get costs for changing text.	<b>Tom</b>

No	Item	Comment	Action
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. <b>Action complete</b></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. <b>Action completed</b> <u>Update 13<sup>th</sup> Sept</u> Bachtrack need a logo – <b>Caroline</b> to send to Philip. Philip distributed some words to send – comments to have been fed back to Philip same day as meeting.</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. <b>Action completed</b></li> <li>• Action <b>All</b> to gather details of local free papers/magazines and send details to Philip.</li> </ul> <p>Additional actions 5<sup>th</sup> Aug:</p> <ul style="list-style-type: none"> <li>• <b>Philip</b> to look into the Hounslow HM Magazine, Informer group and the Richmond and Twickenham Times (R&amp;TT). <u>Update 13<sup>th</sup> Sept</u> – Classified ads in R&amp;TT would be £50 per week. Action <b>Philip</b> to find out where the advert would be placed (general feeling was that this wouldn't be worth it if it were hidden away). Also, R&amp;TT may run an article if we provide a photo. <b>Caroline</b> and/or <b>Simon</b> to take photo of Rohan and Emilie and send to Philip</li> <li>• <b>Caroline</b> to look into Sundial Magazine and the free magazine in Kingston - <b>Completed</b></li> <li>• <b>Janet</b> to look into St Margarets station noticeboard</li> </ul>	<b>ALL</b>
8-6		<p><b>Grant</b> – Thanks to Janet for securing the Grassroots Grant – this needs to go on all publicity going forward. <u>Update 13<sup>th</sup> Sept</u>. Janet pointed out that the grant is intended for additional costs to do with making the production more authentically baroque, so we need to be careful how we account for the money back to Grassroots Grants.</p>	

No	Item	Comment	Action
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>Simon</b> needs to find out how to make the payment before Chris can pay. <u>Update 13<sup>th</sup> Sept</u> – Action carried forward		<b>Simon</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 <u>Update 5<sup>th</sup> August</u> Action carried forward. <u>Update 13<sup>th</sup> Sept</u> – Action carried forward		<b>Laurence</b>

### CLOSED ACTIONS:

6-5	<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 designs an advert to go in magazines. When Prontaprint have come up with a design for publicity, this should be reviewed by <b>Simon, Laurence</b> and <b>Tom</b> . <u>Update 5<sup>th</sup> 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. Action completed		<b>CLOSED</b>
8-1	<b>Publicity</b> – Action <b>Laurence</b> 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. Action completed		<b>CLOSED</b>
8-2	<b>Rehearsals</b> – Action <b>Helena</b> to ask Maureen to accompany rehearsal next week		<b>CLOSED</b>
8-4	<b>Publicity</b> – Action <b>Chris</b> to confirm dates for Richmond Arts Council mailshots to ensure we get them postcards in time. 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. <u>Update 5<sup>th</sup> August</u> No progress on this – Action <b>Sylvia</b> to ask a friend of hers if she knows of anyone that could take this on. <u>Update 13<sup>th</sup> Sept</u> . Simon has found someone to do costumes – action complete.		<b>CLOSED</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. <u>Update 5<sup>th</sup> August</u> Action carried forward. Costumes in had – action closed		<b>CLOSED</b>
8-5	<b>Costumes</b> – Action <b>Simon</b> 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 13 <sup>th</sup> September to go through costumes. <u>Update 13<sup>th</sup> Sept</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. <u>Update 5<sup>th</sup> August</u> Action carried forward. <u>Update 13<sup>th</sup> Sept</u> Simon has been in touch and we will have to pay a lighting person which will come to over £400 – this is in keeping with previous years. Action closed		<b>CLOSED</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. <u>Update 5<sup>th</sup> August</u> Action carried forward. Update 13 <sup>th</sup> Sept – Action closed	<b>CLOSED</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. <u>Update 5<sup>th</sup> August</u> Action carried forward. Update 13 <sup>th</sup> Sept – Laurence has announced this and entries have been requested. Action closed.	<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. <u>Update 5<sup>th</sup> August</u> Action <b>Helena</b> to ring round orchestra to ensure they all know about the rehearsals. Action <b>Tom/Sylvia</b> to send out general email to prompt everyone about rehearsals. Update 13 <sup>th</sup> Sept. No email sent, but action closed.	<b>CLOSED</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. <u>Update 5<sup>th</sup> August</u> Tom to agree wording and Chris to send out. Update 13 <sup>th</sup> Sept. Action completed	<b>CLOSED</b>

**Date of next meeting:**

**Sunday 27<sup>th</sup> September 2009 at 1:00pm before rehearsal – Roehampton, Whitelands Chapel**