

Minutes of Committee Meeting for Isleworth Baroque

Meeting no 4: Wednesday 22nd April 09, 6pm at 26 Morley Road, East Twickenham

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

No	Item	Comment	Action
1	Apologies		
	No apologies – all present		
2	Handel Concert – 19th to 21st March		
3-1	Orchestra	Chris to provide Laurence with complete list of orchestra members of the programme. Chris to ensure that all orchestra members have paid IB membership fees before the concert. Also participation fees. If there is any issue, Chris to refer to Laurence.	CLOSED
3-2	Refreshments	Laurence to ensure that wine glasses are washed and boxed up after Saturday concert.	CLOSED
2-6	Front of House/Bar	We need some volunteers for refreshments and front of house..... Action Caroline to find coffee jugs for serving tea, coffee and squash.	CLOSED
3-3 2-7 2-8 3-4 3-5	Front of House	Summary of actions outstanding from previous minutes ¹ : <ul style="list-style-type: none"> Chris to provide float for Ali Tom to send out email to warn people about Rugby traffic Front of House – Philip to ask Malcolm to keep a note of how many people paid entrance fee Raffle – Philip to ensure enough tickets for raffle Audience – Chris to check who should come in for free and notify front of house 	CLOSED
4-1		Chris confirmed that the concert had effectively broken even. If we hadn't paid a high fee for Saturday night, we would have made a slight profit.	
3	Financial report		
4	Acteon Study Day		
2-13		We will investigate St Mary's for the study day on 14 th June – Helena to book it. Helena has investigated and we are able to have the church and small hall only. Committee agreed to go ahead with this. Note – Janet suggested we consider the St Margarets church we are performing at next Friday as a possible alternative. Action Helena to confirm booking. Completed – booking confirmed	CLOSED

¹ For details of actions closed here, please refer to previous minutes

No	Item	Comment	Action
3-6	Orchestra tutor – we need to agree who will lead on the orchestra tuition at the study day – to be discussed at next meeting. Caroline to ensure it is on the agenda. Updated 22-04 - Nicola to be orchestral tutor – Action Closed		CLOSED
4-2	Vocal tutor – Catherine Bott has not responded to emails, so we will ask Gilly Ross to be vocal coach for the day. Helena to ask her to attend for 3 hours.		Helena
4-3	Outline of day/ Publicity Chorus and Orchestra in separate halls until tea – from 1:00pm till 4:00pm. Vocal and Orchestral tuition before tea only – tutors can remain for remainder of day if they wish. 2 sessions of 1.5 hours each before tea – note bashing then master class. Fees will £30 for all participants and £10 for observers. Refreshments and music will be included in the price. Bernard to draft calling notice and circulate before the weekend. Chris to ensure it gets into Tamesis before next deadline (27 th April)		Bernard Chris
4.4	Publicity Tom and/or Sylvia to circulate calling notice to mailing list and encourage everyone to print out and distribute		Tom/ Sylvia
4.5	Music - Simon to check with John Powell about the use of the pdf versions of the Actéon score. We could send out pdf versions of the solo pieces for potential soloists. Janet and Simon to sort out the music for the day between them		Simon/ Janet
5	Autumn production		
3-5	Fundraising – Janet volunteered to investigate sources of funding for the study day. Action Janet		Janet
2-12	Raked seating – Helena will look into costs for this		Helena
2-12	Fundraising – Chris volunteered to investigate sources of funding for the production from larger national bodies. Action Chris		Chris
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.		Chris

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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.		Simon Laurence
4-8	Project Manager/ Producer Laurence to act as overall Project Manager for now – to be reviewed when preparations for production start		Laurence
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		Caroline Bernard
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		Laurence
4-11	Conducting – We need to find a conductor. Janet to approach the conductor for her opera to find out availability and fees		Janet
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.		Janet Directing Team Helena
4-13	Budget – Chris to prepare outline budget for production		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.		Directing Team
6	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.		Chris

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7	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	Tom
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.	Philip
4-15		General publicity - Something needs to be added to the Website (Caroline) on full list of forward plans for next year. Also, we should think about some ‘general’ flyers or business cards to publicise ourselves apart from specific productions/events	Caroline Bernard?
4-16		Newsletter – Tom to hand over to Sylvia so she can sent out newsletters in future	Tom/ Sylvia

Date of next meeting:

Sunday 13th May 2009 at 6pm at Janet’s House (26, Morley Road)