

# Minutes of Committee Meeting for Isleworth Baroque

**Meeting no 5:** Wednesday 13<sup>th</sup> May 09, 6pm at 26 Morley Road, East Twickenham

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

No	Item	Comment	Action
<b>1</b>	<b>Apologies</b>		
	Philip Johnson, Helena Brown, Chris Hobson,		
<b>2</b>	<b>Financial report</b>		
<b>3</b>	<b>Acteon Study Day</b>		
4-2	<b>Vocal tutor</b> – 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. Action complete		<b>CLOSED</b>
4-3	<b>Outline of day/ Publicity</b> 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. <b>Bernard</b> to draft calling notice and circulate before the weekend. <b>Chris</b> to ensure it gets into Tamesis before next deadline (27 <sup>th</sup> April). Action complete		<b>CLOSED</b>
4.4	<b>Publicity</b> Tom and/or Sylvia to circulate calling notice to mailing list and encourage everyone to print out and distribute. Action complete		<b>CLOSED</b>
4.5	<b>Music</b> - 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. <b>Janet</b> and <b>Simon</b> to sort out the music for the day between them. Action complete		<b>CLOSED</b>
5-1	<b>Catherine Bott</b> – We haven't been able to contact Catherine via email. Action Laurence to see if we can get hold of her via BBC		<b>Laurence</b>
5-2	<b>Photocopying of vocal scores</b> – 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.		<b>Janet - copying</b>
5-3	<b>Fees</b> – We agreed that Janet should have a fee of £50		
5-4	<b>Refreshments</b> – 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		<b>Caroline Janet</b>

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5-5	<b>Publicity</b>	– flyers advertising the study day have been distributed widely. It was suggested we look into Inforich to advertise ourselves	<b>Bernard?</b>
5-6	<b>Responses to new people</b>	– 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.	<b>Tom Helena Caroline</b>
5-7	<b>Budget</b>	– Chris had provided a budget for the day, which was reviewed. It looks as though there may be a small profit.	
<b>4</b>	<b>Autumn production</b>		
3-5	<b>Fundraising</b>	– Janet volunteered to investigate sources of funding for the study day. <b>Action Janet.</b> Action completed	<b>CLOSED</b>
2-12	Raked seating	– <b>Helena</b> will look into costs for this. <u>Update on 13<sup>th</sup> May</u> – we don't believe this will be required. Action closed	<b>CLOSED</b>
2-12	<b>Fundraising</b>	– Chris volunteered to investigate sources of funding for the production from larger national bodies. <b>Action Chris</b> Action completed	<b>CLOSED</b>
4-6	<b>Venue</b>	- 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 13<sup>th</sup> 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. <b>Chris</b> to confirm booking	<b>Chris</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.	<b>Laurence Janet</b>
4-8	<b>Project Manager/ Producer</b>	Laurence to act as overall Project Manager for now – to be reviewed when preparations for production start.	<b>Laurence</b>

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4-9	<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.	<b>All</b>
4-10	<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	<b>Laurence</b>
4-11	<b>Conducting</b>	We need to find a conductor. Janet to approach the conductor for her opera to find out availability and fees. <u>Update 13<sup>th</sup> 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.	
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>	<b>Janet Directing Team Helena</b>
4-13	<b>Budget</b>	Chris to prepare outline budget for production. Action completed. To be refined further when productions costs become clearer.	<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>	<b>Directing Team</b>
5-8	<b>Invitations to participate</b>	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.	<b>Chris</b>
5-9	<b>Invitations to participate</b>	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)	<b>Bernard</b>

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5-10	<b>Auditions</b>	– to be in week starting 22 <sup>nd</sup> 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.	<b>Laurence</b>
5-11	<b>Publicity</b>	– Logo still not very good quality – Action <b>Tom</b> to ask Ingrid to see if we can get a better .jpg logo rather than the pdf one we have	<b>Tom</b>
5-12	<b>Music</b>	– Janet asked if she could borrow a recording of a Secular Masque – <b>Laurence</b> to provide	<b>Laurence</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	<b>Laurence</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. .	<b>Chris</b>
<b>6</b>	<b>AOB</b>		
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. <b>Action Tom</b> <u>Update 13<sup>th</sup> 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.	<b>Tom</b>
3-9		<b>Members concert</b> – 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. <b>Action Philip</b> to ask about availability and price for next January. completed . <b>Update 22-04</b> – Philip to pay £50 deposit to secure room.	<b>Philip</b>

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4-15	<b>General publicity</b> - Something needs to be added to the Website ( <b>Caroline</b> ) 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 Action complete		<b>CLOSED</b>
4-16	<b>Newsletter – Tom</b> to hand over to <b>Sylvia</b> so she can send out newsletters in future. <u>Update 13<sup>th</sup> 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.		<b>Tom/ Sylvia</b>
5-14	<b>Oratorio for 2010</b> – 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.		
5-15	<b>Friend</b> – we have a new 'friend'. Action <b>Caroline</b> to draft letter welcoming the friend and outlining what benefits accrue. To send to Tom to return to the Friend.		<b>Caroline Tom</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.		<b>Sylvia</b>

**Date of next meeting:**

**Wednesday 17<sup>th</sup> June 2009 at 6.15pm at Janet's House (26, Morley Road)**