

# Minutes of Committee Meeting for Isleworth Baroque:

Monday 14<sup>th</sup> December 2009 at 6:30pm at 26 Morley Road, East Twickenham

**Present:** Laurence Slater, Caroline Slater, Bernard Stevenson, Philip Johnson, Janet Oates, Chris Hobson, Sylvia Bisset

<b>ID</b>	<b>Description</b>	<b>Action</b>
<b>1</b>	<b>Apologies</b>	
	Tom Beaton, Helena Brown, Simon Pike	
<b>2</b>	<b>Members' concert and AGM – 24th Jan 2010</b>	
	The Drayton Arms (the same venue as last year) is booked for the AGM (starting at 6pm) and the Members' Concert (starting at 7pm).	
<i>New action</i>	Caroline and Tom to liaise about a calling notice for the AGM. The new constitution specifies that the calling notice can be sent electronically (to those who can receive it) and the notice period for any general meeting is '14 clear days' so this can be done early in the New Year.	Caroline Tom
	Bernard said that he intends to step down as publicity officer. Many thanks to him for all the great publicity over the last few years. He kindly volunteered to help his successor with a comprehensive handover as it is a difficult job.	
<i>New action</i>	Laurence to approach Judith and Simon to ask if they would like to stand as trustees. Tom/Caroline to include in the calling notice for the AGM a request for members to volunteer to become trustees and help with the running of the group. NB Nominations must be received in advance of the AGM	Laurence Tom Caroline
<i>New action</i>	Chris to prepare a financial report for the AGM. Caroline and Chris to look into requirements for reporting to Charity Commission	Caroline Chris
<i>New action</i>	Laurence to prepare chairman's report for AGM and Helena/Janet to prepare music directing team report. Laurence to set the agenda for the AGM.	Laurence Helena Janet
<i>New action</i>	We need to have someone on the door to ensure that everyone pays for the concert – Laurence to discuss with Judith	Laurence
<b>3</b>	<b>Lilith – Thursday 18th March 2010</b>	
	It was decided to move the date to Thursday 18 <sup>th</sup> March (from 19 <sup>th</sup> March) as St Margaret's Church is unavailable on the Friday and other possible venues are rather expensive. There will be final rehearsal in the Church on 16 <sup>th</sup> and we should also think about a weekend rehearsal on 14 <sup>th</sup> – to be confirmed. Leslie has agreed to conduct.	

ID	Description	Action
<i>New action</i>	<b>Kick-off</b> - It was decided that the rehearsals for Lilith will be kicked off with a half-day session on Sunday 7 <sup>th</sup> . Caroline to check availability of Elleray Hall and Janet to check with Leslie re Roehampton. Janet can make scores available beforehand if requested.	Caroline Janet
<i>New action</i>	<b>Auditions</b> will be informal – in the calling notice, people should be asked to contact Janet if they want a solo part. There will also be chorus and orchestra required. We should make participation fees voluntary but suggest an amount to try and cover costs. It would also be worth saying it won't need to be performed from memory. <b>Action</b> Sylvia to draft a calling notice and send to Laurence and Janet to review. Target is to send this out by the end of the year.	Sylvia
<i>New action</i>	<b>Publicity</b> – Bernard to start putting together ideas for posters/postcards – Janet to send some initial thoughts about it to Bernard. The publicity should be ready around the time of the AGM.	Bernard
<b>4</b>	<b>June 2010 Study Day</b>	
	The date for the study day is to be Sunday 6 <sup>th</sup> June 2010.	
<i>On-going</i>	Janet and Helena to decide on what subject is to be covered by the Study Day and also the venue for the Study day. <b>Update 14-12</b> – High probability that we will use <i>Cupid and Death</i> – thanks to Simon for unearthing this. If we make the theme 'English Masque' we can supplement the music if required from other works. Still to be confirmed. Study day to be discussed further at the next meeting.	Janet Helena
<b>5</b>	<b>Main Production 2010</b>	
<i>On-going</i>	Annee is to look for other (non IPH) appropriate venues for the October 2010 production. If an alternative cannot be found then Chris should book IPH for the production.	Annee Chris
<i>On-going</i>	Annee is to draw up a rehearsal schedule which will be published on the web as soon as possible.	Annee
<b>6</b>	<b>Financial Report</b>	
	Chris reported that the bank balance is currently in excess of £2,200.00. We will be receiving a rebate for the corporation tax paid for last year, which is good news. Internet access to the account has been granted to the signatories on the account – Laurence, Tom and Chris.	
	<b>Gift Aid</b> - Chris stated that he was happy to follow up on Gift Aid declarations independently from any membership renewal requests, so there is no action on Tom or Sylvia to include this in any circular going out about membership renewals.	

## Closed Actions from previous meeting

	<b>Members' concert and AGM – 24<sup>th</sup> Jan 2010</b>	
	Janet is to ask Judith Nicol if she would organise the concert. As it was felt that last year's concert went on too long, participants will be asked to restrict themselves (initially at least) to one item.	Complete
	Sylvia is to liaise with Tom and send out notification of both the concert and AGM.	Complete
	<b><i>Lilith</i> – Friday 19<sup>th</sup> March 2010</b>	
	If available, St. Margarets Catholic Church (one of the venues used for the Handel concerts) would be used. Laurence to book venue.	Complete
	Janet reported that an application for a grant for the performances had been put in to the BBC. If successful this would cover about two thirds of the costs for the performance. Laurence reported that assuming the BBC grant was received that he would find a grant to make up the remaining amount. If the BBC grant was received then Janet and Laurence are to get together to sort out the finances for the oratorio. It was decided that the participation fees should be kept to a minimum, ideally zero.	Complete – application submitted but nothing yet heard back

### **Date of next committee meeting:**

**Tuesday 5<sup>th</sup> January at 6:30pm – at Janet's house.**

**Full list of events for next 2 years:**

<b>Date</b>	<b>Event</b>	<b>Comment</b>
<b>2010</b>		
24 <sup>th</sup> Jan	Members Concert and AGM	The Drayton Arms
1 <sup>st</sup> – 4 <sup>th</sup> Feb	Auditions for Janet's Oratorio - <i>Lilith</i>	To be arranged informally with Janet
7 <sup>th</sup> Feb	Half-day Kick-off for <i>Lilith</i>	Venue to be either Roehampton or Ellera Hall, Teddington – to be confirmed
Week beginning 8 <sup>th</sup> Feb	Start rehearsing Janet's Oratorio - <i>Lilith</i>	Probably on Wednesday evenings – to be confirmed
18 <sup>th</sup> March	Perform Janet's Oratorio - <i>Lilith</i>	Performance to take place in St Margarets Church. Full rehearsal on Tuesday 16 <sup>th</sup> March
6 <sup>th</sup> June	Study Day	Subject to be confirmed – probably centred on Cupid and Death and called 'English Masque'.
14 <sup>th</sup> – 18 <sup>th</sup> June	Auditions for October production	Precise dates to be arranged.
Week beginning 28 <sup>th</sup> June	Rehearsals start for October production	Precise dates for rehearsals to be confirmed
13 <sup>th</sup> to 15 <sup>th</sup> October	Performances of Beggars Opera	All at one venue – probably IPH
<b>2011</b>		
23 <sup>rd</sup> Jan	Members Concert and AGM	Venue to be decided
7 <sup>th</sup> – 11 <sup>th</sup> Feb	Auditions for Spring Concert	
Week beginning 14 <sup>th</sup> Feb	Start rehearsing for Spring Concert	
21 <sup>st</sup> – 25 <sup>th</sup> March	Spring Concert	Concert of music by Vivaldi including <i>Gloria</i>
5 <sup>th</sup> June	Study Day	Subject to be decided
13 <sup>th</sup> – 17 <sup>th</sup> June	Auditions for October production	Precise dates to be arranged.
Week beginning 27 <sup>th</sup> June	Rehearsals start for October production	Precise dates for rehearsals to be confirmed
12 <sup>th</sup> to 14 <sup>th</sup> October	Performances of Handel's <i>Solomon</i>	All at one venue – probably IPH