

Minutes of Committee Meeting for Isleworth Baroque:

Tuesday 5th January 2010 at 6:30pm at 26 Morley Road, East Twickenham

Meeting no 1 of 2010

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

ID	Description	Action
1	Apologies	
	None	
2	Members' concert and AGM – 24th Jan 2010	
	The Drayton Arms (the same venue as last year) is booked for the AGM (starting at 6pm) and the Members' Concert (starting at 7pm). 5th Jan - Janet volunteered to run a raffle during the event and Helena offered her instrument for the evening.	Janet and Helena
<i>New</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. 5th Jan – Carried forward. Calling notice needs to go out by end of this week. Additional point – the financial report from Chris should be appended to the calling notice.	Caroline Tom
<i>New</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
3	Lilith – Thursday 18th March 2010	
	This will be performed on Thursday 18 th March at St Margaret's Church. Entrance fee to be £8 with no concessions. Rehearsals will be as follows: 7th Feb – Kick off with whole company at Roehampton. 1pm – 5pm Mondays from 8 th Feb to week before performance – Orchestra at QMH 7:30pm Wednesdays from 10 th Feb to week before performance – Singers at QMH 7:30pm 7th March – whole company at Roehampton 1pm – 5pm 14th March – whole company at Roehampton 1pm – 5pm 16th March – whole company at St Margarets Church 7:30pm	

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	<p>Auditions 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. Action 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.</p> <p>5th Jan – Carried forward. Decision re participation fees is that people will be invited to make a contribution towards the costs of rehearsals of £30. People will not be charged for scores unless they want to keep them.</p>	Sylvia
New	<p>Nicola – Action Helena to approach Nicola and see if she might be willing to participate on the basis of expenses only.</p>	Helena
New	<p>Venues – Action Helena to book QMH on Mondays for Orchestra and Wednesdays for singers, also the booking should be earlier on 17th Feb for next committee meeting</p>	Helena
New	<p>Publicity – Chris to put entry into Tamesis and publicise via Richmond Arts Council – possibly including a postcard sized flyer into their next mailing. Bernard to organise 2000 postcard-sized flyers and some A4 posters. Also, if possible, can we print A5 and A3 on own printers? Philip to approach Richmond and Twickenham Times to see if they want to feature us – especially Janet as a local composer.</p>	Chris Bernard Philip
4	June 2010 Study Day	
	The date for the study day is to be Sunday 6 th June 2010 and we will be studying <i>Cupid and Death</i> by Matthew Locke.	
New	<p>Scores are available at £10 per copy from Kings Music. We should buy enough for everyone to have one on the day. The piece is suitable to do in its entirety so we should aim to do a complete run through at the end. Action Helena to arrange purchase of scores</p>	Helena
New	<p>Venue - Decision to use Elleray Hall in Teddington. Action Caroline to book the hall.</p>	Caroline
5	Main Production 2010	
	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. .	
New	5th Jan –Action Laurence to get in touch with Annee	

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	Annee is to draw up a rehearsal schedule which will be published on the web as soon as possible.	Annee
6	AOB	
<i>New</i>	Signatories on IB Cheques – Philip to be added to list of signatories. Action Chris to contact bank and arrange for appropriate forms to be completed	Chris

Date of next committee meeting:

Wednesday 17th February at 6:30pm – QUAKERS MEETING HOUSE (QMH).

Closed Actions from previous meeting

	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	Complete
	Chris to prepare a financial report for the AGM. Caroline and Chris to look into requirements for reporting to Charity Commission	Complete
	We need to have someone on the door to ensure that everyone pays for the concert – Laurence to discuss with Judith	Done – suggestion that Chris could do this?
	Kick-off - It was decided that the rehearsals for Liliith will be kicked off with a half-day session on Sunday 7 th . Caroline to check availability of Elleray Hall and Janet to check with Leslie re Roehampton. Janet can make scores available beforehand if requested.	Decision to go with Roehampton
	Publicity – 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.	Complete
	Janet and Helena to decide on what subject is to be covered by the Study Day and also the venue for the Study day. Update 14-12 – 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.	Cupid and Death decided on
	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.	
	Gift Aid - 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.	

Full list of events for next 2 years:

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