

# Minutes of Committee Meeting for Isleworth Baroque:

Wednesday 25<sup>th</sup> August 2010 at 6.30pm at Quaker's Meeting House

**Present:** Tom Beaton, Sylvia Bisset, Chris Hobson, Simon Pike, Laurence Slater, Helena Brown, Anthony Agius

**Apologies:** Annee Blott, Philip Johnson, Janet Oates

ID	Description	Action
<b>1</b>	<b>Confirmation of Agenda</b>	
	The agenda was confirmed.	
<b>2</b>	<b>Approval of minutes from previous meeting</b>	
	The minutes of the meeting on 21 <sup>st</sup> July were approved.	
<b>3</b>	<b>Financial report</b>	
	The current bank balance is £4867.	
<b>4</b>	<b>Main Production 2010 - The Beggar's Opera</b>	
	<b>Budget</b> Chris presented the production budget (attached to these minutes), which predicts a small surplus.	
	It was clarified that the £60 participants fee applies to singers, and not other cast members.  Annee needs to confirm whether any other professional fees are expected.	Annee
	<b>Scores</b> Helena has been unable to obtain orchestra scores, so is producing them herself.	
	<b>Costumes</b> The cast has been briefed on the costumes for the production. Stewart has suggested that cast members could sponsor their costumes. Helena will talk to Stuart about how to take this forward.	Helena
	<b>Opera magazine</b> It was confirmed that the advert should be placed for the October issue, using the latest version of the artwork circulated by Bernard.	Philip

ID	Description	Action
	<p><b>Publicity – postcards and posters</b></p> <p>Post meeting note: These have been printed, and distribution started at the orchestra rehearsal that followed the committee meeting.</p>	
	Simon will keep notes on the places where postcards are displayed	Simon
	It was agreed to make a mailshot through Arts Richmond	Chris
	<p><b>Tickets</b></p> <p>Now that publicity is being distributed, tickets need to be available for sale.</p> <p>Simon will attempt to print the tickets.</p> <p>Laurence will send Simon a template</p>	<p>Simon</p> <p>Laurence</p>
	<p><b>Front of house</b></p> <p>Anthony will coordinate for the moment.</p>	Anthony
	<p>It is anticipated that Alison and Caroline will organise the bar.</p> <p>Need to organise a temporary alcohol licence</p>	Laurence to confirm
	<p><b>Pre-performance talk</b></p> <p>Laurence agreed to give this.</p>	
	<p><b>Programme</b></p> <p>Anthony will solicit advertising.</p> <p>Laurence will prepare the copy for printing.</p>	
<b>5</b>	<b>Charitable Matters</b>	
	There were no matters to discuss.	

<b>ID</b>	<b>Description</b>	<b>Action</b>
<b>6</b>	<b>Any other business</b>	
	<b>Archive</b> Helena has made contact with Shona.	
	<b>IP Props and costumes</b> Kate Cleeland is likely to be moving house at the end of September, and IB will need to find alternative storage for props and costumes. Laurence can store the items in the short term, and will contact Kate to make arrangements.	Laurence
	Sally Pinney has located a local self-storage company which will offer a discount to IB. Simon will speak to them about their facilities.	Simon
	<b>IPH Open House Weekend</b> IB will participate in the IPH Open House event on Saturday 18 <sup>th</sup> from 11am to 4pm (the event continues on Sunday, but there is a IB rehearsal).	
	IB will share a table with the Friends of IPH, who are prepared to sell tickets for The Beggars' Opera.	Anthony
	Anthony suggested that a couple of cast members might mingle in costume during the day.	Helena
	<b>Date of Next Meetings</b>	
	8 <sup>th</sup> September, 22 <sup>nd</sup> September (tentative), Quakers' Meeting House (before rehearsals)	

Simon Pike, Secretary

30<sup>th</sup> August 2010

**Beggars Opera production Oct 2010 Budget v3 15/08/10**

<b>INCOME</b>	BO 2010	A & SM 2009	IQ 2008	Calisto 2007	<b>EXPENDITURE</b>	BO 2010	A & SM 2009	IQ 2008	Calisto 2007
<b>Ticket sales</b>					<b>Venues</b>				
(3 nights)	£2798	£2248	£1307	£2534	Isleworth Public Hall (performance week)	£1213	£973		£864
					Isleworth Public Hall (other)	–	–		£0
					QMH	£680	£260	£220	£300
					Roehampton		£0	–	–
					St Mary's		£200	£128	£224
	<b>£2798</b>	<b>£2248</b>	<b>£1307</b>	<b>£2534</b>		<b>£1893</b>	<b>£1433</b>	<b>£761</b> <b>(various venues)</b>	<b>£1428</b>
					<b>Professional fees</b>				
					Musical Director	£1850	£1050	£975	£1340
					Chitarrone / gamba	–	£350	£150	£280
<b>Participants</b>					Director	£1000	–	–	£900
Singers/actors fees @£60	£1440	£1200	£900	£1560	Conductor	£1000	£988	–	£0
Instrumentalists fees @£40	£400	£700	£450	£630	Dance tuition	–	£0	–	£0
Music score sales	–	£95			Chorus direction		£450	–	
	<b>£1840</b>	<b>£1995</b>	<b>£1350</b>	<b>£2190</b>	Language tuition	–	–		
					Instrumental tuition/leader	–	£550	£200	£275
					Copyright fee	–	£300		
					Costume design	–	–	–	£0
					Lighting technician	£330	£329	–	£235
					Accompanists	–	£50	–	£80
						<b>£4180</b>	<b>£4067</b>	<b>£1525</b>	<b>£3110</b>
					<b>Production costs</b>				
					Disc space	–	£43		
					Music hire, purchase and printing	£50	£120	£75	£50
<b>Other</b>					Costumes	£1000	£173	–	£44
Sponsorship		–		£200	Set and props	£670	£194		£544
Programme advertising		£75	£75	£225	Timpani	–	£0	£90	

Donations		£104	£10	£427		<b>£1720</b>	<b>£530</b>	<b>£165</b>	<b>£ 638</b>
Grants	£3270	£850	£1170						
Programme sales		£177	£98	£100	<b>Non-production overheads</b>				
Refreshment receipts	£500	£516	£242	£251	Mailshots (artsrichmond)	£18	£18	£17	£15
Raffles receipts	£170	£173	£184	£114	Online booking charges	£16	£16	£6	£30
	<b>£3940</b>	<b>£1895</b>	<b>£1779</b>	<b>£1317</b>	Printing	Flyers: £300 Progs: £110?	Flyers:£400 Progs: £116	Flyers:£27 Progs: £100	Flyers £155 Programmes £71
					Banner	–	(£94)	–	£148
					Adverts/publicity (Opera and Tamesis)	£140	£250+15	£50	
					Van transport	–	–	£176	
					Raffle expenses	–	–	£3	£20
					Refreshment expenses	£180	£186	£94	£133
					Licence		–	£21	£21
					J Oates presentation	–	–	£200	
					Post-production party deficit	–	–	£43	
						<b>£764</b>	<b>£1001</b>	<b>£737</b>	<b>£593</b>
<b>TOTAL</b>	<b>£8578</b>	<b>£6139</b>	<b>£4436</b>	<b>£6041</b>	<b>TOTAL</b>	<b>£8557</b>	<b>£7031</b>	<b>£3188</b>	<b>£5769</b>
					<b>SURPLUS</b>	<b>£21</b>	<b>–£892</b>	<b>£1238</b>	<b>£272</b>

**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 Lilith	Venue to be Roehampton
Week beginning 8 <sup>th</sup> Feb	Start rehearsing Janet's Oratorio - <i>Lilith</i>	Wednesday evenings for singers, Mondays for Orchestra
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	Cupid and Death by Locke
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	The latest calendar of rehearsals can be found on the IB website.
18 <sup>th</sup> September	Open House weekend	Isleworth Public Hall
13 <sup>th</sup> to 15 <sup>th</sup> October	Performances of Beggars Opera	Isleworth Public Hall
<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