

# Minutes of Committee Meeting for Isleworth Baroque:

Sunday 7<sup>th</sup> November 2010 at 5pm at Gunnersbury Triangle Sports and Social Club

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

**Apologies:** Annee Blott, Anthony Agius

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 6 <sup>th</sup> October were approved.	
	<b>Actions (not covered by other agenda items)</b> All actions related to the 2010 main production.	
<b>3</b>	<b>Treasurer's report</b>	
	The current bank balance is £6871, with some cheques for professional fees not yet cleared. Authorised signatures for cheques: adding Sylvia and Philip (in addition to Laurence and Chris). We will need to start the process again due to the elapsed time since the forms were first signed.	
	Gift Aid forms: we may need members to fill them gift aid forms out again if the completed forms cannot be found.	
<b>4</b>	<b>Main Production 2010 - The Beggar's Opera</b>	
	<b>Financial Report</b> The financial report for the production was discussed. Annee had raised the question by email about increasing the budget in order to raise "production values". Laurence noted that the income for this production was the maximum possible with the current level of ticket prices and participation fees. The budget also includes a grant for £3270. This will need to be carefully considered in planning future productions.	
	<b>Post production review</b> A full discussion will take place in the post production review meeting immediately after this committee meeting.	

ID	Description	Action
	<p>During the performance week, Laurence had spoken to the IPH duty manager about the lack of a wheelchair lift. Tom felt that this did not fully achieve the action from the last meeting. However, it was felt that pursuing the matter now would not be productive.</p> <p>Annee has posted some videos of the production on YouTube. This has attracted some comments, so we need to be more careful in future about informing or asking the cast in advance before making recordings public.</p>	
	<p><b>Insurance related matters</b></p> <p>The imitation guns that were used in the production had been borrowed by Annee. Unfortunately, several of them had been damaged, with a cost for repair and replacement of £350. There was a discussion about the lessons that could be learnt for future productions.</p> <p>The committee confirmed that Isleworth Baroque would pay the cost of £350.</p>	
	<p><b>Ticket sales</b></p> <p>Chris commented on the complexity of managing ticket sales through several parallel channels as they got close to selling out. It was felt that it would be better if the box office could be managed by someone not performing in the production. The on-line ticketing company that we used this year also provides the facility to manage other ticket sales – at no fee.</p>	
<b>5</b>	<b>AGM and members concert preparations</b>	
	Philip will check availability of The Drayton Arms	Philip
	<p>At Tom's suggestion, it was agreed that it was time to prepare a members' newsletter. It should include:</p> <ul style="list-style-type: none"> <li>- Information about the AGM</li> <li>- Call for expressions of interest in the members' concert</li> <li>- Reminder about Membership subscriptions and gift aid</li> </ul> <p>Janet will ask for volunteers at the post production review meeting. (post meeting note – Caroline agreed to coordinate the concert)</p>	Sylvia
<b>6</b>	<b>Main Production 2012</b>	

ID	Description	Action
	<p>This will be discussed at the planning meeting on 23<sup>rd</sup> November.</p> <p>Simon will circulate a summary of suggestions for pieces to perform before the meeting, so that members can familiarise themselves with them.</p>	<p><b>All members</b> to send suggestions to Simon by 16<sup>th</sup> Nov (sooner if possible).</p>
<b>5</b>	<b>Charitable Matters</b>	
	<p>Simon has forwarded an e-mail from the Charities Commission to trustees. This gives links to a newsletter and other information. The formal announcement of the AGM will be sent out shortly after the committee meeting on 16th December.</p>	
<b>6</b>	<b>Any other business</b>	
	<p><b>Storage</b></p> <p>Simon has signed the contract for a 16 sq foot storage unit at Currie Self Storage in Isleworth, and the props have already been moved into it from Laurence's garage.</p> <p>The warehouse has 24 Hour access with a passcode and the unit has a combination lock. The contract is in Simon's name, and he will provide the access information initially to Laurence and Chris.</p> <p>Laurence will arrange with Stewart to move the costumes from the production into the store.</p>	<p>Laurence</p>
	<b>Dates of Next Meetings</b>	
	<p>23<sup>th</sup> November 18.00pm. Quakers. Planning meeting</p> <p>16<sup>th</sup> December 18.45pm. 26 Morley Road. Regular meeting</p>	

Simon Pike, Secretary

8<sup>th</sup> November 2010

**Full list of future events:**

Date	Event	Comment
<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
7 <sup>th</sup> November	Post Production Review	Triangle Sports & Social Club
<b>2011</b>		
23 <sup>rd</sup> Jan	Members Concert and AGM	Venue to be confirmed
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>	

