

Minutes of Committee Meeting for Isleworth Baroque:

Monday 1st February 2010 at 6:30pm at 26 Morley Road, East Twickenham

Extra meeting following AGM

Present: Laurence Slater, Caroline Slater, Janet Oates, Chris Hobson, Tom Beaton, Helena Brown, Anthony Agius, Rosalind O'Dowd

ID	Description	Action
1	Apologies	
	Philip Johnson, Sylvia Bisset, Simon Pike	
2	Election of Secretary	
	<p>At the AGM, nobody had explicitly stood as Secretary to the group. It was therefore required that a Secretary should be appointed from within the Trustees that had been elected at the AGM.</p> <p>Chris Hobson proposed that Simon Pike should be appointed as Secretary, this was seconded by Laurence Slater and the trustees present at the meeting voted unanimously in favour.</p>	
	As Simon is not always able to make all meetings, it was decided that Chris Hobson's address should become the 'official' address for the charity. Also, the task of taking minutes should be rotated amongst the members present at each meeting.	
3	Conduct of future meetings	
	As it is possible that Laurence will be in Canada for much of the coming year, the conduct of meetings in his absence was discussed.	
	The meeting agreed that in Laurence's absence, Janet would chair future meetings to do with the activities of Isleworth Baroque. Where a meeting is required to enact the responsibilities of the trustees of the charity, Chris Hobson will chair meetings.	
	<p>In the absence of a Publicity Officer to replace Bernard, the meeting decided the following:</p> <ul style="list-style-type: none"> - Laurence will 'project manage' the production of publicity materials and will contact Bernard for advice on the timeline for publicity-related activities - Anthony is happy to help out with distribution of publicity and contacting advertisers - Philip should continue in the role of press/publicity 	

ID	Description	Action
4	Signatories on the Bank Account	
	<p>A resolution was passed as follows:</p> <ul style="list-style-type: none"> - A bank account will be continued with HSBC Bank plc and the bank is authorised to: <ul style="list-style-type: none"> o Pay all cheques and other instructions for payment or accept instructions to stop such payments signed on behalf of the Society by any of those listed (the ‘Signatory’) whether any account of the society is in debit or credit; o Deliver any item held on behalf of the Society by the Bank in safe keeping against the written receipt of the ‘Signatory’; and o Accept the ‘Signatory’ as fully empowered to act on behalf of the Society in any other transaction with the Bank (including closing the account(s)) - That any debt incurred to the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary , be repayable on demand - That the Secretary from time to time is authorised to supply the Bank as and when necessary with lists of persons who are authorised to sign, give receipts and act on behalf of the Society and the bank may rely upon such lists - That these resolutions remain in force until cancelled by notice in writing the Bank, signed by the Chair Person or Secretary from time to time acting or claiming to act on behalf of the Society and the Bank shall be entitle do act on such notice whether the resolutions have been validly cancelled or not - That the Society accepts the accounts and banking relationship with the Bank will be governed by and subject to the Business Banking Terms and Conditions (a copy of which has been provided) as amended from time to time with any terms and conditions in respect of specific products and services requested by the Society from time to time. 	
5	Charities Commission	
	Caroline to contact Charities Commission to inform them of the change in Trustees	Caroline

ID	Description	Action
6	Main Production 2010	
	Venue for the Autumn production – possibilities are the Paul Robeson Theatre in the treaty Centre and also West Thames College in Isleworth is building a theatre. Helena, Janet, Leslie and Annee to decide on venue and make sure it is booked.	Helena
7	Study Day – June 6th	
	Action Rosalind to book Elleray Hall. Caroline to provide details to Rosalind.	Rosalind Caroline
8	Lilith	
	Tom to send out email reminding people that this is happening and inviting people to join. Janet to provide Tom with details of what parts are still short of people.	Tom Janet
	Janet to look into how to get an advert into the notice board at St Margaret's Station	Janet
	More should be made of the pre-performance talk and the qualifications of the speakers. This should go on the website. Janet to provide words for Caroline to put on website	Janet Caroline
	Rosalind to act as Master of Ceremonies for pre-performance talk – introducing the participants	Rosalind

Date of next committee meeting:

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

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