

Birmingham Ladies Barbershop Harmony Club

Minutes of the committee meeting held on Thursday 12th January 2017 at 7.00pm

Present:	Pearl Whiten	Chair	PW
	Sue Breakwell	Treasurer	SB
	Elaine Mobsby	Membership Secretary	EM
	Midge Turner	Fund Raiser	MT
	GayeAnne Morgan	PRO	GM
	Rod Butcher	Musical Director	RB

Action

1. **PW** welcomed the new committee and reminded members about confidentiality

2. **Apologies:** Sandra Moss Secretary SM

3. **Minutes** of the last meeting were proposed by SB, seconded by MT and agreed unanimously.

4. **Matters Arising** – all will be covered later in the agenda.

5. Correspondence

a) An email had been received by Yvonne Powell (Past Chair) from Jackie Edwards (Past LABBS Chair) congratulating SCS on their outstanding Convention performance.

b) PW believes it would be beneficial to contact Chair of Anvil Chorus to build up the relationship between the two choruses. PW

6. Proposed format of future committee meetings

a) it was proposed and agreed that Officer's reports are submitted 2 weeks before the committee meeting to save time, and allow members to prepare questions beforehand then have meaningful discussions at the meeting.

b) it was proposed and agreed that all Actions should be minuted and then followed up/fed back at the next meeting or before as appropriate

7. Minutes of Music Committee presented by RB

a) our last songs have been approved for our use - RB is paying and reclaiming expenses

b) Attendance is a problem that has to be addressed

c) the Music Committee believe we have a light baritone section and that bases need to improve their performance. More section rehearsals will help

d) Helen Brown shared her parody lyrics for the new songs for Convention with the music team. They were well received. RB/HB will present them to the chorus RB

e) the programme for the concert on 24th February 2017 was discussed RB will email the songs to the chorus RB

f) Helen Brown would like to attend BABBS Directors Academy but it is currently full. She will look out for any cancellations

8. Membership of committees dress/show/music/ remits

a) it was proposed that these should be reviewed PW will start the process and bring the results back to the committee. PW

9. Job descriptions

a) PW proposed that these should be reviewed as they are important so that members know what these jobs entail. PW will start the process and bring the results back to committee. Discussion deferred until the next meeting PW

10. Communication

- a) there was discussion re SCS logo which had been innocently changed on the last tee shirt. Because the original logo is our branding, the committee agreed to change back to the original logo. GM
- b) GM has been sourcing a SCS 'pop up' banner but because there have been delays she has found a new printing firm. It was agreed that she would pursue that and source other marketing and promotional materials e.g. business cards and flyers (EM to assist GM with this.) GM will provide mock-ups for the next meeting. EM
- c) it was felt that the website needed some attention e.g. would someone write a blog? could we have a dedicated area for members only? No conclusions or decisions were made. Ongoing GM
- d) GM reported that she had been approached by someone from Warwick University asking if SCS could perform again. Need more information.
- e) To promote the chorus and barbershop singing generally MT suggested placing copies of "Voicebox" in public meeting places with a sticker attached giving information about SCS.

11. Charitable status

- a) A discussion was held re our Charitable status and what needs to be done in the light of changes in the committee membership.
- b) Current trustees are Yvonne Powell (past Chair), Sandy Bailey (past Treasurer) and Olive Ryder (past Secretary), so this needs to be changed.
- c) we need to find out where the charitable status information is and keep it all together. PW and SM to follow up. PW
SM
- d) PW to find out about Safeguarding and DBS checks. It was suggested that we look at LABBS website for DBS info and any policy documentation they may have. PW

12. Chorus Attendance

- a) A full discussion was had about what action to take. It is documented that not all members attend regularly which seems unfair to rest of the Chorus. The guidance in our rules is that a member must attend for 6 weeks before a sing out and have a certain annual percentage attendance. It was felt that this must be made clear to members on joining.
- b) The Musical Director should have discretion about members remaining or being asked to leave.
- REDACTED TO ENSURE GDPR COMPLIANCE**
- e) an email is to be sent by PW to all members about attendance. PW

12. **Recruitment** - this is ongoing and the Music Committee have another singing course on their agenda.

13. Convention

- a) 32 people responded to email from PW indicating that their wishes were to attend Bournemouth only. 2 people wanted to go to Cork. Bournemouth was agreed. We may go to Cork another year.
- b) Music Committee were also thinking of just attending Bournemouth and giving our energy and attention to the two new songs - the Committee agreed.
- c) Concern was raised about hotel bookings as the Events Manager had had an accident and no-one knew what, if anything, had been arranged so far. SB to contact Jane Smirthwaite to try to get information about the provisional hotel bookings for Convention. SB

14. A.O.B

- a) MT informed us that the Christmas Card signing raised £55 to be given to HeartCare Walsall.
- b) There will be a sponsored slim on Chorus nights. 'Weighing in' will take place before or after rehearsals so as not to cause disruption.
- c) GM reported that the BBC have requested tracks to be included in a programme about Barbershop groups RB to follow up. RB
- d) PW mentioned the charity side stalls at Chorus - should these be limited to one per month, or were they just over the Christmas period? No action on that as it appears to be a Christmas activity

and does not cause a problem.

e) RB reported on the LABBS Directors Day to be held in July and the Performance Day to be held in March. It was felt that we need to enable people to attend.

f) MT reminded us about the joint Christmas party with Anvil on Friday 13th January 2017. SCS to provide food and Anvil to provide raffle prizes, 50% of the proceeds from the raffle go to each Chorus.

15. Date of next meeting - 23rd March 2017

PW closed the meeting at 9.45 p.m. and commented that it had been a productive meeting.