

Birmingham Ladies Barbershop Harmony Club

Minutes of the committee meeting held on Thursday 8th June 2017 at 7.00pm

Present:	Pearl Whiten	Chair	PW
	Sue Breakwell	Treasurer	SB
	Elaine Mobsby	Membership Secretary	EM
	GayeAnne Morgan	PRO	GM
	Rod Butcher	Musical Director	RB
	Sandra Moss	Secretary	SM

Action

1. **Apologies:** Midge Turner

2. **Minutes** of the last meeting were proposed by EM, seconded by GM and agreed unanimously.

3. Matters Arising

a) EM has now set up a holiday list.

b) RB - Music Committee has not yet met so guidelines for chorus attendance have yet to be agreed.

RB

c) Sing out at Warwick Gala in 2018 to be discussed at Music Committee meeting.

RB

d) REDACTED TO ENSURE GDPR COMPLIANCE

e) We are still awaiting copies of Gift Aid forms. PW to follow up.

PW

f) Since the Committee agreed their financial support Jiggle have applied for their music licence but no invoices have been received as yet.

4. Correspondence

a) Thank you card received from Bristol Harmony Club for the loan of our risers.

b) EM has received a confirmation email from LABBS acknowledging the payment of our June membership renewals. EM was reminded to keep a print out of this email with her records.

c) EM has received confirmation of our registration to sing at Convention 2017.

dddd) SB has received a letter from Grove Vale School informing her of the likelihood of a raise in the rent for the rehearsal room. This was to be confirmed at a School Governors' meeting, but we have not yet received any correspondence.

5. Officer's Reports were received and distributed before the meeting.

Additional matters arising from reports.

a) **Chairman's Report** - no matters arising from the report that will not be covered under agenda items.

b) **Treasurer's Report** -

i) SB confirmed that she will ask Grove Vale School to post their invoice to her home address, SB rather than leaving it in the Hall on Mondays.

ii) SB confirmed that a standing order has been set up to pay for our Wardrobe Storage.

c) **Membership Secretary's Report** - no matters arising from the report.

d) **PRO Report** - no matters arising from the report that will not be covered under agenda items.

e) **Fund Raiser's Report** - nil to report.

f) **Music Director's Report**

i) HB not as well as he stated in his report.

ii) EM has already prepared a holiday list.

g) **Dress Committee Report** - committee will be meeting on 27.06.17.

6. Job Descriptions

These have been amended as requested and have now been agreed. PW to send out final copies to each committee member. PW

7. Communication - update on progress

a) **Website** - Members part of website is still unavailable although GM has spoken to the original designer of the site. £250 has already been paid to this web designer but the Committee felt that our needs have not yet been met. The Committee asked GM to meet with a technical colleague from the Anvil Chorus member regarding the redesigning/transfer of the site. We agreed we would pay any additional costs in producing a workable website. GM

b) **Pop up banner** - GM received an email with an example from a print company but it was not in an accessible format. She will contact them again. GM

c) **SCS** have been given archive videos of their performances at Convention. GM asked if these could be converted to DVD at a cost of £8 per copy. The Committee decided to have one converted to look at the quality. GM

8. Charitable status - update on progress.

SM had distributed copies of "The Essential Trustee" before the meeting. PW took the members through this document, pointing out the most important parts of our responsibilities.

a) The Trustees of our Charity are the elected members of the committee, but there is nothing about this in our Governing Document. SM volunteered to research a model governing document and discuss this with PW at their next meeting. PW
SM

b) All Trustees have to sign a declaration regarding their eligibility to act as Trustees. SM to research a model declaration and distribute it when available so that Diane Baker has all information available to be able to inform the Charity Commission about the change of Trustees. SM

d) Gift Aid - Diane Baker (DB) has reported that she has the Gift Aid forms. She has reported that she has claimed/received/banked the Gift Aid for April 2017, although we have not yet seen any paperwork relating to this. REDACTED TO ENSURE GDPR COMPLIANCE.

e) The Trustees should plan/review the Charity's work on an annual basis. It was agreed that we should do this at our first meeting of the year.

f) PW is working on a "Policy Pack" (e.g. Safeguarding/Equality) which will eventually be placed on the members' section of the website. PW

Congratulations and thanks were expressed to the Chair for her hard working in reading/understanding/presenting this document to the Committee.

9. Convention - update on progress

a) **Coach/minibus** - SB was asked to obtain another quote for the minibus to take members to Bournemouth on Friday. If there is no difference in cost we will continue with the same company as the coach.

b) The Committee agreed that we would ask members for £25 towards the cost of transport. The total cost is approximately £50 so the remainder will be paid by the Club.

14. **A.O.B**

a) Kate Hyde (our rep to LABBS) had been requested to ask the committee what we wanted to be called on official certificates received from them. (The Chorus is called Birmingham Ladies Barbershop Harmony Club, but our performing name is Second City Sound). The Committee agreed that we want to be called SCS on all official certificates.

b) DBS - PW has approached "Making Music" to become a registered person to be able to check documents for DBS. RB and EM have agreed to be DBS registered. PW

REDACTED TO ENSURE GDPR COMPLIANCE.

e) Several people have indicated their wish to attend 2017 Convention but have not yet paid their registration fee (Brenda Griffiths (BG) has a list). EM reported that the Club has already paid for everyone who said they want to attend. The Club has asked that members pay for Convention by the end of June 2017. PW will ask BG for the list and a Chair's note will be sent to those that have not yet paid to remind them. PW

f) It was agreed that the Club needs transparent financial process regarding the payment of subs/convention registration/hotel package. Further discussion was needed and will be raised at our next Committee meeting. PW

15. **Date of next meeting** - 7th September 2017 (please have reports to SM by 1st September 2017)

PW closed the meeting at 9.20 p.m.