

Birmingham Ladies Barbershop Harmony Club

Minutes of the committee meeting held on Thursday 7th September 2017 at 7.00pm

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

Action

1. **Apologies:** none

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

3. **Matters Arising**

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

RB

c) Sing out at Warwick Gala will be in February 2019 at the end of their celebration year, **not** 2018.

4. **Correspondence** - none received

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 reported that the bank had sent her a "pack" to set up a Treasurer's Account.

SB

ii) SB re-iterated that she cannot continue acting as Events Manager. We need to find another member to take on this job now that Olive has said that she is retiring from the post.

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

d) PRO Report

i) The sale of the old Chorus dresses - GM to ask for cost of advert in Voicebox to see if any new chorus may want them. PW suggested asking for "a donation" for the dresses or just give them away

GM

ii) GM's contact who has been asked to convert video to DVD has been ill so has been unable to do the job. It was suggested that GM take a video to Frosts in Mere Green to find out the cost and see if they can do it for us.

GM

iii) Sing out in Streetly (Saturday 24-9-17) - there are not enough available tenors from Anvil so they will not be singing. We will continue with our commitment and Rod will sing with his quartet. We need a new sing out sheet (some resigned members still appear on the sheet). Carol Smith usually does this - SM offered to do this and Carol agreed.

iv) GM brought printed samples of cards and pricelists to the meeting for discussion. Committee agreed to buy 100 business cards and DL sized post cards for now. The logo again was a discussion point, this will be on the agenda for the January meeting

GM

v) It was suggested that a dedicated committee be set up to deal with publicity issues.

e) **Fund Raiser's Report** - no matters arising from the report.

f) Music Director's Report

i) Copies of Music licence will be kept by RD and SM.

g) Dress Committee Report

i) Need someone to cut out a large replica of our trophy.

ii) It was decided that a mini dress rehearsal be held after Dale's Sunday visit.

ii) PW has negotiated a price of £42.50 per pair with Watkins Dance Shoes. This matter is not finalised yet as we have not had a face to face a meeting with Watkins.

6. Website and need for new camera

i) PW, GM, Sheila Kendrick (SK) and John Eardley (JE) met on 24.08.17 to discuss the building of a new website. JE has already begun to develop one for us. RB proposed and SB seconded that we pay JE at a later date and this was agreed unanimously. If we want to post quality photographs for the website we the right equipment to do so. RB volunteered to research a new camera for the Chorus.

7. **Review of new policies** - PW has written/adapted/developed new policies for the chorus mainly using LABBS policies as templates.

a) **Equal Opportunities**

b) **Safeguarding** - still need two members to be DBS checked. PW

c) **Electronic Communication** - SM requested clarification regarding sending emails to Chorus members. As we only send emails to Chorus members it was decided that we would use the existing format. If we send emails to outside persons as well as Chorus members then Chorus member addresses should only be sent in the "Bcc" field.

d) **Data Protection**

e) **Health and Safety** - H&S rep still required.

SM proposed and MT seconded that these policies be agreed and ratified by the full Chorus at the AGM in November. This was agreed unanimously.

Congratulations and thanks were expressed to the Chair for her hard working in preparing the policies.

8. Conduct of AGM

SM had distributed copies of the Governing Document and Rules of the Club before the meeting. PW took the members through this document, pointing out the most important parts of our responsibilities.

a) Discussion re Rules re AGM (p. 10 - 11)

b) Discussion re proposed amendments to Governing Document and Rules of the Club. SM to amend the document and send copies to all members of the Chorus for their ratification at the AGM. SM

9. Report from Development Meeting - see minutes

PW reported back from this meeting. PW to write up her thoughts about bursary/grant/sponsorship for further discussion. EM and GM volunteered to be on a committee to set up procedures and rationale re bursary/grant/sponsorship. PW

10. A.O.B

a) MT would like our Award to be seen at Chorus Rehearsals. This was agreed.

b) MT suggested that we change the timings of rehearsals. This was discussed and it was agreed that we would tighten up start times instead.

11. Dates of next meetings

a) It was proposed that we meet on Wednesday 8th November 2017 *if* resolutions to be placed on the Agenda of the AGM are received.

b) AGM to be held on 27th November 2017 at 8 p.m.

(NB Verbal notice to be given 28 days before the meeting i.e. the Monday after Convention

Any proposed resolutions must be received by SM 21 days in advance of the AGM

Written Agenda & supporting documents must be sent to all Chorus members no later than 7 days prior to the AGM)

c) Committee meeting 11th January 2018.

PW closed the meeting at 9.45 p.m.