

## Birmingham Ladies Barbershop Harmony Club

Minutes of committee meeting held on Thursday 31<sup>st</sup> January 2019 at 7.00pm at 214 Chester Road North

<b>Present:</b>	Pearl Whiten	Chair	PW
	Sue Bubb	Vice Chair	SB
	Sue Breakwell	Treasurer	SBr
	Elaine Mobsby	Membership Secretary	EM
	Midge Turner	Fund Raiser	MT
	Sandra Moss	Secretary	SM
	Rod Butcher	Musical Director	RB

PW welcomed Sue Bubb as Vice Chair and reminded all members about confidentiality and conflict of interest.

### 1. Apologies - Jo Cope, PRO

2. **Minutes** of the last meeting were proposed by MT seconded by SBr and agreed unanimously. One typo was identified (5.a.ii 'ask' instead of 'as') and information about the date of next meeting was inaccurate (28<sup>th</sup> instead of 31<sup>st</sup> January 2019)

### 3. Matters Arising

a) item 4a) - date for RB and another to visit the Warwick WI singout venue still to be arranged.

b) item 5d)ii) - RB reported that he would advise the buying of a Panasonic Lumix camera. He was asked to confirm the price. Due to the absence of our PRO, Ron Bubb has agreed to be our unofficial photographer pro tem, we sent him our thanks. Warwick WI have agreed that photographs of our Chorus only can be taken at the concert on 23<sup>rd</sup> February. RB

### 4. Officer's Reports.

a) **Chairman's Report** - see attached.

i) PW added that the Dress Committee had met and discussed the purchase of new dresses and jackets although no decisions had yet been made. Sue Bubb will report back from the next meeting.

b) **Treasurer's Report** - see attached

i) Committee agreed that the donation from the Chorus Christmas card is to be given to Birmingham Children's Hospital, as requested by Jocelyn Woodcock. SBr

c) **Membership Secretary Report** - see attached

i) EM confirmed that a new contact sheet was ready to be sent to members, collated with due regard to GDPR.

d) **PRO Report** - see attached written by Chris Darby in JC's medical absence

i) Chris Darby had asked that the committee be informed that the Chorus had been mentioned in the Great Barr Gazette again after Christmas.

ii) The Committee asked that JC and/or Chris Darby put together a proposal about advertising on Facebook, to include costs.

iii) RB asked where our banner was - this is being kept at SBr's house. She was asked to bring it to any public event (e.g. singout at Warwick, Charity Fair in March - see below).

e) **Fund Raiser's Report** - see attached

i) MT confirmed the date of the Charity Fair to be held at Kingstanding Methodist Church, Kings Road, Kingstanding, B44 0TF to be held on 9<sup>th</sup> March 2019. The cost is £6 per table. Chorus members have been asked to donate crafts and cakes. Funds raised from the table sale at that event will be for the chorus. MT asked if printed flyers were available for SCS publicity purposes. SB offered to design and print a demo. SB RB

f) **Music Director's Report** - see attached.

i) known issues are to be discussed at a future Music Committee meeting.

## 5. Correspondence

- a) An email was received from Sharon Brackpool confirming her resignation from the Chorus.
- b) Notes from the last LABBS Council meeting collated by our reps Kate Hyde and Chris Darby were circulated for information and comment.

## 6. Internal Financial Controls

A checklist regarding internal financial controls for charities from the Charities Commission was circulated and PW went through it with the members. It would appear that we do not meet all of the legal and good practice requirements and strong efforts are being made to ensure that we do. PW and SM will write and develop a policy/policies/procedures that conform to requirements. PW/S  
M

## 7. Garage rental

REDACTED TO COMPLY WITH GDPR

PW believes that a different (possibly bigger) trailer may now be needed to transport the risers, a bigger trailer which may not fit into the current garage. It was agreed that further research was required regarding a new trailer and garage. PW informed the committee that the trailer is now insured with our main insurers Music Matters, but only if it is in a garage or a compound with locked gates. SBr offered to send these details to Louise McCarthy, the driver who kindly tows the trailer when necessary. PW  
PW  
SBr

## 8. Grants for Harmony College

a) PW proposed that we allocate a budget for Education of the Chorus members (e.g. attendance at LABBS Harmony College in April 2019). A long discussion was held about the amount of money to be allocated, how many people could apply, the process of choosing between applicants. The Committee agreed that £500 could be allocated on this occasion. The Club members would therefore be informed that 5 grants of £100 each would be available and to apply on the form provided (see attached). If more than 5 people applied a small sub-committee would decide who should go. If this was successful then more money could be allocated in the future. PW

b) RB proposed a grant be made available for those people in some hardship to attend other events e.g. Convention. Further discussion about the amount of money to be made available and how it was to be allocated was needed.

## 9. Future Planning

a) RB reported that Anvil had requested a PA system for announcements that are made at singouts (not to include 'micing up' of the chorus). RB suggested that SCS might want to share the costs and benefits of this equipment. The Committee agreed in principle to this purchase (and to storing it in the cupboard at Grove Vale School) but asked for more details of costs and processes. RB/  
Anvil

b)PW to call together a meeting of the 'branding committee'. The remit of that group will be to look at our logos and advertising

## 10. Any Other Business

a) REDACTED TO COMPLY WITH GDPR

b) SBr reported that the hotel in Llandudno for Convention 2019 does not have enough single rooms for those that require them. They have offered double rooms for single occupancy but this might incur additional costs. SBr asked if the Chorus could fund the difference. She was asked to ask the hotel for more information. SBr and her husband intend to visit Llandudno in the near future to see the hotel and find out more information about other hotels etc. PW suggested that the Chorus could pay for her travel expenses in this regard. SBr

12. **Date of Next Meeting** - 11<sup>th</sup> April 2019 at 7 p.m.

PW closed the meeting at 9.15 p.m.