

Birmingham Ladies Barbershop Harmony Club

Minutes of committee meeting held on Thursday 15th January 2020 at 7.00pm at 214 Chester Road North

Present:	Pearl Whiten	Chair	PW
	Sue Bubb	Vice Chair	SB
	Sue Breakwell	Treasurer	SBr
	Elaine Mobsby	Membership Secretary	EM
	Sandra Moss	Secretary	SM

1. Apologies - None

2. **Minutes** of the last meeting were proposed by SBr, seconded by SB and accepted as accurate.

3. Matters Arising

a) item 3a) the proposal to buy a sound system is now on hold.

b) Item 8. Internal Financial Controls - this matter is ongoing. PW

c) item 9. Garage rental. This matter is ongoing. PW to check with current lease holders and/or Walsall Council.

d) item 10 re dress committee. All dresses are now completed. Spare dresses were to be delivered to Maureen Bilton for onward transmission to Mandy Gilliland. PW to call another dress committee meeting.

4. Thanks were expressed to SM for her work surrounding the AGM.

5. Correspondence

a) Email received from Community Spirit about a Special Concert to celebrate 10 years. SM to follow up. SM

b) Email received from Making Music confirming that the Club's insurance has been renewed. SM requested a copy of the Certificate of Insurance.

6. Officer's Reports.

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

i) Rob Barber, the new MD, would like to receive mileage of 45p per mile. PW has contacted LABBS and been told they only advise 25p per mile. The Committee were informed that BABS pay 45p per mile. PW and SBr to seek guidance from HMRC. PW SBr

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

i) bank balance now stands at only £12934.19 and we receive just under £500 per month from subscriptions. The Committee discussed and agreed raising the monthly subscriptions to £15 per month from 01.03.2020. SBr to inform the Chorus members. SBr

ii) The Christmas Card Collection raised £48.60. Chorus have agreed to donate this to a charity chosen by Yvonne Powell in memory of her husband Graham. SBr waiting for details of this.

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

We have 3 'distant members' (Liz Dawson, Margaret Hannay and Helen Perkins), who regularly pay subs.

d) **PRO Report**- see attached written by Chris Darby. Thanks expressed to CD.

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

7. Forward Planning

a) PW to meet Rob Barber on Monday 20-1-2020 prior to rehearsal to speak about different things. She requested a list of committee members etc for him. SM

b) Rob Barber has decided he does not want to be on the general committee. The Music Team will send a representative to the general committee once the Music Team has been finalised.

- c) Sue Bubb has volunteered to be the Fund Raising Officer (along with a team comprising of Heather Lee, Mary Harris, Maureen Bilton, Mandy Gilliland). SBr
 - d) Louise McCarthy has volunteered to be Health & Safety Officer. She will now be responsible for risk assessment of singouts etc. SBr has risk assessment information (given to her by previous H&S officer) and will send Louise McCarthy this information.
8. **Recruitment of PRO/team** - Diane Bentley has offered to be part of a PRO team.
 9. **Recruitment of Fund Raising Officer/Team** - see above
 10. **Celebration Committee** - arranged to meet on Thursday 23-1-2020 at 7 p.m. SM to inform committee members.
 11. **Convention 2020** - we are not competing this year so SBr will contact the hotel about cancelling rooms. Committee agreed she should email Chorus members about their need for rooms and to have replies by Friday 24-1-2020. SBr
 12. **Convention 2021** - SBr needs to know as soon as possible whether we are competing so that she can book a hotel. PW will discuss this with Rob Barber next Monday. PW
- 13. Any Other Business**
- a) SM asked who has the licences for music and performing rights. SM felt these should be kept centrally. PW to check with Rod Butcher. PW
 - b) SM asked about a new logo because she only has 1 Anvil Trophy badge left and needs to know if any changes should be made to it before she orders any more. PW explained that following the branding meeting last year Anna Westwood (AW) had contacted a designer who needs more information. There was a discussion about different designs and a general consensus was reached. PW will visit the designer with AW in the near future. SBr will also ask for advice from her contact in the printing industry. PW SBr
 - c) SM was concerned that members say they are not receiving emails. It was agreed that SM should send a WhatsApp message to everyone on the group to ask for updated email addresses and telephone numbers to be sent to EM. SM
14. **Date of Next Meeting** - Thursday 26th March 2020

PW closed the meeting at 8.45 p.m.