

Birmingham Ladies Barbershop Harmony Club

Minutes of committee meeting held on Wednesday 10th July 2019 at 7.00pm at 214 Chester Road North

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

1. **Apologies** - Sue Bubb, Vice Chair, (no formal contact) Jo Cope, PRO

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

3. Matters Arising

- a) item 3a) RB will be looking at an amp/mixer/speaker system later this week. He will take professional advice but thought it might now cost of approx £1500. Committee agreed to this joint purchase. RB
- b) item 10c) SBr reported that Cathy Potter has not paid her subs by standing order after she received her 25 year pin from LABBS and the committee assumed that she is no longer a member. PW to confirm. PW

4. Officer's Reports.

a) **Chairman's Report** - see attached.
No further questions.

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

i) SBr also reported that she has now paid the deposit of £500 for the room hire of Ramada Hotel. SBr further reported that the sound and lighting system would be included in the price of the hire of Sutton Town Hall.

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

- i) EM reported that she is waiting for some members to confirm their attendance at Convention. SBr to email them with a deadline for receipt of registration fees and hotel deposit. SBr
- ii) EM reported that she is on holiday from 20.07.19 and will need to register the Chorus with LABBS before that date. (see further discussion below)

d) **PRO Report**- see attached written by Chris Darby in JC's medical absence - thanks expressed to CD.

- i) Corporate image - committee agreed original logo may continue to be used, although we still need a digital copy.
- ii) Website - PW contacted John Eardley (webmaster) re transfer of photos/teach tracks from Dropbox and this will be done. Further training for Anna Westwood and Chris Darby to be arranged.

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

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

RB wished to highlight:-

- i) Poor attendance - 20/25 each rehearsal RB
- ii) Membership - appears to be falling
- iii) Convention - RB and Helen Tipping (HT) felt we should not compete this year. Other members of the Music Committee did not agree at their recent meeting.
- iv) Succession Planning - RB felt he is 'flagging' did not feel confident he would be able to continue ad infinitum without more commitment from the Chorus. HT feels unable to take on the role of Music Director due to illness. RB recommended Jo Wilson be approached to see if she wished to take on the role. PW

Thanks were expressed to RB for his hard work and commitment and offers of support were given.

It was decided that PW should email the whole chorus to encourage more regular attendance at rehearsals and ask:-

PW

- a) Do members want to compete at Convention this year and if so more commitment was required.
- b) Do members want to attend Convention but not compete?
- c) Do members not wish to attend Convention at all this year?

This email was to contain a deadline for responses and an emergency committee meeting was arranged for Wednesday 24th July to make a final decision. With this in mind SBr and SM offered to register the Chorus and members' requirements on the LABBS website following this meeting, so that EM does not have to do it before she goes on holiday.

SBr
SM

5. Correspondence

- a) PW had received an email from Liz Thompson asking about weekend rehearsal dates in September. Since she has now moved to Cheshire 2019 will be her last Convention with this Chorus and she felt she could only attend if she could attend the weekend rehearsal dates. These have not yet been arranged, but RB was considering the dates.

RB

6. Update on Internal Financial Controls

- a) PW is still working on a policy and procedure for financial controls.
- b) PW reported that she had met with Diane Baker (DB) *redacted* to sort out outstanding paperwork.
- c) The committee agreed that a new external auditor was required and that we must be prepared to pay for this work.
- d) SBr and SM reported that they had only seen one document from HMRC to confirm that Gift Aid had been claimed in 2016/2017. *redacted*.
- e) PW has information about what is required by the Charity Commission and will work through it. *redacted*

Grateful thanks were expressed to PW for all her hard work regarding the financial controls within the Club.

PW

7. Update from Dress Committee

PW showed members a mock up of the new dress, which will cost £75 per person, to be paid by the Club.

8. 30th anniversary plans

- a) As per Chair's report. Tickets for celebratory dinner will be paid for Founder members from Club's resources. Ex-members to be invited but will be required to pay for their own tickets (£35 per head). SM prepared to write invitations to ex-members if their names and addresses could be provided.
- b) John Taylor Hospice has offered to do publicity for the celebratory show if they can be guaranteed to be the recipient of any donation. Further information required about this.

10. Any Other Business

- a) SBr asked to complete the Conflict of Interest form (her husband had printed the advertising postcards)

12. **Date of Next Meeting** - Emergency meeting on Wednesday 24th July 2019 at 7.00 p.m.
Regular meeting on Wednesday 9th October 2019 at 7.00 p.m.

PW closed the meeting at 8.20 p.m.