

Birmingham Ladies Barbershop Harmony Club

Minutes of committee meeting held on Thursday 28th June 2018 at 7.00pm at 214 Chester Road North

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

Action

1. **Apologies** - GayeAnne Morgan

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

3. Matters Arising

a) item 4a) Have the singouts at St Lukes Church, Kingstanding on 22.09.18 and the one with Wolverhampton Orpheus Choir? PW to check with GM. (This was subsequently not possible to do).

PW

4. Correspondence

a) An email was received by PW from Sheila Allen to say she is resigning due to extended and ongoing personal commitments.

b) An email was received by EM from Gail Grainger at LABBS to say that they had agreed to reimburse the joining fee of Heather Wallace who has decided that barbershop was not for her. No one has ever asked for their joining fee to be returned before, therefore there was nothing in our rules. The Committee agreed to add the words "which is not refundable" to the welcome pack relating to paying subscriptions to LABBS.

c) An email was received by RB from Debbi Cox at LABBS re the payment of fees to the Public Rights Society (PRS). RB to action when necessary.

d) An email was received by SB from the Business Manager at Grove Vale regarding payment for the building of a storage cupboard (£850) which has been agreed b the committee and ongoing storage costs for the risers (£377.42 p.a.) which has been reduced from the original suggestion.

5. Officer's Reports.

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

i) Shoes - fitting session went well. More sizes have been received to enable those who could not attend the fitting session to try on the shoes and reduce the need for Watkins to return just yet.

ii) GDPR - 2 members' forms are still outstanding. PW to chase. Other than that we well into compliance.

iii) all ratified policies are now on the SCS website

iv) Check lists for venues and housekeeping matters now exist and are being honed. PW to share the venue details with RB and SK for comment.

v) Grove Vale School - all issues have now been settled.

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

i) £80 profit made from catering at quartet prelims on 23.06.18 at Shireland Collegiate Academy. Further £40 made from donations at Monday rehearsal for sale of cakes etc. that were surplus to requirements at prelims

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

d) **PRO Report** - see attached

i) Marketing information from the singing course needs to be analysed to see where publicity was most effectively directed.

ii) We urgently need a higher spec camera - RB reported that we would get better quality pictures from a more expensive camera e.g. one with a wide angle lens rather than zoom functions. RB was requested to liaise with Anna Westwood and Ron Bubb with a view to having a camera ready for IABS. The amount to be spent was to be agreed at a later date.

NB - GM has stepped down from chorus for a while for personal reasons, so we need someone to cover PW for her. PW agreed to meet with GM to speak especially about the following :-

- i) her own and her husband's attendance at IABS
- ii) her input into the website especially with regard to photos
- iii) the names of her contacts with press and TV
- iv) her checking of the Chorus email - EM volunteered to continue this pro tem.
- v) the name of her contact re the WI singout in February 2019
- vi) the situation re the printing of business cards
- vii) whether she has been given photographs on a CD from Ron Bubb.

e) **Fund Raiser's Report** - nil report, but MT has received the lottery tickets from LABBS and these will be on sale at the next rehearsal.

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

i) HB is unable to attend and present at the LABBS Directors' Workshop with RB and Mandy Gilliland. Jo Wilson has been invited to attend and has accepted.

ii) RB has officially entered the Chorus into IABS at a cost of €100 (£88.20)

g) **Health & Safety Rep report** - see attached

i) SK has contacted a representative at BBC Mail Box and will meet her to undertake a risk assessment for the Jazz festival singout on 21.07.18.

h) **Events Manager's Report** - see attached

i) Kimberley Hotel in Harrogate will not refund the deposit made for rooms for 2018 convention. However, they have agreed to put this money towards the rooms requested by members who are still attending. These members will have to reimburse Second City Sound. This leaves SCS £395 out of pocket. RB suggested a letter be written asking if this money could be put towards the cost of our booking when Convention will next be in Harrogate. SK to send a list of the names of members requesting rooms to the Kimberley Hotel so they can allocate rooms. Some members are asking for extra nights, which they will have to pay for themselves.

6. Convention - IABS

i) Some chorus members have dropped out of the whole event since bookings were made for transport and hotel rooms. The cost of the coach and ferry transport was originally divided by the members travelling to convention in that way. Members have already been told how much this will be. Many things had already been paid for or contracted but with members dropping out or using other modes of transport we stand to make a loss. This was discussed and valuable lessons have been learnt. The committee agreed that members cannot be asked to pay any extra so Second City Sound will absorb the loss.

ii) The coach company have not asked for a deposit but have already paid a deposit of £100 for the ferry crossing. We also have to pay for a room and meals for the coach driver. This was agreed. PW asked for a breakdown of the loss incurred

ii) RB to check his singing list with the list now held by SK.

RB/SK

7. Ratification of Policies

i) **Health & Safety Policy** - proposed by SM and seconded by SB that this policy be ratified subject to the rewording on page 2 of "responsibility for health and safety at events and activities organised by Second City Sound sits with the Health and Safety Officer who is appointed each year at the AGM." Names of First Aiders and Health and Safety Officer to be omitted on page 3. To be uploaded onto the website.

SM/JE

- ii) **Data Protection and Data Retention Policy** - proposed by SM and seconded by SB that this policy be adopted. Agreed unanimously. To be uploaded onto the website. SM/JE
- ii) **Riser Handling Procedure** - minor amendments to be made by SK who will then send the electronic version to SM for uploading onto the website. Training to be arranged for all members at the next available rehearsal. SK/SM

8. Communication

- i) PW to speak to GM re banner etc (see also 5(d) above)

PW

9. Singouts

General discussion was held about how we process a request for a performance. At present requests come in to different members of the Chorus. In future it was decided on the following procedure:-

- i) Any request for a performance should go to SK.
- ii) SK to send request to RB and make first check of venue for feasibility of space etc
- iii) SK to prepare singout sheet and members asked to sign within 2 weeks. To be followed up by telephone call/email/personal approach of members.
- iv) RB to check the list for balance of the chorus.
- v) SK to go back to the requester to ask for further details of venue/audience numbers and if they are paying to attend/does the organisation have a budget for entertainment.
- vi) Once all information is known a decision is then made as to whether we can perform.

Charging Process

General discussion was held about fees and we tentatively agreed the following:-

- i) We generally charge a fee for singouts
- ii) Appearance at an event organised by a charity - £50 which we will donate back to the charity. Discretionary.
- iii) Appearance at an event organised by a voluntary organisation - £100.
- iv) Appearance at an event for which the audience is paying for us to entertain them - £200 minimum.

Further discussion to be held about this.

10. Any Other Business

- a) Is there an evacuation procedure for Grove Vale School? SB to contact appropriate person at the school. SB
- b) Discussion and decision about payment to John Eardley – for the designing and building of the new SCS web-site and for being the ongoing web master. Committee agreed to pay £500 with many thanks SB

12. **Date of Next Meeting** - 7th September 2018 at 7 p.m.

PW closed the meeting at 9.05 p.m.