

## Birmingham Ladies Barbershop Harmony Club

Minutes of committee meeting held on Thursday 22<sup>nd</sup> March 2018 at 7.00pm at 214 Chester Road North

<b>Present:</b>	Pearl Whiten	Chair	PW
	Sheila Kendrick	Vice Chair	SK
	Sue Breakwell	Treasurer	SB
	Elaine Mobsby	Membership Secretary	EM
	Midge Turner	Fund Raiser	MT
	GayeAnne Morgan	PRO	GM
	Rod Butcher	Musical Director	RB

Action

### 1. Apologies - Sandra Moss

2. **Minutes** of the last meeting were proposed by MT seconded by GM and agreed unanimously.

### 3. Matters Arising

a) item 3g) Dress committee in contact with Watkins the shoemaker. Shoes are priced at £42.50 - ongoing. PW

b) another email will be sent to the chorus about timings for the show and what the dress code is. Although the dress code was sent out three times people are still asking what to wear. PW

c) item 6d) DBS certificates from 4 years ago (for RB and EM and the last board of trustees) are still relevant, but all committee members should be DBS checked eventually. PW

### 4. Correspondence

a) GM received enquiries for a singout at St Lukes Church, Kingstanding for 22.9.18 and from Wolverhampton Orpheus Choir requesting a joint concert. It was decided that more information was required.

b) An email was received from Karen Armitage declining her participation in the Anvil Concert due to her not being able to find enough preparation time because of other commitments.

c) An email was received from Jo Heagren who stated that she would like to continue her membership of the Chorus but is struggling with ongoing health and personal issues at the moment.

d) A request has been received from LABBS asking to borrow our risers for the director's weekend at the Q3 (Laurence to liaise with them). This was agreed.

### 5. Officer's Reports.

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

Further discussion was had re website which now needs populating. John Eardley will be training the website group in how to do that. We discussed the need to use more updated photos, but PW thought that the idea of using the Toy Story photos as a main photo would give the wrong impression. Discussion re payment of John Eardley for constructing the site was left until next meeting.

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

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

PW thanked EM for arranging the registration for IABS.

d) **PRO Report** - see attached

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

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

RB has purchased teach tracks and licences for 2 new songs.

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

A new First Aid kit and Accident Book have been purchased.

The risers are now on an annual maintenance check.

## 6. Convention - IABS

- a) Transport has been booked with Lakeside Coaches and Fast Ferry. Exact numbers are required for precise costings. It is known that some people will be making their own way by air.
- b) PW suggested subsidising the cost of registration for 37 people. Proposed by SK, seconded by SB and agreed unanimously.
- c) SK to post signed hotel booking form for IABS.

SK

## 7. Policies

- a) Recruitment of Ex-Offenders and Conflict of Interest Policies were distributed.
- b) General Data Protection Regulations - now need permission to store and use people's personal information. We must delete obsolete details. We must advise members what their information is used for and why as well as ask "Do you want to receive future mailings?" if appropriate  
'Making Music' have developed a template for this policy and PW is checking that it is appropriate for our use.

PW

## 8. Singing Course April 2018

- a) GM has advertised in various places (see report) and spare leaflets are to be taken to Anvil Concert. Most of the chorus have distributed leaflets in and around their areas
- b) GM is investigating the possibility of a singout at Asda soon.
- c) 2 LABBS polecats may be learnt during the singing course.
- d) SM has application form for a LABBS grant, but needs more information about the number of attendees and potential new members. This will be given to SB because receipts and a cost breakdown are required (e.g. adverts, printing costs etc) and sent to LABBS for the grant to be actioned
- e) Risers need to be up early for a prompt start and the course will finish at 9.15 p.m. each week. The rest of the chorus will rehearse to their normal time.

SB

## 9. Communication

The planning team meeting had discussed the new business cards but felt we need new photographs before we go ahead.

## 10. Room Hire

Rent for rehearsal room at Grove Vale School has doubled. Storage has now to be paid for, so does the use of chairs and the one table we use. Rent had not been increased since 2010. Our risers have been moved without our consultation into the Main Hall behind the curtain behind the stage (a courtesy telephone call would have been polite). PW has drafted a letter to the Headteacher and Chair of Governors indicating our displeasure and requesting further information on the situation. PW and RB have spoken with members of Anvil about this problem. A joint letter was thought to be a first approach, stating concerns about Health & Safety and indicating that we want to stay since the price for storage even after the increase in price is not extortionate. Action after viewing the situation again on Monday 26<sup>th</sup> March 2018.

PW

## 11. Any Other Business

- a) REDACTED TO ENSURE GDPR COMPLIANCE
- c) SK has reserved rooms in Llandudno for 2019 Convention.

## 12. Date of Next Meeting - 28<sup>th</sup> June 2018 at 7 p.m.

PW closed the meeting at 9.30 p.m.