

Birmingham Ladies Barbershop Harmony Club

Minutes of committee meeting held via Zoom over the internet on Thursday 24th September 2020 at 7.00pm and 8.00 p.m.

Present:	Pearl Whiten	Chair	PW
	Sue Breakwell	Treasurer	SBr
	Sandra Moss	Secretary	SM
	Elaine Mobsby	Membership Secretary	EM
	Jo Wilson	Assistant MD	JW

1. Apologies - none

2. **Minutes** of the last two meetings (25-6-20 and 13-8-20) were proposed by SBr, seconded by PW and accepted as accurate. Minutes signed by SM for PW in view of COVID-19.

3. Matters Arising from these 2 previous meetings.

- a) "Shared Ownership Agreement" has been signed by both choruses.
- b) Anna Westwood's video for the Chorus has now been seen and thanks were expressed to AW for her hard work. PW suggested that some members of the chorus might like to work with AW to see how the video was made in an attempt to share the knowledge and not lose these skills from the chorus.
- d) PW has ascertained that no extra training relating to COVID-19 will be needed by the First Aiders.
- e) thanks were expressed to SBr for buying all the additional equipment needed relating to COVID-19

4. Correspondence

- a) EM is receiving updates from LABBS and sharing them on Facebook/email with the members.

5. Officer's Reports.

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

No further questions.

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

SBr reported that savings now stood at £2342.50.

SBr reported that she had sent an email to the chorus asking for £7.50 subs to be paid now that Grove Vale School have asked for a retention fee. 4 people have not yet responded.

SBr reported that she had asked Diane Baker for a copy of the reports sent to the Charity Commission. No reply had been received as yet.

- c) **Membership Secretary Report** - no report

- d) **PRO Report** - no report, position of PRO still vacant.

- e) **Fund Raiser's Report** - no report.

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

No further questions asked but JW reported that a Music Committee meeting was to be organised.

6. Virtual LABBS convention 2020

LABBS had been given permission to use our 2016 Convention performance if needed and our new video has been sent to them. Further details will be sent when available.

7. Risk Assessment

- a) PW is writing this with the help of Jennie Thornton (JT) PW confirmed that when we do return to in-person rehearsals we will be singing in masks. These will obviously become damp so chorus members must have more than one as well as a plastic bag in which to dispose of them.

- b) PW confirmed that EM will be responsible for the register of attendance to enable track and trace.

- c) PW confirmed that there must be NO mingling - markers had been bought to ensure that members stand socially distanced.
- d) PW confirmed that any member of the chorus not willing to adhere to these rules will be asked to leave the rehearsal.

8. In-person Rehearsals

- a) We are allowed to return to in-person rehearsals so long as we are COVID-19 secure i.e. there has been a risk assessment, we maintain social distance, we do not mingle and we have insurance.
- b) PW, SBr and JT had measured the hall at Grove Vale School and decided it would be safe for 16 chorus members to rehearse together. We will not be able to use the risers for now, so we will be standing on markers on the floor.
- c) PW asked for suggestions as to how we can return to in-person rehearsals:-
 - i) PW suggested 1 hour rehearsals (plus a 15 break to allow for air circulation.)
 - ii) JW suggested we use a camera on a tripod to zoom the rehearsal to members who could not attend
 - iii) PW suggested we have 2 rehearsals each evening, but this might now be feasible due to time constraints.
 - iv) JW suggested one group rehearse in person one week, with the remainder of the chorus watching on zoom and then reverse for the following week.
 - v) JW suggested that RB stay at home and direct via zoom and only members attend the rehearsal.
- d) PW will send out another email and survey asking for members' opinions. PW

9. AGM 2020

PW confirmed that this will be held on zoom and not in person. We will require 28 members to attend to be quorate.

- a) There is one resolution from the Committee:- “an amendment to page 2 para 3 “Membership of the society shall be open to any ladies aged 16 years and over... ” to “... ladies aged 14 years and over ...”. Other resolutions may be put from the membership.
- b) PW confirmed that she would like to stand down from the Committee at the AGM.

10. **Review of Electronic Communication Policy** - This was unanimously agreed with no changes. SM
SM to sign the central copy for PW in view of COVID-19.

11. **Review of Safeguarding Children, Young and Vulnerable People Policy** - This was
unanimously agreed with no changes. SM to sign the central copy for PW in view of COVID-19. SM

12. Any Other Business -

- a) SBr asked if she should book a hotel for LABBS Convention 2022 in Llandudno. All agreed this SBr
should be done.

12. **Date of Next Meeting** - Wednesday 20th January 2021 7 p.m.

PW closed the meeting at 20.30 p.m.