

**MINUTES**  
**Unity in Sound Community Choir**

**Date:** Monday 20<sup>th</sup> May 2019 at 7.30pm      **Location:** Leah's, Denbury

**Present:** Beth, Claire, Jane, Jax, Leah, Naomi, Mandy, Sheena, Sue.

**Apologies:** Shelagh

Agenda Item	Minute for Item	Proposed	Action
Minutes of previous meeting Approved and signed			Claire
Matters Arising from previous minutes	<p>Photos already taken to be forwarded to Naomi for website. Claire to aim to take outstanding photos on 30<sup>th</sup> May.</p> <p>Awards Night – Committee and choir members to nominate people – suggest presentation at Christmas Meal.</p>		<p>Claire/Naomi</p> <p>ALL</p>
<b>AGENDA ITEMS</b>			
1. Committee	<p><b><u>Workload of committee</u></b></p> <p>Leah announced she has had promotion at work and will be starting full- time from September. She aims to keep choir commitments but to do this, needs to dispense some of her workload.</p> <p>Andy will keep doing the arrangements and has plans to get well ahead with these before he goes on holiday.</p> <p>The Events Team will pick up some extra roles and it is hoped that choir members can also help out with some of these.</p> <p>Leah will compose a list of “jobs to do” which could be managed by the Events Team in the future.</p> <p>Leah will aim to condense recordings and notations in the school holidays.</p>	<p>Leah</p> <p>Beth</p>	<p>ALL</p> <p>Jax</p> <p>Leah/Events Team</p> <p>Leah</p>
2. Events	<p>(See Point 1)</p> <p>Moving forward with future roles and plans.</p> <p>- <b>Publicity</b> – Events team is in its infancy but will evolve under new management and will be taking workload from Leah.</p>	Leah	Jax

3. Finance	<p>Mandy reported balance in the current account is £7,993.43</p> <p><b><u>FINANCIAL PLAN</u></b></p> <p><b>Contingency Fund for future unforeseen events – 65%</b></p> <ul style="list-style-type: none"> <li>• Paying for a Musical Director</li> <li>• Paying for a Pianist</li> <li>• Paying for Arrangements</li> <li>• Replacing equipment</li> </ul> <p><b>Running costs – 35%</b></p> <ul style="list-style-type: none"> <li>• Hall rental</li> <li>• Printing and Stationery</li> <li>• Website fees</li> <li>• Insurance</li> </ul> <p><b>Future Spending Commitments</b></p> <ul style="list-style-type: none"> <li>• Costumes</li> <li>• Leaflets</li> <li>• Sound Engineer</li> <li>• Travel</li> <li>• Riser hire</li> <li>• Socials/gifts</li> <li>• Publicity</li> </ul> <p><b>Credit Card</b> - Mandy will liaise with Sheena re possibility.</p> <p><b>Standing Orders</b> Discussed - Members to see Chair or Jane if they have any queries. Monthly and annual breakdown available on request.</p>	<p>Mandy</p> <p>Naomi</p> <p>Leah</p>	<p>Mandy/Sheena</p> <p>Jane/Jax</p>
4. Vice Chair	<p>Jackie Page (Jax) formally accepted onto committee as Vice-Chair with effect from 20 May 2019. Beth will be leaving in July and will be sadly missed. Leah thanked Beth for all her support and ideas.</p>	ALL	
5. AOB	<p><b>Christmas Meal</b></p> <p>A decision was made to go to Dainton again, preferably on a Saturday at the beginning of December. 7<sup>th</sup> preferred but if not then Friday 6<sup>th</sup> or Saturday 30<sup>th</sup> November. Sue to phone Dainton.</p> <p><b>Shared on-line Calendar</b> Beth will investigate “Timetree” and set up.</p>		<p>Sue</p> <p>Beth</p>

Date of Next Meeting: Monday, 22 July 2019 - at Leah's in Denbury