**VIRTUAL MINUTES**

**Unity in Sound Community Choir**

**Date: Tuesday 23rd March 2020 at 7.30pm Location: Online**

**Present: Claire, Jane, Leah, Lesley, Naomi, Shelagh, Wendy**

**Apologies: Jax, Sheena**

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| **Agenda Item** | **Minute for Item** | **Proposed by** | **Action** |
| **Minutes of previous meeting** | Approved and signed by Chair-Jax Page |  | Jax |
| **Matters Arising from previous minutes** | T shirts have been bought.  Risers/school staging discussion has been deferred until Sarah Brewer is back in choir and can sort out partnership with the school. |  |  |
| **Matters brought forward by Chair** | The choir poster for the Church charity gig shows the Choir as if we are a Church choir and the one used does not show the Choir in its entirety – new photos are required.  Coronavirus please can members be “risk aware” and not “risk averse” to washing their hands to protect themselves and others from passing on the virus. Soap required in the ladies’ toilets. It is the personal responsibility of individuals to take care of their “own space” – i.e. hand shaking.  Sheena & Jax will compose an email with appropriate wording regarding self-isolation and attendance at choir. |  | Claire  Sheena/Jax |
| **Welfare** | A couple of members are experiencing personal/domestic/financial issues and where appropriate the Committee should offer support and lend an empathetic ear.  Subscriptions can be waived in financial difficulty. |  | All |
| **MD Update** | “Blowin in the wind” is not quite working and Leah and Andy have decided to trial a small group of 8 singers (2 from each section) for the 1st verse. Soloists have not yet put themselves forward. Committee felt it was a good idea.  Leah will group the newer songs together for gigs so that newbies can participate with confidence and then stand out for the older songs if they chose. |  | Leah  Jax |
| **Events Update** | * Charity Gig at St Andrew’s church, 25th April – 77 tickets already sold. 200 tickets available. Lesley will promote at Carnival Club meeting and Jax will go to Mothering Sunday service and will sell tickets to the congregation. * Dress rehearsal in the church will be on Thursday 23rd April. Team to be gathered for setting up. * Tee shirts with “Crew” will be supplied for the sound engineer and helpers. * Refreshments will be provided by The Carnival Club. * Raffle – choir members to be asked to donate “1st class” raffle prizes and get family to sell raffle tickets. * Rowcroft & Devon Ambulance will be the Benefactors. * Publicity - Andy King (Mel’s husband) to be asked to take photographs. We need a videographer and a sound recorder – Susan Tansley to be asked for a student from Newton Abbot College. Marcel who produced the poster will arrange for an article and publicity to be submitted to the local paper.   IppleTipple on 18th July – can we make sure we can use the main sound system – Lesley/Claire will ask  Lustleigh on Bank Holiday Monday 31st August – Leah to speak to their sound guy to ascertain equipment needs. Individual cars for transport.  Wendy to produce promotional clip for their website. Jenny to write it and Wendy to promote it.  Teignmouth – 26th July still to be confirmed.  Abfest – 3rd September still to be confirmed but only if we can be on the stage.  Jax asked committee to consider performing at an outside street party charity gig in Torquay for “Bowel Cancer West” and “Cots for Tots” on Sunday 14th June between 11-2pm in Mendip Road, Torquay.  Fee will be waived.  Committee agreed and a sing-out sheet will be produced to ascertain numbers.  Radio Devon – to be scheduled for a Thursday in May or June depending on Teignmouth commitment.  VE Day – Parish council want to do a party in the park and for choir to perform - decision is NO. Choir members can attend and sing but not as part of UISCC. |  | Jax  Shelagh  Lesley/Claire  Leah  Wendy  Sheena |
| **Finance** | Funds held in current account - £10,808.84p –  Mandate is restricted to 2 signatories. We are experiencing difficulty in getting a credit card. Can we have a separate bank account for items such as tickets sales. AGREED. Lesley to enquire. |  | Lesley |
| **AGENDA ITEMS** |  |  |  |
| **1.** | Emails – not everyone is getting choir emails – it is the individuals’ responsibility to check their junk folders. Sheena suggested that emails be sent out in sections to avoid being deemed as a spammer. Suggestion that Shelagh has backup email addresses. Suggestion that we have ‘Unity in Sound’ email address rather than Sheena’s personal email address. Naomi to set up. Lesley to ask her son.  Reiterate that WhatsApp is for urgent messages and that emails must be looked as well. |  | Sheena, Shelagh Naomi, Lesley |
| **2.** | Focus Group  Members, Charlie, Dawn, Sarah, Eileen, Megan and Marion. Jax feedback points raised by the Focus Group at which Jax and Shelagh facilitated.  Sam Pead is going to be Social Organiser.  Leah to prompt sections to keep quiet whilst others are learning.  Record songs as we sing and post on website.  Focus group leaders to feedback to sections and create section WhatsApp groups.  Suggestion that ALL chairs need not be put out except for when we are learning – put them away for 2nd half of choir. If a chair is required then of course be seated. |  |  |
| **3.** | Update choir photo and individual photos for the website.  Naomi, Tina, Jane, Jax & Lesley to be informed when a member leaves or joins. |  | Claire  Sheena |
| **Date of next meeting** | Monday 18th May 2020 at 7.30pm |  |  |
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