**MINUTES**

**Unity in Sound Community Choir**

**VIA ZOOM**

**Date: Tuesday, 19th October at 19.30pm**

**Location: Via ZOOM**

**Present: Jax, Jane (Minutes) Leah, Naomi, Lesley, Sheena, Claire**

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| 1. **Apologies:** Shelagh, Wendy, Sue
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| 1. **Previous Minutes:** Agreed and Signed
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| 1. **Matters Arising:**

As ‘SPOND’ has not always proved to be reliable and its use would necessitate buying a new type of phonecard, it has been decided not to use the App for choir communication |  |
| 1. **Review of Previous Month**

Choir sessions have been very successful, given the current guidelines – people have been very mindful. It involves more setting up, especially for the committee and Leah has the challenge of leading two sessions.Facebook Live – Has been a mixed experience with some people having signal problems and members sometimes finding it hard to pick up their own parts when different section parts are being sung.The Facebook sessions have proved to be very useful to members to review in the following week. |  |
| 1. **Looking Ahead**
* Sheena raised concern about the Bass section being at the rear of the church and has found that the Basses cannot be heard on Facebook. She suggested that sections could be moved around but Jax pointed out that as allocated seats lessens movement and possible mingling, this makes it easier to adhere to government guidelines
* The plan is to aim for one session where up to 42 people can be accommodated. Setting up can start at 7pm, the first group of 6 arriving from 7.15pm onwards with a view to starting at 8pm and running until 9.00/9.15pm. This will involve less work for the committee and be better for Leah, only having to do one session. This will also mean more volume and better support within the sections.
* Jax will compose an email to be sent to members detailing the new arrangements.
* Choir logo masks will soon be available to buy.
* If the government implement a ‘circuit breaker’ then choir will close for two weeks
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| 1. **Risk Assessment Review**

It was not felt that any additions/deletions needed at this stage – unless any changes in government advice.1. **Finance Update/Fees**
* Current balance at 19 October 2020 is £10,642.75. Some arrangement fees to be deducted. It is anticipated Leah and Andy will invoice the choir for four arrangements.
* Lesley is awaiting the final accounts from the previous financial year from Kathy Langabeer.
* All choir attendees needed to have restarted paying from the 1st October.
* All Facebook ‘live’ attendees will be expected to restart payments from 1st November. Naomi suggested that a personal email be sent to each non-paying Facebook user as some people have been paying throughout.
* Jane will compile lists of all non-payers and will send to Lesley, who will contact them.
* Any cases of hardship are advised to speak to Jax, Lesley or Jane.
* It was discussed whether members who are planning to come back at a later date should be removed from Facebook and WhatsApp. Each of these members will need to be contacted for their views but it was felt that they wouldn’t be asked to pay membership when they re-join.
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| 1. **AGM**
* Government UK have advised that all charities and groups do not have to hold an AGM, given the exceptional circumstances. Naomi has made the decision to leave the committee but will continue with her current role on the website. Leah expressed her gratitude for all the invaluable work that Naomi does behind the scenes.
* Beth Finch and Kathy Edwards would like to join the committee.
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| 1. **Updating the Website**

Leah would like Naomi to change the header on the website in order to reflect current guidelines. The header would advise potential new members to ring before attending. Leah would like to carry on recruiting new members. |  |
| 1. **Date of next meeting**

 Monday, 7th December 2020 at 19.30 via Zoom  |  |