**MINUTES**

**Unity in Sound Community Choir**

**Date: Monday 1st April 2021 at 19.30pm ONLINE VIA ZOOM**

**Present: Jax, Beth, Claire, Jane, Kathy, Leah, Lesley, Sheena, Shelagh, Sue, Wendy.**

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| 1. **Apologies:**   None |  |
| 1. **Previous Minutes: Signed in absentia** | **Jax** |
| 1. **Matters Arising:**   None. | **Jax** |
| 1. **Moving Forward**   Choir will not be able to meet in person until Thursday 20th May in accordance with Government guidelines. In the interim we are allowed to meet in groups of 6 in individuals’ gardens but the weather is still cool and the light may not be strong enough to read music.  Zoom sectional rehearsals have proved to be popular and successful and we should continue with this option for the next 5 weeks – **All agreed.**  Jax will do an email to Members with this update  21st June we can meet together without masks (if one so wishes) and return to singing in the village hall.  We should amend our Risk Assessment document to reflect the use of microphones and that they will be sanitised with soloists being provided with an individual mic. This RA document will be finalised at our next meeting  Setting up is quite an arduous & time-consuming task for Leah & Andy and volunteer helpers could be provided with a “Covid flow test” to individuals for health & safety purposes.  Lesley & Jax to do an audit of our equipment held at Motehole garage before resuming rehearsals. | **Leah**  **Jax**  **Jax/Sheena**  **Jax/Lesley** |
| 1. **Publicity & Social Media**   Kathy reported on the latest activity - with special thanks to Jenny for the article in the Mid Devon Advertiser. Kathy will provide a follow-up in due course. Jax suggested we get the MDA to send a Reporter to do a follow at our first/second choir rehearsal. Jane has offered to link the article to the FB web page for those who have not read it.  Kathy suggested we approach the Herald Express and Totnes Times when it comes time for recruitment and produce a poster for local establishments giving our contact details. Recruitment to start in May for new people to join us in person not on Zoom. We could also do a poster insert for the local papers.  It was suggested that the social media team (Kathy, Wendy & Jax) meet with Jenny to talk about promotional material and the way forward.  In due course Kathy to invite Event organisers to submit their requests.  **Facebook Instagram & the Web** pages need updating with new material such as photos, sound bites & personal quotes and Leah will send a message asking for contributions.  Lesley will contact Jenny (on Ben’s behalf) to get articles for the website.  Beth suggested we provide “Zoom photos” for the web page during our next get together and she will upload to the Web page.    **Ben Tague (Lesley’s son) has volunteered to update our Web page temporarily and sincere thanks to him for his help.**  Membership upkeep was the responsibility of Tina and Naomi but in their absence, Beth and Jane (in addition to Sheena) will help with this task and need to arrange a sit down with Ben and be given admin access.  Shelagh to send Ben the Minutes for 2020 to add the website.  Kathy also suggested we appoint a Buddy system for new recruits to help their transition into choir and make them feel welcome. (SJ to add to AGENDA for May). | **Kathy**  **Jane**  **Leah/Andy**  **Kathy/Wendy/Beth**  **Leah**  **Lesley**  **Beth**  **Beth/Jane/Sheena**  **Shelagh**  **Shelagh** |
| 1. **Finance**   Funds held £10,732 – a financial statement will be update for the next meeting as there has been little activity since our March meeting.  The core insurance needs to be renewed and the Musicians Union insurance needs to be added.  The cost of Zoom is to be continued until 24th June when choir should have resumed full time. The mobile data hotspot should also continue.  Members to re-start paying subscriptions as of 1st June 2021 | **Lesley** |
| 1. **AOB**   The Ipplepen Carnival is due to take place on Sunday 8th August and Lesley has volunteered to coordinate names of members wanting to take part as a walking entry for choir. | **Lesley** |
| **Date of Next meeting**  Thursday, 6th May 2021 at 19.30 via Zoom or at Leah’s -TBC |  |