**MINUTES**

**Unity in Sound Community Choir**

**Date: Monday 6th May 2021 at 19.30pm ONLINE VIA ZOOM**

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

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| 1. **Apologies:**   Beth, Sue |  |
| 1. **Previous Minutes: Signed in absentia** | **Jax** |
| 1. **Matters Arising**   Audit of equipment completed.  Leah enquired whether electrical test is due – June 2020 not completed due to Covid  Lesley will contact to arrange test.  Ipplepen Carnival topic – postponed until next meeting. | **Jax**  **Lesley** |
| 1. **Finance Report**   Lesley will send by email – Funds held are £10,693.02p  Garage Rent increased by 23p - £68.59 pm  Choir phone also increased by 23p  Two members still owe £15 each from October 2020 – need to speak to them face to face. We could ask them to pay outstanding fees on their return to choir on 20th May but insist they set up S/O from 1st June.  Email to ALL members reminding them of resumption of S/O commencing 1/06/2021 | **Lesley**  **Jax**  **Jax/Sheena** |
| 1. **Website**   Ben Tague has re-worked our Website and added music sound bites/photos/links etc. Under the heading “Hear us” there are samples of our songs. “The Gallery” has videos/members’ quotes from WhatsApp & Articles. Lesley offered to sweep up the WhatsApp comments & Jenny’s updates to co-ordinate for Ben to enter.  Leah suggested we pay Ben for his time – Committee agreed £200 for Website Upkeep as discussed in previous Minutes.  The Choir own the domain name “Unity in Sound” and will be found via any search engine. | **Leah**  **Lesley** |
| 1. **Publicity**   Kathy contacted Herald Express who are happy to do a piece with photos.  Jenny will adapt her articles for the Mid Devon Advertiser - new photos will be sourced for the article and a reporter may attend our rehearsals.  Totnes Times insist they only put articles in the paper that refers to Totnes residents.  Jane will pick up a copy of “Connect” magazine when in Totnes to see if we can contribute.  Posters & leaflets will be supplied by Marcel (awaiting costs). Wording still be adapted by Andy.  Jane suggested we only do a small run until new photos are acquired (excluding ex-members)  A shorter version of UiSCC will be used on the poster i.e Unity in Sound.  Kathy has agreed with Ipplepen Post Office to insert 150 A5 leaflets in to the weekend papers.  30 x A4 Posters need to be distributed ASAP  Sheena & Jane will do the laminating to reduce printing costs. | **Kathy** |
| 1. **Risk Assessment**   From 20th May groups are allowed to regather in a covid safe building depending on venue restrictions. Our current Risk Assessment is fully compliant will Covid Guidelines.  A Test & Trace QR code will be available for all Members to log into on arrival at the Church.  Committee discussed that we **highly recommend** Members take a Lateral Flow test be done by Thursday at 3pm allowing 30 minutes for the test to be completed. If the time comes for us to officially record the results according to the Government – we will update our Risk Assessment.  If there is a Government Directive we will turn away those who cannot produce a negative result.  The Church can hold 70 people but we will restrict our numbers to 40+. Members to advise of their attendance.  Debs & Wendy will register temperatures on arrival.  We will be holding 1 session with no break from 7.30pm to approx. 9.15pm arriving at allotted arrival times.  Request a task force to set up & take down but must be the same people each week due to Covid safety and **must** be Lateral Flow tested. | **Leah** |
| 1. **The Way Forward**   We will return to the Church Hall in due course – to be discussed at future meeting.  Zoom will still be available for those unable or unwilling to attend – this will be reviewed weekly depending on cost & numbers using Zoom.  We are receiving enquiries from new members and they will be invited to join us from 1st June.  **The Buddy system** – Leah suggested Kathy sweeps up the new intake and places them in the appropriate section next to an established and knowledgeable member – she will check up on them when leaving to ascertain their feedback or concerns.  **Gigs –** Sue Williamson requested we do the WI Christmasevent in Highweek Village Hall but the venue may not be big enough and there might be government restrictions regarding performances so we are not committing to any gigs at present. Fees and events will be discussed at the next meeting. | **Leah** |
| 1. **AOB**   Jax to send out an update email and Leah to produce an update video | **Jax/Leah** |
| **Date of Next meeting**  Monday, 14th June May 2021 at 19.30 |  |