**MINUTES**

**Unity in Sound Community Choir**

**Date: Tuesday 11h January 2022 at 19.30pm Location – Leah’s**

**Present: Beth, Bridget, Claire, Jane, Jax, Kathy, Leah, Lesley, Shelagh, Wendy**

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| **Apologies: Sheena** |  |
| 1. Welcome to new Committee Member Bridget Vickerstaff.   Invited guest Karen Elsmore proposed her ideas for running our Instagram Account.  Firstly, Intagram, Facebook and our Website need to be aligned so that a common theme is displayed to attract new bookings and new members. This will show that we are proactive and live. Instagram is our shop window and we will gain more “hits” when people are googling us. It is also free to use and a good place to promote our events.  Karen suggested uploading Members’ photos and possibly adding sound bites of our performances. It’s a good medium to attract younger members. Beth could be Karen’s link into the Committee’s decisions about events etc. Apart from linking with the Website it will also link with our PR  Lesley to ask Ben to liaise with Karen re obtaining links.  Karen will use Instagram to promote our 2 confirmed events – a charity event in Torquay & Ipple Tipple – she and Jax will liaise.  We have our own charity gig which will run in the Autumn.  She will enquire about performing at Dartmouth Festival and Powderham Castle at Christmas.  She will also carry out market research on what our competitors are charging for gigs**.** | **Lesley** |
| 1. **Previous Minutes: Approved & Signed**   September minutes, Extra-Ordinary minutes & AGM minutes | **Jax** |
| 1. **Matters Arising**   No Matters arising. | **Jax** |
| 1. **Matters Brought Forward by Chair**   For the foreseeable short term Jax requested help running committee matters. Jane volunteered to “man” the choir phone. Emails will be drafted by Lesley which Leah & Jax will approve and Shelagh will send to all members.  Information for Newbies joining choir - Jax will prepare a crib sheet for the committee to run through the salient points for new enquiries.  Lesley will ask Ben to temporarily remove Jax from the website and ensure the choir phone is the number to contact. | **Jax**  **Lesley** |
| 1. **MD Update**   Leah is delighted with the number of new members joining. We are currently in a period of learning and polishing songs in preparation for our summer events. | **Leah** |
| 1. **Events**   We have 2 confirmed dates - Sunday 18th June for a charity street party in Torquay and IppleTipple on Saturday 16th July.  The Carnival Club have asked if we will perform at the Queen’s Jubilee event on Saturday 4th June. TBC  Our Choir Charity event will be held in early Autumn. TBC  Lesley to email Members to inform on upcoming gigs.  Leah suggested we put out some Sing out sheets to ascertain numbers  Ruth (Altos) informed that there is a new group forming in Ipplepen and the Vicar would like us to sing at the launch. | **Leah**  **Lesley**  **Sheena** |
| 1. **Covid Update –** Covid is here to stay and we are continuing to do all we can to ensure health & safety. The Risk Assessment is current and does not need amending.   Jane asked that we discuss stopping the reporting of a negative Lateral Flow result to the choir phone due to current availability of test packs. After discussion the committee decided that we would continue with the current practice until further notice. Beth felt that if we stop reportage then people might not do them at all, our current system reminds people to do one before choir. How should Committee respond if we discover that a member will not have vaccinations – unless they have a medical exemption, we must insist that we see their lateral flow test and/or the official NHS/Government website. Medical exemptions follow normal choir LF procedures. | **Jax** |
| 1. **Finance**   Lesley reported funds held as at 7th January 2022 -£14,209.27p  Payment to LMS Ltd is now up and running. | **Lesley** |
| 1. **Publicity**   Nothing to report at this time. As and when the time is appropriate advertising and promoting will restart. The Post office will be asked to do another leaflet insert in February. | **Kathy** |
| 1. **Agenda Items**   Re-joining Members – Jane reported that 5 Members have paid all through lock down and proposed we waiver the re-joining fee. **AGREED BY ALL**  We will discuss at the next meeting the amount of a re-Joining fee which was agreed at £10 at the Extra-Ordinary meeting but there seems to be a bit of confusion as to the time limit.  **Subsequent to the meeting,** **Jane clarified that the 5 people who continued to pay whilst not attending have remained members throughout so would not have to pay a re-joining fee, therefore we should not ask them to increase their subs from £15 to £20 until they return in person.**  Email will be sent to those who need a reminder to increase their subs.  Newbies – Leah is aware that new members appear to be on their own during the break and asked committee to be mindful and make sure they feel included and welcomed.  Jane suggested we do a Welcome back/Welcome to the choir email to encourage returners and newbies.  Hoodies – the cost has increased to £27 inc VAT. The subsidised cost will rise to £20. Lesley will email Newbies to find out their intentions. | **BRING FORWARD TO NEXT MEETING**  **Shelagh/Lesley**    **Lesley** |
| **Date of Next meeting**  Tuesday 1ST March 2022 at 7.30pm at Leah’s |  |