**MINUTES**

**Unity in Sound Community Choir**

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

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

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| **Apologies: Bridget, Kathy** |  |
| 1. **Previous Minutes: Approved & Signed**   September minutes, Extra-Ordinary minutes & AGM minutes | **Jax** |
| 1. **Matters Arising from previous minutes**   Social Media Update - Beth  Beth met with Karen Elsmore – our Member responsible for co-ordinating our social media such as Instagram, Facebook & Twitter. They have created a little Instagram page tool called Linktree which helps create a micro web page to put all the links we want to share - this will tidy up our current sites.  Leah will give administration rights to Beth, Wendy (Facebook) & Ben (IT) and will remove Jane’s access.  Wendy will give password access to Karen.  Karen will be in charge of the links & will update frequently - she will ask Jen Larkin (graphic designer in basses) to tidy up the logo.  We also have a You Tube account which currently holds our videos and music clips but it is a Private account & Leah would prefer to find a site that will take the old clips & videos.  Beth to get approval before adding to media links.  Covid Update - Jax  We will no longer be requiring members to provide a Lateral flow test nor message the choir phone with their negative results. We will also be disbanding the temperature checking. However, if a member requests a temp check, they may have one & may continue to use the LFT kits if they wish. Members to be asked to stay away if they feel unwell and revert to phoning the choir phone to confirm their absence.  Ventilation and cleaning will continue in its current form. | **Beth**  **Leah**    **Wendy**  **Beth**  **Jax** |
| 1. **Matters Brought Forward by Chair**   Returning members fees.  After discussion it was decided that we would disband the previous decision to charge returners a returning fee.  The Constitution to be amended to say that there will be no charge for returning Members after an absence. | **Sheena** |
| 1. **MD Update**   Leah thanked the Committee for being welcoming to newbies and actively chatting to them and making them feel part of the choir.  She requested that we get help with setting up & packing down the equipment. This activity was performed by Committee members during Covid but she felt it was time to request other members to help. Lesley & Beth offered to put out the chairs in addition to Jax & Claire. All members currently put away their own chair.  Leah would like to write or phone non-returning members to enquire as to their wellbeing. Jane will contact Eunice. Kathy to contact Isabelle, Leah to contact Sarah Burton, Sheena to contact Maelee. | **Leah, Jane, Kathy, Sheena** |
| 1. **Events**   Torquay on 18th June confirmed 12.30 at Livermead  IppleTipple confirmed for pm performance. Simon the sound engineer is confirmed for both.  We will only make a charge for non-charity events - Price to be discussed when this occurs. Andy & Leah will need to be paid for non-charity events charity other gigs will be provided free of charge.  Our Charity event will be held in early Autumn in the Church – date TBC  Lesley to email Members re availability for summer gigs & Sheena to produce Sing-out sheets.  Ruth (Altos) informed that the proposed new group at which we were requested to sing is not happening. | **Jax**  **Lesley/Sheena** |
| 1. **Finance**   Lesley reported funds held as at 1st March 2022 -£12,952.90p | **Lesley** |
| 1. **Press/Advertising Update**   A leaflet drop will commence in the coming weeks. | **Kathy** |
| 1. **Agenda Items** 2. Google drive space   Leah advised that space on Google is limited and requested that when time arrives, we purchase 100g of space at £1.50pm or £15.99py. **Agreed**.   1. Tutorials – Leah has uploaded tutorials lasting 2-3 mins per song to enhance our weekly rehearsals and to enable newbies & current members to hear & practice any changes. 2. Clarification of Roles   Finance -Lesley (covered by Jax in absence)  Chair- Jax (covered by Jane in absence)  Vice-Chair – Jane  Social Media – Beth & Wendy  Press & Advertising - Kathy  New Membership – Sheena (covered by Jane in absence)  General emails-Shelagh (covered by Sheena in absence)  4. Printed Music & Printer – Sheena requested a new printer – **Approved.**  New Members will be provided with a complete set of music & the professional printers will be requested to provide 20 complete sets.  Sheena will continue to provide additional sheet music & sing-out sheets |  |
| **Date of Next meeting**  Tuesday 10th May 2022 at 7.30pm at Leah’s |  |