**MINUTES**

**Unity in Sound Community Choir**

**Date: Wednesday 18h January 2022 at 19.30pm Location – Leah’s**

**Present: Claire, Jane, Jax, Kathy, Leah, Lesley, Shelagh,**

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| **Apologies: Beth, Wendy**  |  |
| 1. **Previous Minutes: Approved & Signed**

March 2022 Minutes approved & signed | **Jax** |
| 1. **Matters Arising from previous minutes**

Sheena Lamb has resigned since the last meeting and her duties will be re-assigned (see Agenda Item 1) Returning Members –Sarah Burton and Eunice Dunkley have ceased membership. Isabel King will likely return in September. |  |
| 1. **Matters Brought Forward by Chair**

WhatsApp issues.Members to be asked to restrain from responding to “wellbeing” messages and to consider sending a private message to those of concern. Jax to draft an email re-iterate the importance of notifying the Choir phone of their non-attendance to inform those putting out chairs & for Leah to assess performance levels of sections. The main WhatsApp Group is to be used for important messages only. Members to be encouraged to use their Section Reps for chatty communication and they will report any matters of concern or importance to the Committee. Section Representatives are: Sop 1 – Susan Sop 2 – Dawn Alto’s – Megan Base 1 -LesleyBase 2 -Jane | **Jax** |
| 1. **MD Update**

See Item 5.  |  |
| 1. **Events**

Torquay charity gig on 18th June performance to start at 12.30 – 1.30pm at Mendip Road, Livermead, Torquay. Gather at Midday. Warm-Up on the journey. Travel to be arranged privately between members/Section Reps. Free Parking in roads around. Simon the sound engineer will set up at 10am The performance will be cancelled in case of rain. Song list - Chasing Cars, Trio, Boho, 500 miles, Feeling Good, Lean on Me. Put a little Love & Preacher Man to be confirmed. Soloists, Claire, Susan, Beth, Jenny. Rehearsal on Thursday 2nd June will be cancelled due to Bank Holiday & Beating the Bounds. Sections to be encouraged to have additional rehearsals, as there are only 4 weeks left. Jax to email Choir about performance etiquette and uniform. ie. drop music, no talking, stand in between a gap, microphones will be on, no drink bottles (unless very hot), heads bowed during solos, phones on silent. Wear black T’s, hoodies & section shoes. Provide large bags to hold personal belongings. Need new photos and videos for website. Ask Members if any friends or family attending performance could take photos. IppleTipple on 16th July. Performance start at 6pm Gather at 5.15pm Warm-Up on the way. Parking in the streets and the field. Same song list. Audience participation expected. If bad weather, performance will be in one of the marquees. Autumn Charity Gig – suggested date of Friday 14th October in St Andrew’s Church. Ask Choir who they’d like to support ie. Air Ambulance, RNLI, Rowcroft – circulate nomination papers to ascertain choice. Bridget has agreed to be our link with the Church. Kathy will arrange.  | **Jax/Leah****Jax****Kathy****Bridget** |
| 1. **Finance**

Lesley reported funds held as at 18th May 2022 -£13,955.00k51/52 Members at £20 per head. Lesley will email full financial members’ payments to Committee.Insurances are paid. Simon, the Sound engineer will be paid after gigs. Andy & Leah will be re-starting arrangements & will be submitting invoices. Banner to be replaced. Shelagh to look in storage to check on equipment.   | **Lesley****Shelagh/Jax** |
| 1. **Press/Advertising Update**

Kathy reported that we have 77 x A5 leaflets and 13x A4 laminated posters. Marcel to be asked to produce more leaflets with updated group photos of the Members after 18th June gig. Ask Members to turn up at a rehearsal (after Mendip performance) with choir t Shirts for group photo. Individual Members’ photos to be taken down from website. Advert for newspapers to be produced and circulated **after** Mendip Road and **before** IppleTipple to encourage members to join. Kathy suggested we approach Spotlight (BBC tv) to attend Mendip Road Charity gig to advertise us and the charity. Social Media (Wendy) Instagram and Facebook (Beth & Karen) update required.  | **Kathy****Claire****Lesley (Ben)****Kathy****Kathy****Wendy/Beth/Karen** |
| 1. **Agenda Items**
2. Distribution of Sheena’s Duties -

New Members – including information contained in letter GDPR – Re-assess information heldConstitution – only committee member can amend with approvalChange protected password Attendance/Membership administratorAdding Members to Website Secretary –all correspondence to be sent from UiSCC email Music – Sheena to hold. NO PRINTER NOW REQUIRED – Marcel to produce. Remove Sheena from WhatsApp Collect hard copies and PC info held by Sheena.Update Constitution to reflect change of committee postsDeputy attendance/membership 2. Date for future committee meetings – Tuesdays 3. Replacement for Sheena – ask Karen and Dawn. 4. Equipment collection for May/June **NO CHOIR 4TH & 11TH AUGUST 2022** | **Jane/Shelagh/Jax****Shelagh/Jax****ALL****Shelagh****Jane****Lesley****Shelagh** **Jane****Jane****Lesley****Kathy****ALL****Jax/Shelagh****Jax** |
|  **Date of Next meeting**Tuesday 2022 at Tuesday 26th July 2022 7.30pm at Leah’s  |  |