



## Whitehall Choir Committee Action Points

### Meeting held at the Royal Commonwealth Society 25 Northumberland Avenue at 6.00 pm on 22 March 2013

**Present:** Jonathan Williams (Chair), Patrick Houghton (Treasurer), Liz Walton (Secretary), Mark Graver (Librarian), Ruth Eastman (Publicity), Kate Goulden (Soprano Rep), Martin Humphreys (Publicity), Alistair Tolley (Tenor Rep), Penny Prior (Ticket Management), Daniel Lambour (Bass Rep), Alison Williams (Alto Rep),  
**Apologies:** Richard Grafen (Webmaster) , Katherine Herzberg (Ticket Management), Ben Nicolls Paul Spicer

Agenda Item	Discussion	Action
<b>1. Apologies</b>	Richard Grafen (Webmaster) , Katherine Herzberg (Ticket Management), Ben Nicolls, Paul Spicer	
<b>2. Minutes of last meeting and matters arising</b>	Agreed. Points arising were: Item 2: JW still to chase Bob Porter re involvement in next season's Brandenburg Festival. Item 3: Following the auditions there were a soprano and bass due to join in the summer term in addition to the new members this term. AT asked whether there would be room for additional tenors next term as he knew of two interested in joining. Concern was expressed about the size of the choir in relation to space at SJSS but KG indicated that it was important to stick to the balance quotas between parts and there were still vacancies for basses, sops and altos against agreed Item 11: Le Manoir contract now signed; LW to sort rehearsal venue and JW to discuss with PS numbers and split between parts.	<b>JW to pursue ASAP</b>  <b>LW and JW to liaise with PS</b>
<b>3 Update on 2012 - 2013 budget</b>	PH reported that expenditure and forecasts were still in line with budget and the ticket sales for the Bach were just about in line with what had been budgeted as expected revenue from that concert.	
<b>4 Bach B Minor Mass SJSS 28 March 2013</b>	PS had provided the pre-concert rehearsal schedule and had asked for the choir to be in place from 3.35pm. To ensure there was sufficient space for the choir, members of the committee would arrive at 2.00pm before the orchestra and mark out the area needed for the choir to stand comfortably. Part reps were asked to let Philip Pratley know numbers of those singing in the concert. Two programme sellers were needed MH and PH each said they could offer someone and a request for one more would be made at the next rehearsal. It would be made clear that members could buy programmes at £1. Members would be asked to bring folders but if cramped choir could just use scores. MG said he would need to buy some new folders before the summer term and PH agreed re budget cost. MH reported that SJSS had agreed to display posters on A Boards outside the church	<b>Part reps to pass to Philip</b>  <b>PH/LW to announce at 26/3 rehearsal</b>  <b>MG to order more folders</b>
<b>5 Banqueting House Anniversary concert 1 July 2013</b>	MG requested help for distributing music for this concert at the first rehearsal of the next term on 16 April. LW explained that BH had agreed to receiving £15 from each ticket sold whatever we charged. It was agreed that this should be set at £17.50 to include wine plus some kind of 'nibble' or cup cake etc to be decided nearer the date. It was agreed that while the main flyer and poster should include a picture of the BH ceiling, at RE's suggestion Jane Mackay's art work should be used for the cover of the programme, which JW said would include some archive material about the early years of the choir. PP would also investigate commemorative ticket design. Follow up needed with BH re chairs, staging, access to crypt to prepare drinks/food. The BH would not undertake any publicity other than displaying our poster and holding tickets at their box office the week before the concert.	<b>MH</b>  <b>PP</b>  <b>LW</b>
<b>6 Verdi Requiem Come and Sing 18 May 2013</b>	JW expressed concern about the number of choir members signed up to attend. Part reps to check and report back to JW before Easter. Also need clearer indication of how to pay. LW agreed to notify the choirs from which people attended the last Come and Sing. .LW reported that Jill Caruthers had offered to organise the catering although she would be away until the week before the event. JW to remind PS to fix soloists.	<b>LW</b>  <b>JW with PS</b>
<b>7 Composition competition and</b>	a) <u>Competition arrangements</u> : PS had got agreement from Judith Weir and Robert Saxton to act with him as adjudicators. PH had drafted a flyer and	<b>PH to circulate immediately and</b>

<p><b>recording</b></p>	<p>specification for the competition, with input from BN and using exemplars from similar competitions. He would circulate these for immediate comment by the Committee. Copyright issues re performance, ownership and use of the winning composition still needed to be sorted. It was suggested that Making Music might be able to advise. Deadline for entries was 31 August with the winner being announced in December.</p> <p>b) <u>Competition and recording costs</u>: JW was concerned and it was agreed that before publicising the competition choir members should be allowed to give a show of hands in support of the competition and CD costs. JW would include the overall proposals for the competition and recording in the Spring newsletter to go out over the Easter holiday period and members asked for their support at the first rehearsal after Easter 16 April. This meant delaying planned launch date from 1 April to mid April. It was estimated that the total cost would be around £12K of which £2K was already in the budget, as surplus from the past two years operating budget. It was agreed that as for the last recording members should be asked to contribute £50 each to include 5 CDs. Any members who had difficulties with meeting this cost would be able to negotiate a lower contribution with the treasurer. The Committee would ask in writing immediately for in principle agreement from the Trustees of the Jubilee Fund to underwrite the deficit of £10K, with an expectation that with receipts from members a loan of about £7.5k would be required, with the hope that the Jubilee fund would be reimbursed from choir surplus and CD sales to restore a balance of £25,000 by the end of the 2017 season. It was agreed that the letter to the Trustees should be agreed by the Committee prior to PH sending it.</p>	<p>pursue copyright issues and seek trustees approval.</p> <p><b>JW</b> to set out arrangements and seek member approval in Spring newsletter.</p> <p><b>Committee</b> to provide <b>PH</b> with any comments ASAP</p>
<p><b>8 Handel Jephtha SJSS 13 November 2013</b></p>	<p>A number of issues needed to be settled before the mid May deadline for SJSS autumn programme brochure:</p> <p>a) ticket prices: it was decided to defer a decision at next Committee on ticket prices until after the forthcoming SJSS to assess whether the upper price was too high for the audience the choir attracted.</p> <p>b) Start time: Confirm with PS that the start time would be 7.00pm given the length of the piece</p> <p>c) Soloists: Confirm with PS</p>	<p><b>JW</b> to liaise with <b>PS</b></p>
<p><b>9 Passiontide to Ascension: revised programme for St Albans 4 April 2014</b></p>	<p>The committee welcomed the revised programme for the St Albans concert and recording. MG would begin to put together sources for the various pieces and price cost. Questions had been raised as to how programmes were decided. It was agreed that members could be asked to put any suggestions to Jonathan and Paul. However in the past suggestions had generally not been always been practical (i.e they were too expensive to perform (because of size of orchestra required) or not suited to the choir's ability of type of programme performed.</p>	<p><b>JW</b> to mention in Spring newsletter</p>
<p><b>10 Future Concerts: forward outlook</b></p>	<p>It was agreed to consider future programmes at the next Committee meeting. LW was considering possible venues for Summer 2014 concert including Holy Trinity Sloane Square</p>	
<p><b>11 Committee Dates this season and AGM</b></p>	<p>The next committee meetings would be on 29 April and 17 June. The AGM would be on 2 July</p>	
<p><b>12 Any Other Business</b></p>	<p>AT suggested that we should make better use of social network sites for advertising concerts. He also suggested the choir should 'We got tickets' which provided a free ticket booking service for collection on the door. It was also suggested that it might be worth considering discounting tickets bought in advance rather than on the door. These matters could be considered at a future Committee meeting.</p>	