



## Whitehall Choir Committee Action Points



### Meeting held on 12 November 2012 at St Stephens at 6.15pm

**Present:** Jonathan Williams (Chair), Patrick Haighton (Treasurer), Liz Walton (Secretary), Kate Goulden (Soprano Rep), Richard Grafen (web), Mark Graver (Librarian), Katherine Herzberg (Ticket Management), Ben Nicolls (Competition), Penny Prior (Ticket Management), Alistair Tolley (Tenor rep)

| Agenda Item   | Discussion  | Action  |
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| <b>1 Apologies</b>  | Ruth Eastman (publicity), Daniel Lambauer (Bass rep), Martin Humphreys (Publicity), Paul Spicer (Music Director).   |   |
| <b>2 Last meeting action points and matters arising</b>       | <p>Item 2: Brandenburg Festival: JW had still to speak to Bob Porter re a date for participation in the 2013 season</p> <p>Item 4: PH asked that the note should be amended to make clear that the reduction in deficit referred solely to the concert budget in 2011-2012. In addition the committee had agreed the draft figures for the 2012-13 budget as a whole.</p> <p>Item 10: The auditions for accompanist had gone smoothly and the committee welcomed the acceptance from Ian Tindale.</p> <p>Item 11: LW reported that St Albans Holborn was available for a concert on 4 April 2014 and for a recording session on any weekend in May 2014. However the church was concerned that programme was suitable for Eastertide. LW would check whether PS's proposed programme which included some Ascension tide pieces was acceptable, if not an alternative venue might be needed.</p> <p>Item 13: It was agreed that if practical the external bell should be reinstated for latecomers. The installation of the new organ appeared to have affected the signal</p>   | <p><b>JW</b> to speak to Bob Porter ASAP</p> <p><b>LW</b> to consult St Albans re programme</p>   |
| <b>3 Update on 2011-2011 Annual report and 2012-13 budget</b> | <p>a) <b>Annual Report</b> :The independent assessor had signed off the 2011-2012 accounts. The main variation from the draft presented to the AGM was the reduced concert deficit which was accounted for by the late figures from SJSS for the March 2012 concert. PH assured the committee that the final figures from SJSS were now correct. The accounts showed a final end of year surplus for the year of £3646. The Committee thanked PH for his work on preparing the annual report and accounts and in achieving this positive out turn for the year. The annual report and accounts would be presented to the members for approval on 20 November 2012. In the meantime the officers had signed off the accounts as certified by the independent assessor. These would be circulated to members before 20 November allowing them to comment if they wished before the SGM on 20<sup>th</sup>.</p> <p>b) <b>Change of end of financial year:</b> PH reported that the independent assessor had suggested that it would be preferable to move to an end of financial year of 31 August. This would allow all standing orders from members to be cleared and write off rights payments by the time the accounts were closed. As the Charity Commission were content it was agreed that PH should go ahead with this change.</p> <p>c) <b>Banking</b> PH reported that the choir's bank (Santander) had lost details of 5 cheques that had been paid in and were unable to match payments with specific members cheques. It was agreed that PH should approach the members involved and ask them to check whether the payments had been made and if necessary stop cheques and make repayments. It was also agreed that the account should be moved to HSBC.</p> | <p><b>PH</b> to circulate Annual report and accounts to part reps to copy to members pre 20 November.</p> <p><b>PH</b> to proceed with change of year end to 31 August</p> <p><b>PH</b> to take forward</p> |

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|  | <p><b>d) Date of AGM:</b> David Rawlins had suggested that the AGM should be moved to a date when it was possible for members to consider and approve final accounts rather than having an SGM. It was agreed that this needed further consideration and should be an item for the next Committee meeting</p> <p><b>e) 2012-13 Budget:</b> PH said there was little to add to the position as presented at the last meeting</p>  | <b>JW</b> to include on agenda for next meeting  |
| <b>5 St Margaret's concert 23 November</b>                   | PH was visiting the church on 13 November and would ask for parking access to Deans Yard and also finalise details re serving wine etc. PH requested assistance in moving wine from his car into the church. LW was pursuing printing of posters with RE as the currency format was insufficient to obtain an enlarged print without pixilating. JW needed to check rehearsal details and inform choir. It was agreed that use of folders for the Duruffe was impractical  |  |
| <b>6 Christmas Concert</b>                                   | PS had suggested a programme including Britten's Hymn to the Virgin. MG had sourced some copies although some additional ones might need to be bought. The rest of the programme was either in Carols for Choirs or available on CPDL. New members needed to be reminded to buy Carols for Choirs. It was agreed that PS should be asked to suggest an alternative to Quelle Bonne Odeur. KH agreed to do one of the readings. LW would contact the vicar and ask him if he would also do a reading. RE would be asked to produce a flyer.   | <b>JW</b> to discuss with <b>PS ASAP</b><br><br><b>LW</b> to contact vicar   |
| <b>7 Bach B Minor Mass SJSS 28 March 2013</b>                | Publicity had been provided to SJSS on time, the contract was signed and the orchestra and soloists signed up. PH would inform London Baroque Sinfonia that Ian Tindale would be playing continuo.   | <b>PH</b> to confirm continuo with Ian Tindale   |
| <b>8 Banqueting House 70 Anniversary concert 1 July 2013</b> | It was felt that the revised programme had no obvious crowd pullers. As it was a 70 <sup>th</sup> anniversary concert it was agreed that something moire popular such a folk song arrangements or something from the 40's should be included. JW would discuss with PS.<br>Following his suggestion that a choir 'own label' champagne should be served at the party, PH's agreed to pursue and get a costing from the maker.  | <b>JW</b> to discuss programme further with <b>PS</b><br><br><b>PH</b> to get quotes   |
| <b>9 Come and Sing May 2013</b>                              | The programme would be Verdi's Requiem on 18 May 2013 at St Sepulchres which had already been booked by Whitehall Orchestra for the event. MG agreed to order scores post haste as there were other large performance of the Verdi around that time. He would check the edition with PS. It was agreed that an e alert giving date and details should be circulated to all on the Come and Sing mailing list. It was suggested MH should take on this as part of his publicity role.   | <b>JW</b> to liaise with David Rawlins.<br><b>MG</b> to order scores.  |
| <b>10 Composition competition and recording</b>              | <p><b>a) Competition:</b> BN and PH had drafted a timetable and arrangements for the competition on which were awaiting a response from PS. They were proposing a panel of judges consisting of Paul, a member of the choir plus two well know judges. The chair would write to the trustees of the Jubilee fund asking for £1K as prize money plus judges costs (£250 each plus expenses)</p> <p><b>b) Recording</b> The committee agreed that the choir should go ahead with the recording on the grounds that it increased choir morale, improved quality of singing as an ensemble and was an enjoyable thing to do. Consideration needed to be given to the funding model for the recording. The most appropriate appeared to be to a combination of a grant (to be paid back) from the Jubilee Fund, earmarking the anonymous contribution the choir receives each year for the recording and encouraging members to each purchase a number of the recordings in order to pay back the loan.</p> | <b>BN , JW and PH</b> to take forward with <b>PS</b><br><br><b>PH and JW</b> to consider funding and put to choir after November concert |

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|   | Proposals would be put to members immediately after the next concert  |  |
| <b>11 Choir questionnaire suggested by Ken Holmes</b> | The committee had considered the questionnaire circulated by Ken but felt the information already collected about new members by PH was sufficient for choir needs.   | <b>JW</b> to pass on the Committee's view to Ken |
| <b>11 Use of Mobile phones during rehearsals</b>      | Complaints had been received from members about use of phones for texting and surfing during rehearsals. After some discussion it was concluded that members should be asked to refrain from using their phones except when it was essential to keep them on silent to receive urgent messages. | <b>JW</b> to raise at notices at next rehearsal  |
| <b>12 Committee dates</b>                             | Dates of future Committee meetings this season are:<br>21 January 2013<br>11 March 2013<br>29 April 2013<br>17 June 2013  |  |
| <b>13 AOB</b>   | It was agreed that a farewell card from the choir and a bottle of bubbly should be given to James Longford at the carol concert to thank him for his work with the choir and wish him well for the future.  | <b>JW and PH</b> to organise.                    |