



Whitehall Choir Committee Action Points



Meeting held at the St Stephens on 29 April 2013 at 6.30

Present: Jonathan Williams (Chair), Patrick Haighton (Treasurer), Liz Walton (Secretary), Kate Goulden (Soprano Rep), Richard Grafen (Webmaster), Katherine Herzberg (Ticket Management), Martin Humphreys (Publicity), Alistair Tolley (Tenor Rep), Penny Prior (Ticket Management), Daniel Lambauer (Bass Rep), Alison Williams (Alto Rep),

Apologies: Mark Graver (Librarian), Ruth Eastman (Publicity), Paul Spicer

Agenda Item	Discussion	Action
1. Apologies	Mark Graver, Ruth Eastman, Paul Spicer	
2. Minutes of last meeting and matters arising	<p>Agreed. Points arising were:</p> <p>St Martin in the Fields: JW still to chase Bob Porter re involvement in next season's Brandenburg Festival.</p> <p>Le Manoir: LW still to arrange rehearsal venue for Le Manoir programme and JW to discuss numbers and split between parts with PS</p> <p>Website: Concern was expressed that recent minutes had not been posted on the website and the forward diary was out of date. It was agreed that there needed to be a total review of the material on the website including up-dating the history of the choir. RE agreed to take the latter on as she had already done some work on the choir's history. JW would ask for volunteers from the choir to assist RG</p>	<p>JW to pursue ASAP</p> <p>LW and JW to liaise with PS</p> <p>RE, RG with contributions from committee and choir</p>
3 Update on 2012 - 2013 budget	PH reported that end of year out-turn was likely to generate a higher surplus than originally budgeted because of the recent increase in audience at concerts, particularly for the Bach at SJSS. This meant that the draw down from the Jubilee Fund to underwrite the recording was likely to be about half the total cost although the Jubilee fund had agreed to underwrite the full amount, with pay back from general fund surplus over the subsequent three seasons.	
4 Review of Bach B Minor Mass SJSS 28 March 2013	<p>PS had congratulated the choir 'on a truly spirited and really uplifting performance'. The nearly full house resulted in a reduction of £1800 against budgeted deficit. Lessons to learn were:</p> <p>Maundy Thursday: this date seems to be a good one to attract a large audience. It was agreed that consideration should be given to booking SJSS for Maundy Thursday 2 April 2015</p> <p>Line up: with a full audience, lining up in the church at SJSS did not work. In future the stairs up from the changing area should be used.</p> <p>Changing rooms: SJSS did not inform soloists which changing room to use</p> <p>Publicity: MH considered the extended publicity period including the SJSS diary, Concert Diary, This is London etc had generated interest and forward booked ticket sales and this approach should be adopted for future concerts</p> <p>Concert management: It was agreed that because of the complexity of mounting concerts the choir should have a concert manager to develop protocol for concerts. This could possibly be combined into an assistant secretary post which would also oversee keeping website contents up-to-date.</p> <p>Soloists: AW asked how the soloists were chosen and whether the choir should consider more mature singers. It was explained that PS liaises with the Royal Academy and the costs are usually subsidised by the Josephine Baker Trust. After discussion it was agreed that this approach meant we supported young talent at a reasonable cost. The choir was unlikely to be able to afford better known soloists in spite of their potential box office draw.</p>	<p>LW to note</p> <p>JW to include as part of next season's committee elections at AGM</p>

<p>5 Verdi Requiem Come and Sing 18 May 2013</p>	<p>Registration: 50 external registrations had already been made, in addition to about 40 from the choir. RG agreed to circulate an e alert to those who came last year and MH alert choirs which were represented last year. PP and KH would man desk on day. PH to urgently pursue payments from choir members Layout: PH had been to a recent Bach Choir event at the church and considered it would be preferable for singers to face the altar rather than the side aisle as last year. The orchestra had reservations about this because of the room at the foot of the chancel steps. JW to sort with PS and David Rawlins ahead of day. Feedback: questionnaire completed by those attending last year had proved useful. JW would circulate one used last year for comment and amendment Catering: Coffee/tea cakes would be provided during registration and mid afternoon and drinks would be available over lunchtime. from JW had agreed to pick up Jill Carruthers and transport cups, teapots etc. LW was coordinating arrangements and would ask for volunteers to help serve and request cakes/biscuits at next rehearsal</p>	<p>PP KH PH JW with PS JW LW/JW</p>
<p>6 Banqueting House 70th Anniversary concert 1 July 2013</p>	<p>Flyer: RE had circulated a draft flyer. She was concerned that there could be confusion that the concert was the opera if the title was just Gloriana. It was agreed to add an exclamation mark and that the focus should be on the choir's 70th anniversary rather than mentioning the 60th anniversary of the Coronation. RE would re draft following comments from the committee. Publicity: MH had this in hand . Ads would be placed in usual publications and flyers at Tourist Information offices at St Pauls and Trafalgar Square. KG agreed to check whether banners were displayed outside BH. Catering: MG had got a quote for cup cakes and because of cost it was decided not to have the choir logo on each but have specially printed napkins. It was agreed a mix of 400 chocolate and vanilla cakes should be ordered. PH had sourced champagne with specially printed labels at €16/bottle. It was agreed 60 bottles would be needed. It was suggested that Sparkling Elderflower should be offered as a non alcoholic drink. PH would arrange glass hire and would visit BH ASAP with LW to finalise arrangements. Invitations: it was agreed past conductors and accompanists should be invited and JW would write to Lucy Worsley asking her whether she would like to attend and say a few words about the history of BH.</p>	<p>RE MH KG PH/LW</p>
<p>7 Handel Jephtha SJSS 13 November 2013</p>	<p>JW would chase PS for soloists. It was agreed that the ticket prices should remain as for the Bach concert. LW would liaise with KH re tickets for sale by choir. RE was liaising with SDJSS re their diary entry and MH had external publicity in hand. It was agreed the start time should be 7pm.</p>	<p>LW KH</p>
<p>8 Draft programme for Passiontide to Ascension St Albans 4 April 2014</p>	<p>PS had recently circulated a proposed programme for this concert. JW asked for any final comments from committee members.</p>	<p>All</p>
<p>9 Update on Composition competition and recording</p>	<p>The committee thanked those who had finalised and circulated the final competition documents for their considerable effort in getting these out within the agreed deadline. There had been an immediate query as to whether 'When David heard' was an appropriate subject. It was agreed after extensive discussion that it should be left to the competitor to decide what was and was not a sympathetic theme within the terms of the competition rules. It was agreed the winner would be announced at the Christmas carol concert and the prize given at the St Albans concert after the first performance. Recording: details re use of St Albans and the attached centre to be confirmed by PH and LW</p>	<p>PH LW</p>
<p>10 Future Concerts: forward outlook</p>	<p>LW reported that it was proving difficult to tie down Holy Trinity to a commitment for use of the church. She was now awaiting a response from the Director of Music. The committee asked her to pursue Holy Trinity as the most suitable venue. PS had suggested a possible programme which was considered rather 'heavy' following the works in the recording. Elgar The Music Makers was</p>	<p>LW to pursue with Holy Trinity. All: Suggestions for programme to JW</p>

	suggested as an alternative.	
11 Promoting the choir through Facebook and Twitter	It was agreed greater use should be made of the potential of Facebook and Twitter to promote the choir. RE and MH agreed to take responsibility for Facebook management and AT for Twitter where he had already reserved a profile for the choir.	AT RE and MH to take forward
12 AGM 2 July 2013	JW asked committee members to consider whether they wished to stand again next year and let him know as soon as possible. We should also encourage other members to stand, including for the proposed assistant secretary post.	All
13 Future concerts 2014/15	It was agreed that the balance of the forward programme of concerts should be considered at the next committee meeting in order that the future profile of the choir's activities could be available for existing and potential, new members.	All to let JW have ideas
14 Committee Dates this season and AGM	The next committee meetings would be on 17 June. The AGM would be on 2 July. LW would suggest dates for committee meeting for next season.	LW
15 Any Other Business	Auditions: in spite of significant inquiries only one new member (a tenor) had been recruited this term. It was suggested that the summer programme might have deterred new members. PH agreed to let PP and KH have a current list of members as the basis for their sale of concert tickets	PH