

Whitehall Choir Committee Meeting: Thursday 7th November 2019

Venue: 8-10 Great George Street

Attendees: Philip Pratley (PP) - Chair; Patrick Houghton (PH) - Treasurer; Kate Goulden (KG) - Soprano Rep; Anne Courtney (AC) - Alto Rep; Simon Hunter (SH) - Tenor Rep; Sarah Rollinson (SR) - Treasurer Elect; Joanna Tomlinson (JT) - Music Director; Richard Grafen (RG) - Webmaster; Alison Williams (AW) - Librarian; Joanna Dacombe (JD) - Secretary

Apologies: Antonia Romeo (AR) - President; Ian Williamson (IW) - Bass Rep; Laura Lowenthal (LL) - Business Manager; Martin Humphreys (MH) - Publicity Manager.

Meeting Summary

PP opened the meeting, explaining the updated agenda and introduced the new actions log.

Item 1: Survey outcomes

- JD took the committee through the paper, highlighting a good level of engagement with 57 responses received to date.

Item 1a: Tea survey

- The results were discussed and the decision was made to maintain the existing suggested donation of 50p for a hot drink and the existing cash-based system. It was reiterated that we continue to operate on an honesty basis so some members can pay upfront at the beginning of the term as preferred **(Action 1)**.

Item 1b: Roles & additional assistance

- The survey yielded a good number of volunteers across all areas and PP and JD have begun to follow up with individuals **(Action 2)**.
- As PP had explained at the last AGM, we would be creating a new role to take the lead in concert and events management. JT particularly supported this development. PP and JD would now bring forward a formal role profile for the Committee to review **(Action 3)**.
- PP told the committee that JT kindly put him in touch with members of Constanza and suggested a reciprocal arrangement for providing support at concerts as programme sellers **(Action 4)**.
- JT advised that Constanza is now run by a new committee who have introduced improved methods of working and communication that we may want to look at, alongside the results and recommendations from the work AC has done.

Item 1c: Tour

- The survey yielded a good number of volunteers with contacts and/or language skills across all 3 locations. PP recommended a tour sub-committee be formed, comprising one overall manager (responsible for liaising with the tour company in particular), a finance manager and a general administration role **(Action 5)**.
- The key lessons learnt from the last tour were discussed, particularly around reducing the potential complications of local administration and for choir members to make their own travel arrangements.

Item 2: Actions update - for the remainder of 2019's concerts

- PH gave an update on ticket sales for the Messiah concert, sharing that ticket sales were progressing well, and the remaining logistics for the concert day were discussed.
- A discussion was had around logistics for the Christmas concert as well and JT reminded the committee of the need to secure additional lighting and equipment in advance (**Action 6**).

Item 3: Financial update

- PH advised the committee he would be circulating the updated financial reports, and shared the current cash projection which looked healthy.

Item 3a: Differential subscriptions

- Further to the discussion at October's committee meeting (which recognised the need to make the choir more attractive to younger people), PH described an example of an alternative subscription rate card and its likely cost impact. The committee agreed that a graduated subscription scheme of this type should be used as the basis of a proposal which would be put to the 2020 AGM (**Action 7**).

Item 3b: Developing our financial strategy

- PH reminded the committee of the concerns around the Jubilee Fund and shared that he and SH had started work on amending the constitution (**Action 8**).

AOB

- PH shared that the lottery had been a success and made £428.01 for the choir overall. IW and the team were thanked for organising the licence and draws.

Actions Summary

Ref	Action	Owner
1	Update the choir following the committee's discussion of the survey results	PP
2	Follow up with each of the volunteers, prioritising the more urgent areas	PP & JD
3	Appoint a Concert Manager & create a role profile	PP & JD
4	Confirm arrangements with Constanza for the upcoming concerts	PP
5	Establish the tour sub-committee from the survey volunteers, create clear terms of reference for the group and provide an update on progress at January's committee meeting	PP & JD
6	Confirm the arrangements for the Christmas concert with St Peter's	PP & JD
7	Formalise the new subscription arrangements for implementation next year and share at the AGM	PP
8	Include an item in January's agenda for an update from PH & SH on the proposed amendments to the constitution and Jubilee Fund arrangements	JD