

King's Lynn Festival Chorus

Committee Meeting

held on

Monday 4 April 2011

Springwood School, 5:30p.m.

Present: Nick Balaam, Mandy Claydon, Keith Macleod, Sue Stewart,
Andrew Stewart, Penny Matkin, Nicola Berns (NBn), Jackie Morgan, Jess Woo (JWo)
Tom Appleton, Penny Gillies

Apologies: Jan Willson, Fiona Ross

The minutes of the meeting held on 28 February 2011 were agreed and signed as being a true record.

The Chairman formally welcomed Jackie Morgan and Jess Woo onto the Committee.
NB will inform the members of the choir of their appointment.

1. Matters Arising

2. Dec '11 KM has almost completed the draft contract between, KLFC and Mardis Brass, for the production and sale of the CD.
6. Loraine Allen has kindly agreed to take responsibility for organising a cleaning party after each concert.

Action KM: complete CD contract

2. Financial Plan

- 2.1 KM handed a copy of the draft Income & Expenditure Account for year ended 31 March 2011 to each Committee Member. He proceeded to explain the figures he had recorded, answering all questions which were raised and agreeing to adjust where necessary.
- 2.2 KM had produced a budget for the year 2011. Each member of the Committee was handed a copy and a full discussion took place with regard to the projections. Queries were raised and answered and adjustments made where it was felt necessary. KM would revise the figures in the light of the points raised. He considered that there are sufficient funds available for the choir to go ahead with its plans for 2011.
- 2.3 Gift-Aid in respect of the Tour payments was discussed. KM explained how Gift-Aid works and how the whole choir will benefit from that claimed on the money which the tour goers had paid. TA asked whether it might be possible to set up scholarships within the choir funded by the gift aid received. This point was deferred.
- 2.4 KM asked about the funding of the Festival Concert, what could be claimed for and how payment is received. As ex-treasurer AS explained the process. KM will contact the King's Lynn Festival to clarify.

Action KM: finalise Income and Expenditure and 2011 Budget forecast.
claim Gift-Aid on tour money
contact KL Festival re. claiming concert expenses

3 English Splendour Concert - May 14

- 3a.1 **Concert arrangements etc.** - NB ran through the concert check list and explained to JM and JWo the process of allocating specific tasks. When fully completed NB will circulate to the Committee.
- 3a.2 The new staging will be available for this concert.
TA asked about the capabilities of the staging and whether there are different formats in which it can be arranged. NB confirmed that it should be flexible to allow a variety of arrangements. TA will arrive early on the afternoon of the Thursday rehearsal to decide on the arrangement needed for this concert and the arrangement of the lighting.
- 3b.1 **Publicity** - In her absence FR had forwarded an email to NB and MC regarding publicity and programming. This was read out and discussed.
- 3b.2 TA queried whether a full programme was necessary or whether a photocopied A4 list would suffice. This was considered at length raising the point that an A4 sheet could be produced at minimal cost and could then be given to the audience free of charge. NB said that even a reduced programme should include basic information such as the list of choir members and info. on next concerts.
JWo suggested programme sponsorship. NB said that it had been tried in the past and found to be a very time consuming and not always successful task.
Sponsorship for future programmes could be investigated.
A decision on the programme format will be made when full details required are agreed by TA.
- 3c **Audience Survey** - NB is keen to carry out an audience survey to form a better understanding of who comes to support the choir. It was agreed that this would be a useful exercise and NB will produce a form, it was felt that it might be useful to supply pencils along with the survey slips. JM will speak to Joanne Mawson at the Festival office to ascertain their success with audience surveys.

Action NB: Circulate concert check list

Compile audience survey slip

TA: Staging format and lighting requirements

JM: Speak to Festival office re audience surveys.

TA: Decide on information required for concert programme

4 Festival Concert - July 17

- 4.1 TA had, that afternoon, finalised the repertoire for the Festival Concert with Ambrose Miller. It will consist of:

Purcell: Hear My Prayer
Lotti: Crucifixus - 8 parts
Bach: O Jesu Christ, meins Lebens Licht
Allegri: Miserere
Vivaldi: Gloria

There will also be Bach and Albinoni Violin and Oboe concertos.

Soloists are Kitty Wakely and Katie Hill

SS explained that the Festival wants an obscure arrangement of the Vivaldi Gloria which is proving difficult to locate. All the other pieces are in the ESM and ECM books.

- 4.2 The uptake of places for the Greshams choral course was still low, TA explained that the concert would be able to go ahead with or without their participation.

Action: SS continue to source Vivaldi scores

5 B-Minor Mass Concert – 22 October

- 5a.1 **Weekend event** - TA, JW and NBn had discussed ideas regarding the B-Minor weekend. NBn proposed Snettisham as a good venue, offering her garden for a BBQ afterwards, but was concerned that the Church may not be big enough for such a large group and asked for alternative suggestions. TA suggested St. Nicks as both a workshop and concert venue. This would then leave the question of where to hold the social BBQ, or the like, afterwards.
- 5a.2 The informal concert would consist of choruses which had been learnt during the weekend workshop.

6:25p.m. Penny Gillies joined the meeting

- 5b **Marketing** – It was decided that the ticket prices would be the same as those charged at the Monteverdi concert in November 2010. NB suggested that publicity was produced and distributed early for this concert, preferably with cards available during the Festival.
- 5c **Arrangements** – The question of the type of organ needed has yet to be resolved. TA had asked Quint Essential that John Byron be used as organist for this concert. KM wondered whether this might affect the quote submitted by the orchestra.

Action TA, JW, NBn: continue planning B-Minor weekend
TA: confirm organ requirements/hire

6 Christmas Carols

- 6.1 TA had received a first edit of the CD recorded with Mardis Brass in January of this year, a short extract was played to the Committee. TA said he was pleased with the initial result and would edit accordingly.
- 6.2 The problem of the volume of Mardis Brass during the Christmas concert was once again raised. It was hoped that once the capabilities of the new staging are known then the placement of the band can be decided upon.

Action TA: Edit CD

7 2012 Programme

- 7.1 A large number of repertoire suggestions for 2012 had been received from choir members. TA had scrutinised the list and produced suggestions for concerts in 2012, these he circulated to the Committee prior to the meeting. Each option was discussed at length but no firm decision made as further thought and discussion was felt necessary.
- 7.2 Alternatives to a foreign tour in 2012 were considered. These included a study week or a 'Pilgrim Walk' (not actually walking!) where the participants could perform in churches en-route, it was generally expected that a 'tour' in the UK would be equally as expensive as that abroad.

Action TA: continue with 2012 rep.

8 Working with other choirs

- 8.1 AS had compiled a list of local choirs and had made enquiries via Making Music. NB asked for a draft copy of his findings.
- 8.2 An email from a choir member suggested that KLFC offer a complimentary ticket to all local choirs and singing organisations as a gesture of good will and to encourage a link with these groups. This will be considered alongside the final list from AS.

Action AS: send draft list of local choirs to NB

9 AOB

- 9.1 The new staging has been ordered and will be delivered sometime toward the end of April. NB hadn't had reply from St. Nicks regarding storage but it was generally felt that this wouldn't be a problem. If necessary NB will make storage space available.
- 9.2 TA made an instant decision that the choir would not use a keyboard on the tour to Belgium and that everything would be performed a cappella .
- 9.3 MC had received an email from a choir in Holland inviting KLFC to join them on an exchange tour. This raised interest within the Committee and it was felt worth looking into a little further. TA said that many choirs advertise on the Web for foreign choirs to share concerts with. NB asked that Committee Members look into this.
- 9.4 Unicef will be asked if they would like to provide refreshments at the concert on 14 May. NB will contact.

**Action NB: write to Unicef re. refreshments at Spem concert.
All: investigate foreign exchange choirs.**

As there was no other business the meeting closed at 7:15p.m.

**Date of next meeting - Thursday May 5th , 6:00pm
Springwood School**

N D Balaam.....

Date.....