Present:

Giles Pebody (Chairman), Gill Clare, Liz Hamilton, Marion Banyard, Peter Moorhouse, William Glasse

Apologies for Absence:

Claire Rowell, Judith Russell

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|  | Minutes of 10th November 2012  Approved |  |
|  | November Concert  The recent concert had been a success and was well received. The Rutter was particularly good. |  |
|  | Concert Programmes  There will be a simple programme, including advertising, for the Carol Concert. It will be free. | GP |
|  | Posters  The next concert poster is available on the website, has been circulated and is available generally. |  |
|  | Ticket Production  The tickets are designed and ready to be printed. The more we sell in advance the better so they will be available to purchase at rehearsals. | GP  WG |
|  | Fundraising, Advertising Sales and Sponsorship  Invoices for advertisers are to be sent shortly.  There will be another campaign in January aimed at selling further advertising for the next half year.  ‘Music Sales’ contribution towards the November concert was £250.  Sponsorship will be revisited in January.  Friends’ publicity will go out at the carol concert as planned. | GC/PM  PM  PM  PM |
|  | Socials  Carol Singing on 18th December at Garnett’s Gardens.  Christmas Social at the Crown on 20th December.  Quiz night in February to be held at the Castle Inn as suggested. |  |
|  | Public Relations  Castle Radio will be interviewing PM and GP shortly.  Working on better coverage in local newspapers and local arts websites.  Looking to meet the head of music at Thomas Mills next term. | PM |
|  | Music Sub-Committee  The next meeting will review how to record some music and make it available on the website. Some discussion about whether to revisit the idea of publishing the recording of the commissioned work from a few years ago but is so, permissions will have to be sought again.  The next meeting will be on 12th December when the rest of the programme for next year will be discussed together with how to build on this term’s excellent work and further raise standards in the choir. | PM |
|  | Treasury and Budgets  The concert analysis shows a break-even position but there still some remaining costs to finalise so there may be a minor loss in the end. Ticket sales require more focus for the next two concerts. |  |
|  | Making Music Liaison  Public Liability Insurance cover arrangements are changing slightly. We will go for silver cover (£85) which also includes concert abandonment. This is our greatest risk and we do not have cover for it now. | GC |
|  | Membership  We need to advise members of the welcome to ex-members or new people to join for the choir for the remaining two terms of this year, and not be charged a year’s membership.  New members will be welcomed at forthcoming rehearsals.  We are continuing to raise the profile of the choir through PR but must address other ways of reaching new members. | GC  GP |
|  | Scores  November music being returned, carol concert in hand and Spring Term music are all organised.  Readings for the Carol Concert will be available in the next few days having been finalised in conjunction with Andrew Cantrill. | MB |
|  | Music Director and Accompanist  All good feedback. Andrew Cantrill’s contract will be finalised and signed as soon as possible now. |  |
|  | Orchestra  The question of musicians required for the March concert has not been resolved yet and will be decided at the music sub-committee. |  |
|  | Soloists  As for orchestra. |  |
|  | Catering  All was well at the last concert. Celia Blois had done an excellent job for which the Committee was grateful. Arrangements for the Carol Concert Catering are in hand. |  |
|  | Stage Management  GP will run the next concert with LH so she can learn what is required. |  |
|  | Committee Membership  We agreed that Miranda Barclay should be co-opted to the committee for the remainder of this year and then elected at the next AGM. She will be taking over as Librarian from MB who is in the role temporarily. |  |
|  | Guiding Principles  GC had spotted a problem with the wording of Principle 1 and proposed new words that better describe the nature of the choir, and are aligned with the Charitable Status. These will be sent to members for comment. | WG |
|  | Website  WG had started to make changes to the website. A profile of Geoff Lavery will be available soon as will photographs taken at the concert last week. |  |
|  | 2013-2014 Season  We lost some of our usual audience because of concert clashes. The date of 23rd November 2013 date is booked. PM will look round neighbouring choirs and musical events to avoid as many clashes as possible when planning further. | PM |
|  | Neighbourhood Planning  GC had attended the meeting about the 20-year plan and local interest groups will be involved. Phoenix will be involved if possible. | GP/WG |
|  | Next Meeting  Saturday, 12th January 2013 at 9.30 am – 22 The Knoll Framlingham |  |

**Signed…………………………………………………………….(Chairman)**

**Date………………………………….......................................**