

Reading Male Voice Choir

Minutes of a committee meeting held on 14 June 2017

Present: Members: Steve Richardson (SR), chairman; John Painter (JP), secretary; John Kay (JK), treasurer. Section Leaders (SL's): Dave Allen (DA), Allan Crisp (AC), Ray Sansum (RS). Officers: Clive Waterman (CW), musical director; Andrew Evans (AE), publicity officer; Minutes: Peter Blake.

Apologies: Geoff Gale, Alan Broodbank.

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| <p>11/17 Minutes of the meeting held on 2 March 2017 were agreed to be a correct record and signed by the chairman.</p> <p>12/17 Matters arising from the minutes: a) H&S Risk Assessment – Rehearsals (AB): This has now been finalised.</p> <p>13/17 Secretary's Report: The secretary's report had been circulated in advance of the meeting. a) 2016/17 Programme: JP reported that the programme for the year has now been completed and that it had raised over £10,000 net for supported charities. The season ended with a visit from the Harfa choir which had gone very well with both the concerts and the social programme proving most successful. b) 2017/18 Programme: The programme for next season is already nearly complete. We have taken a number of first time bookings as well as repeat bookings. JP reminded the committee that the charge we make for each booking was £400 per concert, this for the third year in a row. JP then advised that the choir has not undertaken a concert for its own funds for two years but will be doing so this season at Trinity, Lower Earley. No overseas choirs will be visiting us in 2017/18 but we have received two invitations to visit choirs in Europe – one from Dervio, Italy (AE) and one from the Harfa choir. It was agreed there should be a gap of at least two years before the choir visited Warsaw. A choir visit to Dervio in 2017/18 was therefore agreed in principle and AE agreed to obtain further detail - in particular regarding proposed dates. c) Other Matters: JP advised that the transport and equipment moves organisation is working well. He then reminded the committee that during the past 12 months a number of social events and choir walks had taken place and that supporters and friends had provided valuable support when we sang with Taunton Deane at the Minster in December last year. Finally JP reminded members that we are still looking for more support to help out with CD sales.</p> <p>14/17 Treasurer's Report: The treasurer's report had been circulated in advance of the meeting. a) Financial Reporting: JK explained that to date the choir has operated its accounts on an accruals basis, however due to changes in regulations this had recently become far more complex. Following discussion and recommendation between JK and our Independent Examiner it was agreed that the RMVC's accounts will in future be operated on a cash basis. b) RMVC Reserves: The current policy detailing the choir's Reserve target defines it as £5,000 (at 2002 prices). Choir reserves however have exceeded this amount for many years. Following discussion with the Independent Examiner JK proposed that a more</p> | <p>Action by</p> <p>AE</p> <p>All</p> |
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practical level of reserves for the choir today would be £10,000 at 2017 prices and that the choir's reserves policy should be changed accordingly. **Agreed**

c) **Annual Report; Receipts and Payments Accounts + Proposed 2018/19 Budget:** JK presented these documents to the committee. SR signed off the Receipts and Payments Accounts which together with the Annual Report and proposed 2017/18 budget will be presented at the AGM for approval by members.

d) **Harfa Choir Visit:** The net profit from the visit totalled £980. JK proposed that the committee consider splitting this profit with the Harfa choir and sending them £500. **Agreed**

15/17 Musical Director's Report:

a) **CD Recording:** Jim Grufferty is providing CW with recordings of our concerts. CW will review these and hopes to provide enough songs to allow us to prepare a brand new CD entitled e.g. 'RMVC In Concert'. This will be a low cost CD and should be available early in the new season.

b) **Repertoire:** AC raised a number of points regarding the repertoire. SR advised that there was a mechanism already in place for dealing with such points.

16/17 Chairman's Report:

The chairman's report had been circulated in advance of the meeting.

a) **Secretary Role:** The proposed revision of this role will be put to the AGM for approval. A potential candidate has stepped forward who is prepared to take on the role of Assistant Secretary but no-one as yet to take on the Secretary role. A further recruitment effort is required. JP has agreed to stay on for one year to help with the transition.

b) **Sharing Equipment with A440:** We have been approached by the A440 choir with a proposal that we jointly purchase a trailer to store and transport our RMVC staging (A440 already uses this staging). Bearing in mind the significant annual cost to the choir of van hire, it was agreed that we should investigate the cost of buying our own trailer, which as a unit of trailer plus staging could then be out hired out to A440. SR agreed to make initial enquiries regarding trailer cost, storage, insurance, towing etc..

c) **Minor Changes to Choir Handbooks:** During the year we have adopted a 'Safeguarding Policy' and an 'Equalities Policy'. In addition we now need to make a reference to the additional choir officer post of 'Assistant Secretary'. SR proposed he make appropriate amendments to the choir handbooks. **Agreed**

17/17 Recruitment Update: CW advised this was a very complex business and had to be dealt with most carefully. It may even be that a replacement will not be available for the beginning of the new season. The quality of applicants is extremely good. It was proposed that the process of initially sifting and then interviewing candidates should be carried out by a small choir committee of three. Shortlisted candidates would then appear in front of the choir. It was proposed that the interviewing committee should consist of CW, SR and JK. **Agreed**

18/17 AGM Friday 7 July:

a) **To Consider Nominations:** JP will distribute the full list of trustee and officer posts to all members and asking for nominations to be made in good time for the AGM.

b) **To Approve Draft Agenda:** Discussed and approved.

19/17 Proposed Meeting Dates 2017/18: Were noted.

28 September 2017: 23 November 2017: 1 March 2018: 7 June 2018:

CW

CW/SL's

SR/JP

SR

SR

JP

AGM 6 - July 2018

20/17 Any Other Urgent Business:

a) **Greenham Common Community Event:** John Clarke has received a request from the Newbury Choral Society for additional singers to help them celebrate 100 years of war and peace. This is a personal rather than an RMVC matter and SR will ask JC to raise the matter at the next choir rehearsal.

b) **CD Display:** JP pointed out that our CD display is both in poor condition and significantly out of date. He then proposed it should be replaced by a small number of simple pull-up display panels. AE agreed and suggested we should wait until we have a new musical director in order to ensure we had an up-to-date photograph for the new panels.

c) **Reading FC:** RS raised the matter of a request we had received from Reading FC to prepare a song – possibly Sweet Caroline. RS felt this could be helpful in publicising the choir. SR felt this was a matter for the repertoire and therefore CW and the section leaders.

d) **PAT testing:** Has been delayed but will be arranged very shortly.

**There being no further business the meeting was closed
The next meeting of the committee will be held at 1930 on
Thursday 28 September 2017
At Hawkedon School**

All

SR/JC

AE

CW/SL's
CW