

# Reading Male Voice Choir

## Minutes of a committee meeting held online on 3<sup>rd</sup> December 2020

**Present:** Members: John Painter (JP), chairman; John Adams (JA), deputy chairman; Martin Butler (MB), secretary; John Kay (JK), treasurer. Section Leaders (SLs): Dave Allen (DA), Jeremy Jones (JJ), David Ewens (DE). Officers: Clive Waterman (CW), musical director; Hayley Tull, (TW) deputy musical director; Andrew Evans (AE), assistant secretary/publicity officer; Alan Broodbank (AB) Health & Safety Officer; Steve Richardson (SR, Publicity; Nigel Shaw (NS), Stage Manager, Ryland Lee (RL).

Minutes: Andy Sherwood

**Apologies:** Jon Saverton

	Action by
<b>07/20 Minutes:</b> of the meeting held on 8 <sup>th</sup> October were agreed to be a correct record.	
<b>08/20 Matters arising from the minutes:</b> None, all actions have been taken but things have changed nationally regarding the COVID-19 pandemic.	
<b>09/20 Chairman's Report:</b> <u>Christmas party</u> , now online on the 18 <sup>th</sup> December at 19:00 for 19:30 hosted by John Kay. Ryland to be MC and to be introduced by JK. Discussion of draft programme and running order, put together by informal working group.	JP, JA, MB, AE, JK, SR, CW, R Lee
Raffle tickets can be sold up to just before the party at £5 a strip. NS to deal with ticket sales and draw. Payment into JK's bank account, to keep separate from Choir account, by bank transfer if possible. All proceeds are to go to Launchpad and Sanctuary Charities. Prizes to be collected by the winner from the donor. Communal singing words to be provided by CW. Telephone access to the event to be arranged for those that need and want it. Muting will be necessary for all competitions, singing etc.	NS, JK MB to promote  JK
<u>Christmas message</u> Eli Jenkins' Prayer to be recorded after 11/12/2020 rehearsal.	AE
Focus for next year needs to be on the <u>50<sup>th</sup> Anniversary concert on 13th November 2021</u> at Reading Concert Hall. At present we do not know the cost of hire for the hall, this should be available in the spring.	MB
<u>Website and facebook</u> page have not been updated much over the past few months and need refreshing. Uploading Eli Jenkins Prayer to both will be a positive thing to do.	AE
<u>Future Performances:</u> an outdoor performance such as at Reading Abbey or at the	JP, MB

Reading Water Fest on the 19<sup>th</sup> June 2021 may be possible. Reading Minster are holding a thank you to the NHS on a Saturday in summer 2021 and are looking for inside and outside musical performers.

Screens for MD and AMD will be needed as mitigation when live rehearsals resume, even if progress is made on vaccinations, but we need to make a decision on what we want from the options available. Microphones will be needed when screens are being used.

CW

**Agreed: Screens to be commissioned from Chris Peck, and Clive to confirm specification.**

#### **10/20 Treasurer's Report:**

The Treasurer submitted a written report advising that he had removed all concerts scheduled for the current year from his accounts and had assumed that 'in-person' rehearsals would re-start in the first quarter of 2021. Consequently, he was now projecting that expenditure would exceed income by £2,847 to 31 May 2021, as against £828 as reported to the September AGM; and the Choir Reserves would fall to £20,291, which remained above the long-term target of £10,918 (£10k at 2017 prices).

Since the last committee meeting, the Treasurer reported that he had:

- Paid £291 to Making Music, covering both our 2021 subscription and insurance cover, which the Committee **Noted**.
- Paid £50 for an engraved presentation vase to the outgoing Independent Examiner of Accounts, to mark his 20 years' service in that role.
- Received £1,200 donations from 10 current Choir members in advance of Member subscriptions for 2020-21.

The Treasurer proposed that, following Geoff Gale's retirement as Deputy Chairman at the September AGM, the new Deputy Chairman, John Adams should be added to the signatories authorised to sign cheques on behalf of RMVC.

**The Trustees agreed that John Adams, Deputy Chairman, be added to the signatories authorised to sign cheques on behalf of RMVC, alongside the Treasurer (John Kay) and the Chairman (John Painter); and that Geoff Gale be removed as a signatory.**

JK JP JA

As previously advised by email, the Treasurer confirmed that NatWest had offered the Choir £1,500, paid directly into our account, if we were to transfer our account to Metro Bank, who have a branch in Reading. Metro Bank are happy to accept our account, subject to the Treasurer meeting with them and demonstrating that the Trustees approve of and authorise this transfer. The Treasurer proposed that the Choir pursues this opportunity and transfers its bank account to Metro Bank. He and the Chairman explained that this was a Government initiative to encourage smaller charity accounts to move to smaller banks; the local options offered through the

NatWest website were Metro Bank and the Coop Bank, and only Metro Bank now had a branch in Reading.

JK

**The Trustees approved the transfer of the Choir's bank account from NatWest to Metro Bank on the terms set out, and authorised the Treasurer to make the transfer.**

The Treasurer noted that, now the Choir had re-started virtual (Zoom) rehearsals from 8 November 2020, the membership should now be asked to pay subscriptions at the rates indicated at the AGM, i.e., £73 (£63 plus £10 tuition fee) for full members and £51 (£41 plus £10 tuition fee) for concession members. The Committee discussed the position of members who could not access Zoom rehearsals and **agreed that all Choir members be asked to pay their subscription for 2020-21, at the pro-rata rates reported to the September AGM, i.e., £73 for full members and £51 for concession members.**

JK  
MB to promote

#### Addendum to the Minutes

Subsequent to the Committee Meeting held on ~~the~~ 3<sup>rd</sup> December 2020, the Trustees have added the following approvals:

#### **Setting up and Operating RMVC's Bank Account:**

The Trustees approve and agree that the Treasurer, John Kay, be authorised to set up and operate Reading Male Voice Choir's bank accounts.

JK

#### **Signing Rules:**

The Trustees approve and agree that cheques drawn on Reading Male Voice Choir's bank accounts must be signed by two of the authorised signatories (ie two from John Painter, John Kay, and John Adams).

JK JP JA

[NB – currently only John Kay and John Painter have completed the process of registering their signatures with Metro Bank, and therefore are the only authorised signatories at present; John Adams will become the third authorised signatory when his signature has been successfully registered with Metro Bank]

#### **11/20 Musical Director's Report:**

Short term aim is to introduce in-person rehearsals in very small groups (up to 14 people – 3 per voice - including MD and AMD) to be broadcast live to the rest of the choir via Zoom. Government rules will have to be relaxed considerably before this can happen.

Hayley will be taking rehearsals for each section in turn, ie one week in four.

It may be possible for all further Zoom rehearsals to be recorded in future as people have found it a useful feature of the current Zoom events.

MD and AMD honoraria payments have proportionally been recommenced, as rehearsals are now being held.

#### **12/20 Secretary's Report:**

All concert bookings cancelled for remainder of 2020-21. First booking now in October 2021.

Reading Community Lottery: run by Reading Voluntary Action to raise funds for charities in the area and also for its member organisations through 50% return on ticket sales. It was **agreed that the choir should apply for membership.**

**MB**

**13/20 Health and Safety Report:**

No accidents or incidents. Stage testing is due in July/August, electrical testing in November 2021. Covid vaccinations may be available soon for many choir members due to the age profile of the membership.

**AB**

Protocol for screen use needs to be developed.

**14/20 Gwyn Arch 90<sup>th</sup> Birthday:**

Gwyn's 90<sup>th</sup> Birthday will be on the 4<sup>th</sup> April 2021. Discussion about ways to recognise it, including commissioning birthday cake.

**JA**

**15/20 Any Other Business:**

Mike Coulson is moving to South Wales and is therefore leaving the choir. The Committee thanked Mike for his time with us.

**There being no further business the meeting was closed.**

**The next meetings of the committee will be held on Thursdays 4 March and 3 June 2021.**

**Venue or online yet to be agreed.**