**Draft Minutes of Trinity Singers 2015 AGM**

Trinity Singers (TS) meeting held on 3rd March 2015 at 7.30pm, at Music Room, Churchill Academy

**Members present**: Susannah Read, Clare Attrill, Louisa Purcell, Margaret Avery, Clare Day, Belinda May, Jenni Keane, Carol Taylor, Suzie Leech, Bob Shapland, Judy Ashley, Margaret Leimdorfer, Janet Rogers, Ann Seabright, Massimo Morelli, Pauline Kemp, Jill Preddy, Joanna Mills , Sarah Pearson, Valerie Pain, Janet Wilson, Judith Taylor, Heather Lee, Barry Day, Simon Medd, John Jenkins, Roger Ellery, David De Boos, Tony Moorby, Martin West, Bill Witter, Roy Stickland (32 members)

**AGENDA ITEMS FOR DISCUSSION**

**ITEM 1:** **Apologies for absence**

**ITEM 2: Minutes of 2014 Annual General Meeting**

**ITEM 3: Chairman’s Report**

**ITEM 4: Treasurer’s Report, adoption of Accounts & Budget**

**ITEM 5: Election of Committee and Officers**

**ITEM 6: Membership Subscriptions**

**ITEM 7: Any Other Business**

**ITEM 1:** **Apologies for absence**

Fern Urquart, Georgina Yule, Ursula Dornton, Veronica Edwards, Katherine Hatch-Morelli, Nick Baker (6 members)

**ITEM 2: Minutes of 2014 Annual General Meeting**

**2.1 Adoption of 2014 AGM MInutes**

**Proposed:** Belinda May, **Seconded:** Roy Stickland

**Member Vote:** In Favour = 32, Against = 0, Abstentions = 0

2014 minutes signed by Acting Chair Bob Shapland and handed to Secretary (Suzie Leech)

**2.2 Outstanding matters from last AGM**

* Rehearsal venue - committee has it on their list of things to review, but MD appointment has taken priority. If anyone has any suggestions for other suitable rehearsal venues with the right facilities and which is of a similar cost (or less) to our current rehearsal venue, please notify the committee
* Hiring out musical scores owned by TS: Committee will progress this idea in 2015
* Appointment of a Weddings Officer – Bob suggested that for the time being, we will let this appointment stay open, and review at a later date. General agreement from members.

**ITEM 3: Chairman’s Report** – **Bob Shapland**

[Copied and pasted from report sent by Bob to the secretary]

Those of you who were present at the Annual Meeting held last year will remember that I took the role of “Acting Chair” during a year when it was difficult for Massimo to be at rehearsals. Well little did I know what was to come!

Last year’s meeting reviewed Trinity Singers activities up to the Summer break and so I will start in September when we commenced rehearsals for the Autumn Concert under Jeremy’s baton. This was to be an interesting combination of the Chilcott Jazz Folk Songs and Rutter’s Sprig of Thyme. I think we all found some of the pieces more challenging than we anticipated, but rehearsals progressed well.

Then came a bombshell when Jeremy announced that he would be standing down after our Christmas performances, and ahead of the scheduled concerts with the schools where Spem in Alium was to be the central piece.

The first thing we needed to do was to find someone to take us through the rehearsals for that, very demanding to say the least, programme. Fortunately we contacted Andrew Tyrrell who agreed to become our Interim Director and to work initially with Jeremy when we dovetailed rehearsals for our Christmas Concert with the initial work on Spem.

In October Margaret organised another very successful Quiz Night which was both enjoyable and a good fund raiser.

Meanwhile rehearsals for the November Concert continued and culminated in, what I thought was, a really enjoyable performance for us and the audience in Yatton, with some beautiful singing also from our guest soloist Zoe, and accompanied by Alison Blundell.

Your committee felt that, before seeking a new MD it was important to take stock of where Trinity Singers had come over the 15 or so years, and to seek a view as to where the choir wished to go in future. So we quickly put together a Questionnaire which most of you completed – for which many thanks – and this revealed the following:-

* the mixed, sometimes stretching, repertoire we have performed in recent times is the way the choir would like to continue.
* The choir favoured continuing the pattern of events we have undertaken recently
* Occasional Evensongs were supported by roughly 2/3 of those responding
* There was some concern about “extending our geographic patch.
* Many felt that “Smaller Scale Concerts” were a good idea, but only if we performed a known programme, rather than having to find more rehearsal time.
* Timing and location of rehearsals was good (with some reservations)
* Ending rehearsals with the Choristers Prayer was supported
* The possible need for an increase in subscriptions was accepted although with some concerns!

This has given us a very helpful framework in the ensuing process of recruiting a new MD, and in forming the Job Description and a document setting out the Aims and Ethos of the choir.

So after the November Concert we moved towards the Christmas extravaganza in Wrington, which would be Jeremy’s last concert. He was given free rein in the programme and so we rehearsed, and subsequently performed, his favourite Christmas carols and other music, and he played the duet, with Alison, based on the Carnival of Animals which he had wanted to do for some time!

The Concert was deliberately “trimmed” as it had been felt that previous years had been just too long, and I think the shorter format worked. We, and our guests, again had a very enjoyable evening which also produced a profit!

That busy weekend continued on the Sunday with the Burrington Carol Service at which we had the opportunity to recycle many of the items from the night before! The Burrington congregation always enjoy, and appreciate, this service and I hope it can continue as a fixture in our programme. Jeremy was somewhat surprised to receive an engraved glass memento from the Burrington PCC in thanks for his contribution to the church since forming Trinity Singers and becoming the regular organist at Holy Trinity for many years.

Finally, we had a party and gave Jeremy his final send off with a very generous gift from choir members, and a signed print of his “best” composition – a Psalm.

Meanwhile, Andrew was valiantly pressing on with rehearsals of Spem in Alium and the other works for the Schools Concert until…..a decision was taken (correctly in my view) to drop it and insert Hear My Prayer and I Was Glad into the programme.

I believe there was a sigh of relief from all involved as, no matter that it would have been brilliant to bring off, Spem was in danger of being a disappointment.

So the new year started with a programme which we all felt was much more manageable and enjoyable as a result. The proof of this was in our two concerts last week which I am sure you all enjoyed just as much as the audience.

I hope that this collaboration with both Churchill Academy and Bristol Cathedral School will continue.

Meanwhile, your Committee realised that, technically, we did not have a Constitution and it was felt that this would be a benefit in future when recruiting a new MD, as well as being “the right thing to do”! Many emails and drafts later, and with the invaluable help of Clare Day and Bill Witter, we finalised the document which you approved earlier.

In addition we researched where and how to advertise our vacancy, drafted Job Description, History of Trinity Singers, worked out the logistics of the recruitment process including scoring systems for applicants and auditionees.

We examined the financial implications of recruiting an outside MD and the result in terms of subscriptions – more of which later. We continued to plan a programme including an Evensong (for which we asked Andrew Tyrrell and Ian Maitland-Round to take us jointly), the Nigel Perrin Workshop, Plant Sale, Skittles, and concert dates for Autumn 2015.

In addition Suzie has, single handedly, produced a fantastic new website which we hope will help in raising our profile in the area. Susannah, meanwhile, has been increasing our visibility on “Social Media” using both Facebook and Twitter, something which I confess to not being very involved in but, nonetheless, believe it to be a valuable tool in marketing terms.

A plea to all to try to assist with recruitment of tenors to assist our valiant team. It has always been a thin area of the choir, as it is elsewhere, so please try to find some help!

In the coming months we intend to overhaul our records of members and at the same time seek your individual permission to place the contact information on the Members Only section of the website. Margaret also wants to audit our Robe stock and will be preparing the necessary forms for that.

We hope that the momentum which we have tried to maintain during this difficult period reflects the wishes expressed in the Questionnaire, and that you will continue to give your support to our new MD when announced.

We can now look forward to a Plant Sale, a Skittles Evening, Evensong at Burrington, the Nigel Perrin Workshop, and then in the Autumn our first concert with a new MD, and the usual fun over the Christmas period. A full programme.

I would like to take this opportunity of thanking so many of you who have played your parts in the various events, either in the kitchen, preparing staging, putting up posters and handing out flyers and, of course, selling tickets. You know who you are and I don’t intend to read the full list of choir members because that is really who I am thanking. However I will just mention Georgina, who has the thankless task of Librarian, and Jill Preddy for sorting out the ticketing and tabling solution to the Christmas Concert.

I do specifically want to thank the other members of the committee who have supported me during this “interesting” and challenging time. They have had to put up with overflowing Inboxes, multiple drafts of documents, a number of ridiculously late nights on Tuesdays (and some other nights), including link ups using Facetime for those who couldn’t get there, when we have been discussing and agreeing the way forward. They have been very patient with me and I hope that it all pays off.

Very soon we will be starting a new period in the Trinity Singers story and I look forward to the choir building on past success under a new MD.

Thank you.

Bob’s report was met with a round of applause

**Comments from members about Chairman’s report.**

**Roy Stickland** – Bob has done a superb job, and deserves our thanks.

**ITEM 4: Treasurer’s Report, adoption of Accounts & Budget – Sarah Pearson**

**4.1 Treasurer’s report**

Sarah talked the choir through the 2014 accounts sent to the choir 23/2/2015.

Key points:

* Copy of a cashbook with a bank reconciliation on the reverse
* 2014 was our orchestral concert year, so we would expect to spend more than the previous year, that said the deficit for the concert was only £500, which was better than budgeted for.
* Worksheet showing the profit and loss for each of the events in 2014, and how these compare with similar events in 2013

**Comments from members about the accounts**

* Massimo Morelli – This is the first year where TS have been involved up front in conversations with the schools with budgeting for the schools concert, and therefore in much greater control of our liabilities for being involved.
* Bob Shapland– These accounts will be audited once next bank statements are available.

**Questions from members about the accounts:**

Q1 Bill Witter: Our financial contribution to the schools concerts – how does this get agreed? *Bob explained how we make our contribution, and essentially that we won’t commit to more than a liability of £500.*

Q2 Bill Witter- If there is a surplus, do we take some of that surplus? *Bob responded we don’t seek to do that.*

Q3 Roy Stickland – made a comment about the plant sale; the amount we have raised has diminished over 3 years and asked if better marketing could help to turn this around and increase footfall? Roy’s target is to offer the choir £500 from the day, as yet he hasn’t reached this target. *Marketing ideas from the choir: Twitter, Facebook, website, Budgens could promote the event for us , Sandwich Board in Budgens (with permission)*

**4.2 Adoption of the 2014 accounts:**

**Proposer:** Massimo Morelli, **Seconded:** Barry Day

**Member Votes:** In favour = 32, Against = 0, Abstentions = 0

**4.3 Treasurer’s presentation of 2 year Budget**.

Sarah presented a 2 year budget to show our typical concert cycle and spend. The budget looks at a very pessimistic view. The reason for presenting the 2 year budget is because the constitution states that members must approve the budget, and this is then what the committee must use to plan events.

**Questions from members about the budget:**

Q1: Tony Moorby - The costs for MD, the rates on the budget sheet, do the rates include appointing on the basis that an MD won’t need or an accompanist? *A: Bob Shapland Remuneration for the MD will depend on whether they need an accompanist.*

Q2 – Bill Witter – Do the monthly fees include a concert fee or only rehearsal fees? *A: Sarah – explained how we paid Jeremy, and proposed that the approach we take is similar, and we pay a rehearsal fee (via their annual salary), and then a performance day rehearsal fee and a performance day concert fee.*

Q3 – Bill Witter – Do the choir want to continue with the schools concert as there is an financial outlay for the choir? *A: Bob, the questionnaires from the choir says we do.*

**Comments from members about the budget:**

* Burrington carols – Holy Trinity have paid TS £75 in previous years for singing at the carol service. It was noted that Wrington choir have now offered to sing without a fee. (but Holy Trinity would then need to pay for an organist).
* Bob Shapland- Committee need to be up front with members about the cost of the concert when pushing to sell tickets.
* Margaret Avery – support the fund raising events which raise money for the choir and which offset the losses on bigger concerts

**4.4 Adoption of the Budget for 2015/2016**

**Proposed**: Bill Witter, **Seconded**: Tony Moorby

**Member Votes:** In Favour =32 Against = 0, Abstentions = 0

**ITEM 5: Election of Committee and Officers**

Nomination forms received for the following people and roles. All nominations were proposed and seconded.

**Chair: Bob Shapland** (Nominated by Ursula Dornton, Seconded by Roy Stickland)

**Secretary: Suzie Leech** (Nominated by Sarah Pearson, Seconded by Barry Day)

**Treasurer: Sarah Pearson** (Nominated by Janet Wilson, Seconded by Valerie Pain)

**Other Committee Members**

**Massimo Morelli (Deputy Chair)** (Nominated by Suzie Leech, Seconded by Sarah Pearson)

**Katherine Hatch-Morelli** (Nominated by Suzie Leech, Seconded by Sarah Pearson)

**Margaret Avery**(Nominated by Margaret Leimdorfer, Seconded by Ann Seabright)

**Susannah Read** (Nominated by Ursula Dornton, Seconded by Belinda May)

**Committee are elected as proposed above:**

**Proposed**: Barry Day , **Seconded**: Simon Medd

**Member Votes:** In favour = 32, Against = 0, Abstentions = 0

**ITEM 6: Membership Subscriptions**

See ‘Subscription Note’ document created by Sarah Pearson and sent via email from Bob Shapland on 2/2/2015

**Comments from choir members:**

Sarah Pearson will provide a summary to each choir member of what they have paid, how they have paid, and what need to pay to bring you in line with new constitution. She will also provide a standing order form for each member to amend /set-up their S/O.

**Questions from choir members**

Roy Stickland – Do we need to detach our bank account from Burrington PCC. *A: Sarah Pearson - this has been done. Cheques should now be paid to Trinity Singers. The bank account number and sort code is the same as before.*

**Adoption of proposal for subscriptions to change to £120 per annum with effect from 1/9/15 as set out in Sarah Pearson’s ‘subscription note’ document**.

**Proposer:** Barry Day, **Seconder:** Susannah Read

**Member Votes**: In Favour = 32, Against = 0, Abstentions = 0

**ITEM 7: Any Other Business**

**7.1 Choir robes**

Please could all choir members complete a form stating the number of their robe and return them to Margaret Avery.

**7.2 Member Contact Details:**

Suzie Leech would like to post members contact details on the password protected members page of the Trinity Singers website. Members need to give their permission for the information to be posted, and can agree to posting as little or as much of their personal information as they wish. A form has been developed which all members will need to complete. All committee members will have access to the information. Other members will only have the information each choir member is happy to disclose on the website.

**Comments from choir members**

General agreement that happy to complete the contact detail forms.

John Jenkins requested that member’s information posted on the members page is not passed on to non-members under any circumstance (even old members). It was agreed by choir members that this should be the case. The contact sheet will not be updated to reflect this, it was agreed that simply capturing this request in these minutes would suffice.

Clare Day: Will need to ask members every 2 years if their details are still correct, and if they are still happy for the information to be posted on the website. (Data protection)

**Actions:** Suzie Leech will email contact form to all members and manage the responses, and will manage the posting of information on the website

**7.3 The BCCS website & Bristol Cathedral website:**  Margaret Leimdorfer commented that it was a shame that neither the BCCS website or Bristol Cathedral website had information on their websites about the schools concert.

**7.4 EGM :** Notice in writing will be sent to the choir tonight (3/3) that there will be an EGM on the 24/3 at 8.00pm at a pub (probably the Swan at Rowberrow), to appoint our Musical Director.

The meeting closed at 9:15pm