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| COSTANZI CONSORT COMMITTEE MEETING |
| 1.27.2018 | 7.30pm | London |
| Attendees | Martin Warren, *Chairman* (MW) Kate Lewis, *Secretary* (KL) Suzie Leech, *Publicity* (SL)Peter Leech, *Musical Director ex-officio* (PL) |
| 1. APOLOGIES & MATTERS ARISING FROM 1 OCT MEETING |
| Matters arising: The meeting on 2/3 December 2017 did not take place – it was not deemed necessary to meet prior to the December concert. |

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| 2. 2019 TERM DATES & CONCERT DATES |
| Discussion | 1. SPRING TERM 2019: The All Saints committee may not permit us to have a concert in Lent so the committee provisionally decided upon Saturday 16 March for the spring concert. SL suggested All Saints’ Church, Wrington as a second choice, and Corpus Christi in WSM as a third choice. There will be nine rehearsals for this term.
2. SUMMER TERM 2019: The committee decided upon either 29 June or 13 July for the summer concert. Rehearsals will resume on 25 March (for a 29/6 concert) or ? May for a 13/7 concert. There will be nine rehearsals in this term.
3. CHRISTMAS TERM 2019: Rehearsals will resume on 23/9. The committee decided upon either 8/12 or 9/12, and agreed a start time could be flexible.
4. 2020 DATES: The committee agreed upon the following provisional dates for 2020:
5. SPRING TERM – 14/3
6. SUMMER TERM – 20/6 (1st choice); 27/6 (2nd choice)
7. CHRISTMAS TERM – 12/12 (1st choice); 5/12 (2nd choice); 13/12 (3rd choice)
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| Person Responsible | Actions Items | Deadline |
| MW | Contact All Saints’ (and other churches if necessary) to confirm bookings of preferred dates.  |  |

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| 3. 2019 CONCERT PROGRAMMES |
| Discussion | PL said the programmes would, in part, be determined upon when the concert dates would be. He said he would wait until these were confirmed before working on the repertoire. |

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| 4. 2018 & 2019 AGM DATES & VENUES |
| Discussion | MW confirmed that the AGM must be held within six months of the end of the financial year i.e. 30/9/2018. The committee decided against cutting into rehearsal time and instead agreed upon holding the AGM with a mini-workshop during the standard rehearsal time on 21/5/18. The same could be done in 2019. Proposed dates were 1/7/19 or 15/7/19, dependent upon the date of the summer concert.The committee also agreed that, following the success of last year’s event it would be nice to have another summer social.  |
| Person Responsible  | Action Items | Deadline |
| KL | Approach Claire Rangeley about availability for the social at her house |  |
| KL/MW | Notify members about AGM  |  |

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| 5. ELECTION OF OFFICERS |
| Discussion | There are currently four officers on the CC committee. All four officers are willing to carry on in their current posts. It was agreed that no further officers were needed. SL suggested asking members for extra help with publicity. |

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| 6. CONSTITUTION  |

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| Discussion | The committee agreed no changes were needed to the constitution. |

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| 7. CHARITABLE STATUS |
| Discussion | The committee decided that becoming a charity is not appropriate at this time. |

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| 8. WEBSITE & UPDATES |
| Discussion | 1. The following alterations to the website were suggested:1. Homepage: change ‘future concerts’ to ‘our next concert’
2. Add the full programme to the 2017 Christmas concert page
3. Change the layout of the future/past concerts page to an unlinked ‘concerts’ heading with a drop-down to two separate pages (‘future’ and ‘past’)
4. Change the text on the ‘join us’ section of the home page to match that on the ‘join us’ page of the site
5. Updates on the supporters page under ‘advertisers’: Clevedon Music, Horton Property Services & Rectory Farm.

2. Nigel Oakley has kindly recorded audio of our two concerts to-date. PL offered to contact him to arrange a time to listen to them and choose a couple to be uploaded to the website. |
| Person Responsible  | Action Items | Deadline |
| KL | Make changes to website |  |
| PL | Arrange meeting with Nigel Oakley |  |

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| 9. PUBLICITY  |
| Discussion | 1. MW suggested a list of places to put up posters which would be ticked off. The committee agreed it is important to get more members involved in publicity and putting up posters/flyers in WSM and the surrounding villages.
2. SL told the committee the deadline has passed to submit copy about the February concert to North Somerset Life and offered to send in an event notice for the May concert.
3. SL told the committee there was still time to submit copy to the Weston Mercury about the February concert. KL agreed to write this and forward it to SL within the next few days.
4. The committee discussed the possibility of a photo’ shoot, possibly on the day of the May concert. SL agreed to contact local photographer Sophie Barwell to discuss further. The committee agreed she would be given a free advert on the website and programme and would also be listed as a corporate sponsor. SL also suggested asking the Weston Mercury to send a photographer to either the concert or rehearsal on May 19th.
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| Person Responsible | Action Items | Deadline |
|  | 1. MW ask members to be more proactive in publicity
2. SL to submit copy to NSL for May concert
3. KL to forward WM copy to SL
4. SL to contact Sophie Barwell & WM re photographs
 | 3. 1/2/18 |

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| 10. FILLING GAPS FOR MAY CONCERT esp ALTOS |
| Discussion | 1. SL reminded the committee that Pauline Kemp will not be singing in the May 2018 concert. She suggested contacting Jil Tolley to take her place.
2. MW noted that Louise Hunter-Bradley is presently only singing for the current term, as neither Claire Rangeley or Harriet Potter are able to sing in the concert.
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| Person Responsible  | Action Items | Deadline |
| MW | Contact Jill Tolley  |  |

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| 11. BUDGETS FOR 2018 MAY & DECEMBER CONCERTS |
| Discussion | 1. MW told the committee that at 27/1/2018 the CC bank account stands at £1100. He said that if a gain of £200 - £300 is made on the next two concerts then there would be enough to pay for a small instrumental group for the December concert. PL said he would be able to source a small ensemble for around £1000.
2. SL asked if the choir’s income covers expenditure. MW confirmed that the subs from the 25 members does cover CC’s outgoings.
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| 12. CONCERT DAY ARRANGEMENTS 10/2/18 |
| Discussion | 1. TEN: AR has organized
2. WINE & GLASSES: MW confirmed enough wind for the concert was left over from last year. KL offered to contact the Winscombe Wine Shop to arrange glasses
3. LIGHTS: MW said he would bring lights
4. PROGRAMME: SL is working with PL on the programme. The committee discussed contributions from our patrons. PL offered to contact Peter Holman to ask for a short piece for the May programme. SL told the committee it would be good to have more advertising in the programme and suggested asking Charlotte Stansfield to support her.
5. FOH: MW suggested asking Pauline Kemp and Elizabeth Spiller if their respective partners would help on the door.
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| Person Responsible | Action Items | Deadline |
|  | 1. KL to contact WInscombe Wines for glass hire
2. SL to ask Charlotte Stansfield for support selling advertising in the programme
3. PL to contact Peter Holman
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| 13. AOB |
| Discussion | 1. NEWSLETTER: KL told the committee the next newsletter will be sent out mid-March after the concert. It would include Chairman’s Report, MD’s Report, concert review, featured singer and a note from one of our Patrons. She suggested PL contact Nigel Perrin to write this.
2. REHEARSAL TIMINGS: MW told the committee that Rebecca Thurgur had asked if the time of rehearsals can be changed to 7.30pm – 9.30pm. The committee agreed that this was an important matter that should take into account the opinions of all members and so should be discussed openly at the AGM.
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| Person Responsible | Action Items | Deadline |
|  | 1. KL liaise with contributors and write newsletter

PL contact Nigel Perrin |  |

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| 14. DATE OF NEXT MEETING |
| Discussion | The date for the next meeting was set for 26th March 2018. |