

THE CITY OF LICHFIELD CONCERT BAND

Minutes of meeting held at 7.45pm on 17 November 2011 at The Hollies,
86a Stonnall Road, Aldridge, WS9 8JZ

Present Kay Greenbank
Lorraine Smith
Samantha Tranchant
Alex McDonald
Alison Trimmer

In attendance Mark Vause

Apologies Marcelle Hollins, Steve Smith

Minutes of previous meeting	The minutes of the last committee meeting were accepted as a true record and signed by the Chairman.	
Matters Arising	None	
Action Points / Key discussion topics		
1.	<p><u>Finances</u></p> <p><u>Summary position</u> - Lorraine Smith outlined the present financial position. She has created a rough forecast of income and costs for 2012, highlighting the significant income that we get for the two concerts with Tamworth Male Voice Choir (£780 this year - although significantly reduced by ~£275 payment to Deps).</p> <p><u>Subscriptions</u> - £950 received so far, including three amounts of £50 to cover a full year's membership. Of the outstanding payments, the Committee agreed the following:</p> <p>Emily (flute) - to be asked to pay the student rate Clare (sax) - confirmed as a full member of the band, and will now be asked to pay Luke (percussion) - not yet a full member of the band Carol (flute), Claire (french horn), Robert and Paul (trumpet), Alison (clarinet) - to be asked to pay</p>	LS

	<p>Kay Greenbank plans to send a general update email to members. This will include a reminder about payment of subscriptions and a request for nominations for Life Membership for consideration ahead of the next AGM.</p> <p><u>Other</u> - Redshaws gave £6 too much cash for the latest tickets sold. Sam Tranchant to return this to the shop, and offer a free ticket(s) to the next concert to thank them for their support and help. Forty two out of a total 105 tickets for the last concert were sold at Redshaws.</p>	<p>KG (email)</p> <p>ST</p>
<p>2.</p>	<p><u>Guildhall concert arrangements</u></p> <p>Lorraine made some constructive comments about the door / tickets / raffle arrangements at the October Guildhall concert. The Committee agreed the following:</p> <ul style="list-style-type: none"> • Someone needs to take responsibility to making sure the audience entry arrangements are adequate. The band will be asked to find a volunteer. • Ideally, three people are needed on the night - two on the door to sell tickets / programmes and check pre-bought tickets, plus one person for the raffle. • The corridor needs to remain clear (for health / safety and access reasons) • A big table is needed inside the hall, by the door • A small table is needed for the raffle • Tables and raffle need to be set up by 6.45 (assuming a 7.30 start) • Mark Vause will do 'notices' at the end of the first half <p>Carol Terry has volunteered the usual help from her family for the Christmas concerts.</p> <p><u>Ticket prices</u> - The Committee agreed to maintain different Full and Concessionary rates, but increase these to £8 and £7 for the 2012 concerts (currently £7.50 and £6.50), starting with the joint concert at Lichfield Cathedral in March.</p> <p><u>Programmes</u> - Programmes were not sold at the October</p>	<p>KG (email)</p> <p>Helen Ruane / ST</p>

	<p>concert, but we will ask for payment in future as the cost of production is ~25p per programme. Kay Greenbank to send the electronic files for the 2011 Christmas concert programmes to Sam Tranchant.</p> <p><u>Raffle</u> - Sue Longman to be asked to produce baskets / hampers as raffle prizes for the Christmas concerts. Band members will also be invited to donate good quality prizes, but some may be reserved for future concerts.</p>	<p>KG</p> <p>Sue Longman KG (email)</p>
3.	<p><u>Sale of instruments</u> - Three French horns remain in the cupboard. Two are of poor quality and little value. To be offered to the band FREE. If not taken, then we will offer to Amy / Anthony (surname?) for parts. Third to be kept for future players.</p> <p>Malcolm is now playing the Eb tuba.</p> <p>Nick Pinson is trying out the trombone, with a view to buying it for £50.</p> <p>There remains a soft gig bag for trombone. Mark Vause agreed to try to sell this via contacts (possibly £20).</p> <p>No news from Ian Richards on box of percussion spares that he agreed to try to sell. Lorraine to enquire.</p> <p>Mark Vause to remind Ian Richards about shopping list for band drum-kit.</p>	<p>MV</p> <p>LS</p> <p>MV</p>
4.	<p><u>Band welcome packs</u> - to be given to Robert (trombone) and Luke (percussion).</p>	<p>AM</p>
5.	<p><u>CD</u> - Few band members chose to do two days for the planned CD recording, so we are now planning for a one day recording (Saturday), plus a brief set-up / warm-up on Friday evening. Anticipated timings are as follows:</p> <p>Friday, 23 March - 7.30pm to 9pm Saturday, 24 March - 9am to 5pm (minimum - may be later)</p> <p>Band members to be reminded to put these important dates</p>	<p>KG</p>

	in their diaries.	
6.	<p><u>Band membership list</u> - To remove Gill Rowlands, Sarah Berry and Isabel Evans. Add Clare Blackwell (2nd alto sax).</p> <p>Luke (percussion) to be added to the availability list.</p> <p>Availability list, band membership documents and email distribution list to be amended.</p>	AT MH
7.	<p><u>Upcoming Concerts</u></p> <p>Sam Tranchant to finalise arrangements re ticketing / advertising for the Lichfield Cathedral concert, with Cathy Lamb. We propose a 50% share of ticket sales to band and choir. Poster to be produce shortly, as requested by promotional media.</p> <p>Mark Vause to visit site of Little Aston Proms concert, with organiser, to finalise arrangements.</p>	ST MV
8.	<p><u>Commitment</u></p> <p>Mark Vause has spoken to the band about the number of deputies that are needed for the Tamworth concerts (6 on each of 2 nights), costing the band a lot of money (~£275), creating a lot of extra work for Mark, and causing disruption to the usual 'team' of players.</p> <p>Kay Greenbank to write to band members, to reinforce these points, requesting prioritisation of band concerts over personal arrangements (especially given that most concerts are planned 12 months ahead), and lots of notice if it is not possible to attend performances.</p>	KG
9.	<p><u>Trumpet section</u></p> <p>Mark Vause has invited two Yr13 / Grade 8 students to play trumpet, making a total of 6 players on the section (in the absence of Trevor Willis). Mark plans to talk to the whole section to propose that all 3 parts are covered in rotation, with individual players possibly taking different parts during</p>	MV

	a single rehearsal or performance.	
10.	<p><u>Stands</u> - The Committee discussed the possible purchase of stands for the band. Two examples were considered - of different prices and features. Before a commitment is made, band members will be asked whether they think this is a good idea, (if so) be asked to volunteer to transport stands to Wade Street / performance venues as necessary, then which type of stand they prefer.</p> <p>Boxes will be needed for transport and storage.</p>	MV KG
11.	<p><u>Any other business</u></p> <ul style="list-style-type: none"> • A band member has raised questions about individual versus shared music folders. It was agreed that sections usually arrange one pad per stand, and agree practical arrangements between individuals for bringing the pad to rehearsals / concerts, and for mid-week practice. Photocopies can be made for private practice purposes. Kay Greenbank to reply direct to band member. • Kay Greenbank to write to Mark Zaccaria to thank him for taking photos, and provision of disc of pictures for our use in publicity. • Malcolm and Carol have been passing on news of Trevor Willis, who is unwell and in hospital. Kay Greenbank has sent a card on behalf of the band. • It was agreed that the band would make a small donation to charity out of money raised from carolling. The band will be asked to decide between St Giles Hospice and CLIC Sargeant. • We may be asked to use enclosed buckets for fund-raising in future. Need to investigate sources / prices. • It was agreed that private concerts would be included on the band website list, as this is used by band members for planning diaries. • It was agreed that minutes of Committee meetings and the Constitution should be put in the (private) band members' area of the website. 	<p>KG</p> <p>KG</p> <p>KG (email)</p> <p>MV KG AM</p> <p>AM</p>
12.	Date of Next Meeting. Thursday, 26 January 2012, 7.45pm	

