

<p>3. Concert arrangements</p> <p>PA system: Viv (and Paul) gave feedback re a suitable PA system (SubZero P8 Portable PA Speaker with Bluetooth & Wireless Mic, £129.99). We agreed to purchase this for concert/event use and Viv will order and test it when it arrives.</p> <p>Projector: Susan has found a cheap portable projector that works with laptops/tablets/phones and would suit our needs for this concert and possible other events. Cost: £22. She'll order it. (She'll also bring an extension lead to use with it.)</p> <p>Digital display: Shree has asked for the deadline for photos to be Mon 22 June. It was agreed to pay her £50 for her work.</p> <p>Canteen set up: Julie has photos of the canteen which is divided into one main room and a smaller room (the digital display could be set up in there where there is enough white wall space). There are 25 rectangular tables and 50 benches (each seats 4 to 5). For the 'bar' we'll need 3 or 4, snacks 1, strawberries and cream 2 or 3, projector 1. The rest will be rearranged in both rooms for guests to sit.</p> <p>Table decorations: Fran Delamare has kindly agreed to decorate the canteen tables with materials left from her own party plus small pots of flowers for each table. We can ask members to bring a few flowers from their gardens on the night. Viv is lending 7 small vases and we'll use sauce bottles/jam jars - whatever is suitable. Fran will have help from other volunteers.</p> <p>Bar: Julie and Ming will buy and bring all drinks, ice tubs, ice, cups and other supplies like bin bags and kitchen roll. They'll also take any unopened bottles back to Majestic for refund. We have 2 non-singing volunteers to serve drinks (via Gwyneth Hughes) and Ming will help with the serving to start with.</p> <p>Snacks: Karin Ilsen is buying and will set out mini packs of snacks like Hula Hoops, pretzels, cheddars. She can lend some foil platters.</p> <p>Strawberries & cream: Lucy is overseeing strawberries and will ask Jennifer James and Jenny Hamrogue to help. Lucy will buy all the cream. <i>Jane will ask choir members to bring one small punnet of prepared strawberries each.</i> Amanda is ordering 200 bowls and spoons, and small napkins.</p> <p>Gifts: Amanda volunteered to buy gifts (wine and a rose) for Vicente, Dominika and Matt (Julie questioned whether we really need to get roses anymore - seems a waste of money.). Amanda will also get a bouquet of flowers for Kate Franzmann.</p> <p>Programmes: Design and get printed 200 copies and bring them to the concert (70 for choir members, rest for audience).</p> <p>Main hall set up: Irene has agreed to supervise setting up the main hall. She is also bringing the dais, banner and clip-on light for Vicente. Peter usually helps with set up, checking the stage and risers.</p> <p>Front desk: We need 2 non-singing volunteers to run the desk. <i>(Karen Lansdown was suggested but she has an injured knee.)</i> Susan will bring card reader and float for any cash ticket sales. Also, tickets lists (bought and comp).</p> <p>Music stand and lamp + extension lead: These need to be taken from BGS on 6 July and brought to APS on 10 July - then taken home and kept till Sept/returned to BGS. Susan has volunteered for this.</p>		<p>Viv</p> <p>Susan</p> <p>Julie and volunteers to set up</p> <p>Fran and volunteers</p> <p>Julie and Ming</p> <p>Karin</p> <p>Lucy Jane Amanda</p> <p>Amanda</p> <p>Julie</p> <p>Irene and volunteers</p> <p>Susan and volunteers</p> <p>Susan</p>
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	Confirming all arrangements and expectations with Steve Guaje: Jane and Peter to do this a couple of days prior to concert.	Jane / Peter
4.	Drummer: Julie reported she'd found a professional drummer (after trying APS and local acquaintances). His name is Aboubacar Konate, 'Bouba', and he was recommended by Skanda (our drummer a few years back). The fee for one rehearsal and the concert will be £150 (usual fee £250). He'll attend on 19 June and accompany 2 or 3 pieces. Julie will give details to Vicente and liaise with Bouba. NB: Bouba is travelling from Camberwell with his djembe. Julie will see if she can find a volunteer to pick him up at the tube to bring to APS for 6.30.	Julie
5.	Roles and responsibilities of committee members: Jane requested a review of committee roles to avoid any confusion or overlapping responsibilities. All committee members with a role should provide a copy of their responsibilities to Jane ahead of the next AGM (early October). To be quorate there needs to be at least three committee members and the chair. Jane will start informing members about vacant 'posts' in advance of the AGM.	All
6.	Other business: May workshop: Total cost was £430 approx. (hall fee plus fees for Amy and accompanist). It was attended by 23 however only twenty members paid. For future workshops we need to think about (a) purpose of a workshop - will the content be useful and popular (b) the cost of hosting. Insurance: The BPCA is winding down so we'll be paying for our own insurance in future. SM will get some quotations for the next committee meeting. (NB: there will need to be a change to point 7 of our Rules at the AGM.) Returning music scores: Julie will keep reminding members who aren't singing (email and at rehearsal) to return their music before the concert. For singers they need to ensure the 4 hired scores are easily removable from their folders for return after the concert. Lucy will provide a box. Condition of hired music copies: Julie raised an issue with the quality of some hired copies - they are old and the Anvil Chorus is difficult to read. Lucy will give feed back to CYM about this. We should also consider hiring scores from other suppliers. Annual Survey: It was decided not to do a survey for 2024 - 2025. We should consider putting out a 'Suggestions/Feedback' box at rehearsals. Professional Fees: The committee agreed to increase the fee paid to Dominika (£100) and Vicente (tba).	Susan Julie / Lucy Lucy Autumn term
7.	Next meeting: early September date to be agreed.	