

Derby Hospitals Choir – Minutes Meeting 21-Oct-2022

Present:

David Henshaw	Chair
Kath Cawdell	Secretary
Michael Wilcockson	
Kathy Greig	
Joy Walsh	
Anne Mellors	
Ann Loach	

Apologies: Shirley Searson

Return of Assets:

After several communications a face-to-face meeting was arranged at Florence Nightingale Community Hospital, chaired by John Rivers it was attended by Jill Matthews representing the Hospital Charities, Louise and Elaine from the old committee, David and Kath from the new. Cheques for £2,400.00 each were made out by Louise to Blood Bikes and Air Ambulance and duly signed by David and Kath. Also a cheque to Louise (£80) for the costs of the carrier to remove the music. There should be sufficient funds in the account to cover these amounts although there appears to be some discrepancy between David's understanding of the balances which could be due to a cheque not having cleared yet. Louise will pass David's information to the carrier as soon as the two donations are cleared and will supply copies of the receipts for our records. Louise has complained to Barclays about the take-over of the accounts however we are satisfied that we have followed their procedures and acted properly.

Concert preparations:

The concert will take place in St John's Methodist Church which with the additional room at the back will hold 150 people. Diabetes was chosen by the majority vote at Wednesday's rehearsal as the beneficiary this year and Jill Matthews has been invited to speak at the concert on behalf of the Hospital Charities. Thanks to Joy for designing the poster which can now be completed with the website details for ordering tickets (there is a small charge per ticket) plus opportunity to purchase from choir members. The tickets will be £10.00pp with no concessions offered. **DH to print 150 flyers, 30 A4 Posters. KG to circulate to Methodist Churches.** David suggested joining the Data Diary at £10.00 for 2 years which means advertising in other concert programmes and including other concerts in our printed programme. This was agreed. Choir to be invited to get tickets early. Funds raised through the website ticket sales to go to David and be transferred when there is clarity over the account management.

There is uncertainty as to when the choir's music will be available, however Derby New Opera Company will loan music and David has requested Oh Little Town of Bethlehem, Ding Dong Merrily on High, Santa Claus is Comin to Town, Silent Night and In the Bleak Midwinter. Some music appears to be photocopies and we will need to have the originals available. David has the choir ring-binders and these will be given out two weeks before

the concert. Uniform to continue to be white shirts, red ties and black trousers for the men; white blouses with long sleeves and collars for the ladies, red scarves and black skirts or trousers. **Diana Alleyne** has offered to sort ties and scarves and has received ties that have been returned. **KC to bring spare scarves** to rehearsal – numbers to be checked. Programmes will need to include advertising of other concerts; mention of new start; acknowledgements of support; carols for audience participation; and website address for more information. An A4 folded size was agreed with poster design on the front. **DH to print 180 copies.**

After discussion it was agreed that refreshments would be non-alcoholic prosecco or fruit juice – **KC to source** – served after the singing. 200 Glasses will be needed – **DH to provide and also ask David Farmer & Choir members. KC to enquire at St Osmund's. JW to seek sponsorship for mince-pies.** Refreshments to be included in the ticket price but donations to be invited. **MW to produce 3 donation boxes.**

Richard Moulder has acted as Compere for previous concerts, **DH to ask for his contact details** or other suggestions with other contact details. A Radio Derby presenter was suggested as the publicity would be useful but perhaps not needed for this year. **Jill Matthews to be confirmed as speaker on behalf of the Hospital beneficiary – DH** and given complementary tickets (2).

Concert:

David has planned out the Hall and will need some assistance with moving chairs etc. preferably earlier in the day. **DH to ask Church for additional time to do this.** Unsold tickets will be available on the door and a volunteer will be needed to check people in. **MW to ask his contacts. MW, KC, AL, JW offered to serve refreshments.**

It was suggested that Kathy Maclean be invited and offered tickets as she is still Choir Patron and also the Minister at St John's Church – **DH to invite**

Thanks need to be announced to: the Church, Kevin, the Compere, New Opera Company, Jill Matthews, UHDB and David.

Music to be handed in at the end of the concert with the folders – large bags to be available. These will need to be returned to the hospital storage room - **DH to acquire new key. MW to assist.**

DH to ask Pam Bowman about room to leave coats and bags.

Finance:

David and Shirley are requesting facility for on-line banking and can then ascertain the exact balance on the accounts after all existing cheques have been cleared. There is £500.00 collected from members to be paid in and expenditure so far to be paid out, including room hire, insurance and Data diary. There should be sufficient funds to extend the rehearsal time by half an hour, **DH to ask members if they agree the later finish.**

Dianne has confirmed the Performing Rights licence is in place and David has arranged the Public Liability Insurance. It was agreed that some monies be retained in the account for running costs next year, hopefully we will still be able to donate £1,000.00. Yearly subscriptions still to be requested for next season.

AOB: Thanks to Michael for the hospitality, **DH to do 'doodle poll' for January meeting.**