BWCB Committee Meeting – Wednesday 2 January 2019 7:00pm

Present:

BWCB Post holders: Kate Tunstall, Vicky Mathers, Paul Foster, Jacquie Champion

Conductors: Elin Davis, Marc Edwards, Kevin Ransom

Concert Band Representatives: Jo Rogers, Andy Parsons

Second Wind Representatives: Karen Lintell-Smith, Lorraine Vaughan

Beaufort Band Representatives: Penny Wallington, Marian Cope

Breakaway Brass Representative: Gill Stephenson

Liquorice Allsorts Representative: Karen Dower

Classic Woodwind Representative: Pia Drake

Co- founder: Gill Leather

Last meeting

The minutes from the Committee Meeting on 18 May 2018 were summarised.

**Finance**

Current Balances

Monies attributable to each band and group as at 31 December 2018 are as follows:

|  |  |
| --- | --- |
| Concert Band | -£39 |
| Second Wind | £1978 |
| Beaufort Band | -£135 |
| Liquorice Allsorts | £121 |
| Breakaway Brass | £405 |
| Classic Woodwind | -£10 |
|  |  |
| BWCB account | £3786 |

These figures take account of all money received and expenses paid (including for concerts) up until 31 December 2018. It should be noted that the autumn term 2018 was a 14 week term. Hence, income is for 12 weeks (36 weeks annually spread evenly over 3 terms), but expenses are for 14 weeks.

The deficits in Concert Band and Beaufort Band are largely because membership numbers for each of these bands have fallen. The fees were calculated for 2018/2019 based on members present in the summer term of 2018. No “slack” was incorporated to ensure that fees did not increase by a large amount.

For fees to stay the same these bands need to recruit more players. At the time of the meeting it is anticipated that there may be a further reduction in numbers from each of Concert Band and Beaufort Band.

In future fees will need to be calculated based on the possibility of some players leaving each band. However, a too large increase could result in more players leaving.

Percussion update

Up until 31 December 2018 £7,226 has been spent on percussion, including two drum kits, timps and glockenspiel. A further £728 is still to be paid for covers for the drums, timps and glock. This makes a total spend of £7,954. The original budget was £7,500. It must be remembered that the £10 membership fees includes an element for percussion.

Elin

Elin has decided to leave Concert Band at the present time. Kate gave a formal thanks to Elin for all of her hard work done with Concert Band.

A newsletter is to be sent out before 9 January informing the whole of BWCB of Elin’s decision with a statement explaining her decision.

Impact of falling membership and mitigation for spring and summer terms

Concert Band fees are to remain the same for Spring Term. This will clear the deficit and help build up a buffer for the future. Marc suggested that Concert Band could perhaps have occasional guest conductors when there are sufficient funds. A decision will need to be made about the fees for the summer term at a later date.

To be fair, the fees for all bands need to be reviewed before autumn term 2019.

Music allowance

Each band has an allowance of £450 per year. The bands have spent the following in the autumn term: CB -£417, SW -£107, BB - £104. Although CB have nearly spent their whole annual allowance, some of the purchases (for the cancelled Christmas Lexicon Concert) will be played each year. The conductors were reminded that if additional funds are required for music then a request could be made to the committee.

Reduction in fees for solely Offshoot groups members?

It was noted that if players are only members of offshoot groups then they do not necessarily use all the facilities available eg percussion, stands etc. However, when the fee restructuring was put in place it was decided that everyone is a member of BWCB and would pay the same membership fee. Also, all members have the option to use all facilities.

Purchase of musical instruments

BWCB has recently purchased percussion and in the past an alto clarinet and an E-flat clarinet. A question was raised as to why we have bought some instruments, yet some members of the bands have bought others from their own money. It was discussed as to whether BWCB should be purchasing other instruments eg tuba. The conductors have been asked to consider if they would like any purchased and to provide quotes to be discussed at the next committee meeting.

However, it must be considered as to whether buying some musical instruments will mean transfer of players from other sections with few members eg trumpets to low brass. There has also always been the expectation that players of a sufficiently high standard will already have their own instruments.

**Reports from Bands and Groups**

Beaufort Band

Have had lots of fun rehearsals and an enjoyable social. They plan to perform in the Woodley Festival in March.

Second Wind

They have has two profitable busking sessions raising over £400. There are plans for a concert in March.

Concert Band

CB now have a list of volunteers to run concerts and social events. There was a successful concert in December in St Michael’s Church which raised over £500. There was an enjoyable social in December. There are plans for an Easter Concert and an interactive concert at the Lexicon in the summer.

Liquorice Allsorts

LA represented BWCB on a four concert tour of Birmingham and Northamptonshire in October 2018. They played at Holme Grange and M&S Bracknell before Christmas as well as in care homes. There are plans for another tour next autumn.

Breakaway Brass

Lots of good rehearsals this year and some enjoyable gigs over Christmas. Some members of BB will be taking part in “Big and Brassy”.

Classic Woodwind

They are a none concert group and rehearse once a month in OLC.

Advertising

A reminder that when any group performs they need to advertise the BWCB organisation.

**Membership admin**

A volunteer has come forward. Kate will pursue this.

**Committee Structure**

Kate reminded the committee of the responsibilities of BWCB Committee, Responsibilities of Officers and the responsibilities of the band committees.

The following is an extract of the minutes from the meeting on 18 May 2018:

*“It was agreed that the structure and responsibilities of the committee and conductors need to be formalised.*

*In principle it was agreed that:*

*BWCB committee are responsible for matters which affect* ***all*** *bands/ offshoot groups eg. Insurance, setting of fees etc. This is the highest level committee.*

*Individual Band/ Subgroup Committees are responsible for concerts, risk assessments etc.*

*Harry Tunstall as Website Administrator would complete the calendar when informed of dates by the Individual Band Committees.*

*Conductors are responsible for choice of music etc.”*

**GDPR**

We must comply with the GDPR regulations. The membership admin holds a list of member’s names and emails. We are not allowed to share email addresses, therefore whenever emails are sent to a group then recipients must be “blind carbon copied” (bcc).

**AGM feedback**

The issues have been resolved relating to the costs of Concert Band and changing rehearsal days for Second Wind.

**Website**

The website has been improved to show a monthly events calendar and a request for brass players on the home page. There was a discussion as to whether it would be beneficial for each band/group to have a “google docs” page, which could for example show availability for concerts. This was declined.

There was a reminder for each band/group to complete an events booking form as soon as dates are known to prevent a “clash” of concerts.

**Equipment**

A request is to be made for all stands and chairs to be returned to OLC on 9 January for a stocktake. If stands are found to be broken during rehearsals, could they please not be returned to the boxes and given to a member of the committee (for each band) instead. We may need to purchase some more stands and stand lights.

**Library**

All music needs to be consolidated into a whole BWCB library. All music needs cataloguing and moved to the new store cupboard.

**AOB**

Photoshoot

It was discussed whether we should pay for a photographer to come to the rehearsals one Wednesday evening to take a number of high resolution photos. Jacquie is to find out the cost for this. Band members will need to give permission to be included in the photos.

Business Card

We are to look into business cards for BWCB to distribute at concerts.

PA system

The PA system is to be sound checked by Marc or a member of CB to see whether it is suitable for our use. If it is deemed unsuitable then we will consider selling it. If any band is to use the PA system at a concert then someone would need to be responsible for its set up.

Meeting closed at 8:45pm.