

# CHRISTCHURCH CITY CHOIR

Minutes of a meeting of the Board held at 16 Clyde Road on Wednesday 16 August 2017 at 7:30pm

Issue and Discussion	Action	Responsibility
1 Present: Andrew Jefferies, Kate Divett, Philip Norman, Andrew Tait, John Linker, Phil Brazier, Matthew Journee Apologies: Jody Keenan		
2 PN opened the meeting and advised that a key agenda item for this meeting will be to discuss and agree on the terms of the Strategic Plan and what it means to be a 21 <sup>st</sup> Century choir.		
3 The Minutes of the previous meeting (5 July) had been circulated and were accepted (PN / MJ)		
4 <b>Reports on progress on tasks</b> Reports from the music director, choir manager and treasurer were received and accepted. Resolutions accepted to apply to funders for Messiah – see Choir Manager Report		Jody
5 Invitation: from Tanja to sing at a conference dinner. Choir would receive a donation. MJ was enthusiastic and was given approval to make enquiries with members who might be interested. JL confirmed not available.	MJ	Matt
6 Strategic Plan:  MJ led a review of the "Agenda Item – Strategic Plan", "A 21 <sup>st</sup> Century choir needs to: 6.1 <b>be versatile</b> – capable of singing a wide range of repertoire/styles 6.2 <b>capable of performing</b> anywhere without loss of distinction. PBs suggested two word changes are accepted. 6.3 <b>Sound good</b> . Capable of competing with the best amateur choirs around the world 6.4 <b>Look good</b> . Project a contemporary image ... have awareness of fashion. (Note: the choir has had feedback from people who said the choir looks terrible). KD suggested the choir does need change in how it presents, both in person for performing members at concerts, and in the choir's advertising and public visual identity. 6.5 <b>Be different</b> in repertoire, presentation and appearance. MJ said this is a "must". It was agreed a majority of the choir wants to be different. Possible differences are: (a) creative music planning, (b) a well-organised and close relationship with the CSO. 6.6 <b>Offer a social experience to concert goers</b> ; it would be good for attendance if our concerts were known to offer a social experience.	PN / MJ on finalising Strategic Plan	Philip

	<p><b>6.7 Offer an educative and social experience to choristers,</b> not just a musical experience. PB thinks younger members in particular want that.</p> <p>KD: mix of people is preferable.</p> <p>PN: 21<sup>st</sup> century – we don't have that many opportunities to socialise face-to-face. Communicating with each other is important.</p> <p><b>6.8 Project Personality.</b></p> <p>JL said the choir needs to project more personality. The old way was to be motionless and rigid. The modern way is less rigid. There is more 'movement' now in music. Understanding this is essential. The aesthetics of musical performance are changing. Orchestral players are now moving slightly.</p> <p><b>6.9 Be aware people are time poor,</b> so we don't want to waste what they have – e.g. important to finish rehearsals on time. The subject of helping members financially who cannot afford to be in the choir was raised. AJ advised that the Treasurer has been given authority to exercise discretion in cases of financial hardship. AJ advised this is working well.</p> <p><b>6.10 Be welcoming of all and accepting of diversity;</b> the point was reiterated by the chair that the board and all members have an obligation to treat others and new members with care and respect.</p>		
7	<p>A CIVIC choir needs to:</p> <ol style="list-style-type: none"> <li>Bring credit to the city</li> <li>Maintain a working relationship with the City leaders</li> <li>Provide musical leadership in the city</li> <li>Promote as well as perform music in the city</li> <li>Maintain standing offer... choral performances for civic functions</li> <li>Maintain at near concert readiness... music for civic functions;</li> </ol> <p>It was agreed all these are essential.</p>		
8	<p>Social idea for performing choir members:</p> <p>Ref item 6.7 above, have a tea/coffee half-hour at start of the rehearsal. We could ask Jody to check if there are implications for the cost of hiring the venue, and supply of tea/coffee and perhaps a little food.</p> <p>Motion: to explore a social half hour before each rehearsal.</p>	AJ to talk to Jody.	AJ

9	Glossy prints/posters – A4 and A3 for advertising. A discussion was had as to their value. MJ remarked that our posters are more visible and attractive than most others in the public arena – using the Strategy designs. PN we probably underestimate the effect of our posters in the community. It was agreed that we should try to continue.		
10	Approval was given for PN and MJ to finalise the Strategic Plan.	PN and MJ	PN
11	<b>2018 Programme:</b> It was agreed that the 2018 programme should be complete and available to be publicised by 1 November 2017.	JL	
12	Season tickets for the coming year 2018. The question was raised as to whether the choir should pursue the availability of a Season Ticket including Messiah. It was agreed that we would not offer a Season Ticket for 2018. The main reasons are (1) that it could create difficulties if our first concert performs poorly from a financial perspective (2) the ticket prices will depend on the concert budgets which have not yet been prepared.	Nil action	
13	<b>Promotional visits to rest homes:</b> MJ and AJ spoke about their visits to make contact with the organisers of social activity in rest homes, and their preparation and presentation of information packs. PN commended them both for this initiative and encouraged more of this direct marketing.	MJ and AJ	
14	On-line Booking Facility for the CCChoir website a. PB raised a point that an on-line booking system could be investigated to provide either general admission, or ticketed seat numbers although the cost would be significant. b. KD checked and advised the referral to EVENTFINDA is adequate for people to buy tickets quickly and easily.	No action	
16	<b>Constitution.</b> PN advised he had both the draft constitution last amended by Craig Knowles (July 2016), as well as the set of choir member inputs and desired to have these merged and a final Constitution drafted for presentation to the membership as soon as possible. AT has agreed to receive and prepare a merged draft and PB will assist with preparation and review of the document. The target is to have the merged draft ready for review within two weeks from receipt.	PN, AT and PB	PN
15	<b>CLASSES OF MEMBERSHIP</b> PN raised the matter of his draft "Discussion paper on Membership Classes" proposing at least five categories from Life Membership through to Guest Membership. PN advised there needed to be better methods of attracting members of other choirs to sing with us on occasions, and also other qualified singers in the community.	PN to develop further	

	<p>AJ supported the view that it could be a useful facility for attracting well qualified singers known to him and others who prefer not to have full choir membership, but might make themselves available for specific concerts. AJ suggested the high performance membership category pay 100% of subs and have full voting rights. The Board also agreed that the 2 year limitation in the single concert membership category was not required. PB suggested the alternative name of Associate Member instead of Partner Member. The question was raised as to whether or not the board and choir wish to encourage these various types of membership. There was general approval of the concept. To be continued.</p>		
19	<p>The meeting was closed at 9:35pm Next meeting to be held on Wednesday 13 September 2017 at 16 Clyde Road at 7:30pm</p>	AJ to confirm	

Minutes recorded by Andrew Jefferies and Phil Brazier, 16 August 2017

Signed by Chair 

Date \_\_\_\_\_

# Choir Manager Report

Jody Keehan

15 August 2017

## CHOIR MANAGER DUTIES

- Best and Worst organising underway.
- Newsletters collated as needed. Have taught John how to use Mailchimp so he can send his own rehearsal notes to the Choir.
- Publicity – promotions subcommittee formed with Matt and Andrew.
- 2018/2019 concerts – engaged Civic Music Council for Armistice Day concert.
- Music printed for Grainger by Caxton Print and distributed to Choir. Had to prove ownership and that we cannot get the originals due to the earthquake.

## FUNDING UPDATE

- Strengthening Communities 2017 - Applied for Finance Administrator, Accompanist and Music Director costs \$8000. Further info requested regarding Foundation and ability for the Choir to be self-sustaining. (waiting for result, usually announced August)
- Applied to First Sovereign Trust for \$3200 for soloist and musician fees for Best and Worst. Waiting for result.
- Request for Board to pass resolutions to apply to Lion Foundation for CSO Messiah 2017 fees (\$19,480), Fourwinds Foundation Messiah technical fees (\$3000) or promotion, Southern Trust for soloist fees (\$5000), Pub Charity (technical fees), CERT venue (\$2000).

## TASKS IN HAND

- CCC rehearsal schedule through to LNOP rostered.
- Ode to Joy – 60 copies of choral music, distributed to choir members singing in concert by Jennifer Sutherland. Confirmed Sue Densem will take rehearsal on 4/10. Rehearsal with Ben Northey 9/10 at CSO rooms.
- LNOP – Brian Law confirmed to conduct part of CCC rehearsal Tuesday before LNOP 31/10.
- Best and Worst posters being distributed.
- Press release to be revised and sent to RNZ Concert and print media
- Soloists for Best and Worst contracted. Musicians confirmed. Working on trumpet and trombone parts and percussion cues for PDQ Bach.
- Second pianist engaged – Hsing-Yin Lin (CYC accompanist)
- Bookings for venues for 2018. Pencil booked Town Hall but will now not be open in time so confirmed Horncastle Arena for 11/11/2018.
- Dido and Aeneas – music parts sourced. John is looking at the version to be used.
- Messiah – engaged Grant Bartley on harpsichord. John will advise cuts when his score arrives so I can send these to the soloists.