

Friends of A Handful of Harmonies

Meeting held 27th July 2018 at 6-15pm

in the Committee Room, Langtoft Village Hall.

1. Present – Tracey Crawley (TC) Jackie Dodds; Chair (JD), Jayne Foglietta (JF), Marie Josée Green (MJG), Chris Sharman (CS), Genevieve Stocker (GS) and Pat Weavers (PW)
2. Apologies – Caroline West (CW)
3. Notes of last meeting 25th May 2018 - Agreed as true record
4. Matters Arising - None.
5. Treasurer's report - PW presented the finance report for 27th July 2018. See below.
6. CD Update. GS/ CW and Andrew Clingo (AC) had a meeting earlier that day. In total 52 people had signed up to take part in the CD recording and there were 46 on the day. JD asked out of interest if refunds had been given due to special circumstances and GS advised this had not been discussed. JD said it would be nice to know, PW advised that 50 people had paid.

Action point GS

Ade will be producing a basic demo which will enable the project team to choose the tracks to be included on the CD. CW and AC are in touch with two graphic designers and will be obtaining quotes. CS mentioned that she also knew a graphic designer to keep in mind if another quote was needed. JD asked if there was an approximate timeframe for the CD to be ready, and this is hoped for the end of September. GS advised that pre orders and previous figures suggested around 300 CDs would be ordered. GS will also be sorting out a license next week.

JD asked about the additional production cost of using Ade which was the highest of the three original quotes. The committee had previously been told that Ade was chosen as he had experience with the group, but the higher cost had been linked to Ade and AC working together on backing tracks at his studio, however this had not happened and JD agreed to check if this cost was still relevant.

CS asked if the title for the CD had been decided. GS confirmed that it had but said that the project team wanted to share this when the CD was launched. JD felt that as this is a FoAHoH project it would be appropriate for the committee to know and would follow up.

Action point- JD to contact project team.

GS gave the invoice for the hall hire to PW for payment.

TC commented that this was the first CD recording she had been involved in and had thoroughly enjoyed the day. There had been a great deal of positive feedback from choir members and CW and GS were thanked for their hard work in organising the project.

7. Constitution Review-.With the AGM approaching it was an opportune time to review the constitution and to ensure that it covers the needs of the FoAHoH group. JD led the discussion emphasizing the following points:-

Section 2 – the aim of the group is to raise money to support the choir in a variety of ways.

Section 3a – the committee constructs the operating rules and ensures these are complied with.

Section 3e - the committee coordinates and supports fund raising, ensuring that events are launched in a timely way so as not to coincide with anything else that is being promoted.

Section 3g- request for allocation of funds must be made in advance whether this is to make a purchase or to support a fundraising event.

Section 3h – action must be lawful – please be mindful that tombola and raffles are subject to gambling laws which can carry heavy penalties, and any of the three accountable officers may be called to account. An example was given that it is not uncommon to be offered raffle tickets ‘£1 a strip or 6 strips for £5’; the law states that each ticket must be the same price so this is actually not allowed. Also take care when using cloakroom tickets for raffles as the rules are that tickets have to be sold and the raffle takes place at a single event. Printed tickets need to be used for raffles taking place over a longer period of time.

Section 5d- voting is on the basis of a 60% majority which in the current group is five members. This is usually connected to funding requests but applies to any decision we need to make (e.g. changes to the constitution)

Section 6 – the group is distinctly separate from the choir and the choir director should have no involvement in FoAHoH business or how funds are spent. The choir director or any choir member may attend meetings by invitation to discuss a proposal or project.

Section 8 – General Data Protection Regulation has been summarised and agreed by the committee and has now been included in the constitution.

JD further proposed that in order to keep the group financially secure the document ‘Guide to Organising a Fundraising Event’ needed to be incorporated into the constitution as a rule. This was tabled and some suggestions made as to how it could be made clearer. PW agreed to update and circulate for comment. **Action point PW**

GS also suggested the guide be made available as a separate item on the website and displayed on the boards; it was agreed that this would be done when the guide was finalised.

8. AGM – A draft of the AGM agenda was circulated and JD asked if there were any additional items to be included to the agenda to e-mail JF by 31/08/2018.

JD tabled a list of how many terms each member had served, and all agreed that no-one was due for re - election at the AGM. TC mentioned that she had volunteered to be the Langtoft representative since the AGM so needed to be formally elected at the AGM.

9. Funding requests- There had been no funding requests since the previous meeting.

10. Fundraising updates- there are various ideas in the pipeline; these include a Quiz Night during the Autumn Term; Christmas CD and Burns Night in January; Race Night in the Spring term a Ministry of Chocolate Workshop, Karaoke evening with a raffle.

TC suggested a BBQ at Ferry Meadows as a social evening for family and friends with games.

JD confirmed that she was preparing a written quiz for the autumn. JD to liaise with GS about the forthcoming Quiz and Race Night. **Action point JD and GS**

These ideas will be discussed in more detail in the October meeting following the AGM.

11. Any other business- none.

12. Date of next meeting AGM Tuesday 25th September 2018 at 7-30pm in Northborough Village Hall. PW sent apologies for the AGM.

The meeting closed at 7-20pm.

*Friends of A Handful
of Harmonies*

**INTERIM TREASURERS
REPORT
27/07/2018**

Balance of account: **£2980.37**

Funds raised: **26/05/2018 to 27/07/2018**

Fund raising events: **£328.18**

- Summer buffet lunch **£123**
- Pink tombola **£59**
- Summer quiz **£56**
- 100 club **£56**
- Easyfundraising **£18.18**
- Merchandise **£16**

Outgoings: **£496.44**

- Insurance **£201.20**
- C Sharpe workshop **£200**
- Sundaries **£85.24**
- Hall hire **£10**

Funds approved and awaiting payment:

CD3 shortfall **£382**

Available balance = **£2593.37**

**£1216.24 raised for CD3 will be paid
out in production costs therefore
revised available balance = £1377.13**

Thank you to the organisers of the fundraising events and to everyone who has supported.

Mrs Pat Weavers FoAHOH

Treasurer