

Endcliffe Orchestra Committee Meeting

7th March 2024

Draft Minutes

Present: Chris, Clare, Fiona, Neil A (via Zoom) and Matt

1. Apologies: Alison, John G, John W, Neil B, Ralph.
2. Draft Minutes of the meeting of 8th February, 2024

These were agreed subject to the items that appear on AOB below.

3. Declaration of items for A.O.B.

There were three items mentioned: the availability of someone to assist with the card reader at the Ukrainian concert; the setting up of a mailing list via a QR code on the Programmes; the Orchestra Survey.

4. Agenda items

- a. Ukrainian concert arrangements. Arrangements had been made for the Church to be available an hour before the start of the rehearsal on Friday 19th. Because we can leave the instruments and seating arrangements etc set up overnight, we only need the Church to be open half an hour before the Saturday rehearsal.
- b. **John W.** was arranging for the percussion items to be transported to the Church and arranging for Tom to play percussion at the concert. **Neil A** to check whether Tom is available for the July concert.
- c. **Matt** is responsible for the printing of tickets and also for arranging for someone to cover the sale of printed tickets on the evening of the concert. **It was agreed** that someone who knows how to operate the card reader for ticket purchases via credit/debit cards needs to be found to help front of house.
- d. **Neil A** agreed to write the Programme notes for the concert. He will ask for assistance in the production and printing of the remainder of the programme.
- e. Publicity and flyers for the concert were discussed. Flyers had been prepared by **Lisa** and were thought to be very good - but a suggestion was made that a picture of Veronika with her harp would be very appropriate. Orchestra members were to be asked to do their best to publicise the concert through all media channels and this is especially in view of the two UK premieres that were being played (the Patterson Canonic

Concertino for flute, harp and orchestra and the Ukrainian Fantasy for harp and Orchestra by Evgen Andreev) and that we were fortunate to have such a renowned soloist. We discussed the format of the flyers/posters and whether we could have some A4 size printed as well as the usual smaller format.

- f. We discussed refreshments for the concert and **Chris** was going to see whether the Ukrainian cafe at Crookes might be prepared to sell/provide some Ukrainian cakes or other food, and, if so, on what basis the owner would work.
 - g. We considered the suggestions that had been made as to the Charity we might support at the Concert, and **we agreed** that the Veronika Lemishenko Foundation which provides assistance to the wounded soldiers and civilians in and around Kharkiv would be a worthy cause.
5. Orchestra timetable. We considered the proposals that Neil A had put forward for two concerts in 2025. These would include works by English composers, including the Elgar Cello Concerto, and works by Gershwin and a symphony by Florence Price. These suggestions were to be shared with the librarians with a view to assessing the cost of hiring the materials.
 6. Clarification of the process of introducing new members to the orchestra. This item was raised because of the circumstances in which prospective members had simply turned up to rehearsals without notice to section leaders or the Membership Secretary (Fiona). Arrangements were being made for the application form on the website to be directed to the Membership Secretary. During this discussion we considered the situation of members who were seeking to go on or who were on maternity leave. We identified that the orchestra needs a policy about this and about subscriptions being held in abeyance during such leave.
 7. The position of Deputy Chair which had long been an item on the agenda was solved. Clare Campbell has agreed to be Deputy Chair.
 8. A.O.B., We discussed, but did not reach any detailed conclusion, the issue of having a mailing list via the medium of a QR code on each programme enabling people to sign up to receive notice of our forthcoming concerts. There might also be a 'sign-up' sheet at the door where people could sign to be added to a mailing list. We decided that this needs some further thought about maintenance and use

of such data and this should await the arrival of a Marketing person who would take this on board.

The matter of the Orchestra Survey was raised, and **it was agreed** to put this on the agenda for the next meeting.

9. Date of Next meeting: 11th April, 2024 at Fiona's