

# Endcliffe Orchestra Committee Meeting

12 September, 2024

## Draft Minutes

Present Chris, Ralph, Matt, Alison, John G

- 1 Apologies Clare, Neil A, John W, Neil B
- 2 Draft Minutes of the last meeting: accepted as a true record.
- 3 Matters arising: Fiona Robinson has resigned her position. The Committee records its deep gratitude to her for all she has contributed to the running of the orchestra. She gave above and beyond her duties as Membership Secretary, and in particular we are grateful for the way she initiated the revision of job descriptions and Yearly Calendar Tasks.
- 4 Finalise the 2025 concerts: discussion deferred in part in the absence of Neil A. However we note with pleasure the proposal that Mark Kawwas will be our pianist in July 2025.
  - a) The Committee asks Neil A to email the librarians soon with the information about the programme for the July concert so that they can begin the process of procuring the music, getting prices and so on. **Action Neil A**
  - b) Neil A is also requested to confirm the details of involvement of the Orchestra in the Classical Sheffield weekend, in particular the proposed timing and venue. Again the librarians would appreciate good notice of the music to be played. **Action Neil A**
- 5 Planning for the forthcoming AGM
  - a) Marketing vacancy: Lisa and Kate have been approached about sharing this role, but have not confirmed.
  - b) Membership Secretary vacancy: various names were considered including Louise. This is a vital role if only because Matt needs to know who are members and thus liable for subs payment. But there are clearly other important aspects as outlined in the job description (e.g. deal with contact enquiries, welcome and induction).
  - c) Matt will give the finance report and feed back from the Survey. The latter includes discussion of the possible raising of the subs. A note will be taken for the views of those present and voting at the meeting, whilst making it clear that the decision rests with the Committee
  - d) Chris will give the Chair's review and report
- 6 Hiring our equipment. We have a policy, so the committee intends to review this. **Action Matt**
- 7 Orchestra policies.

a) These will be reviewed and revised if necessary starting with our Constitution. Also if there are further policies needed (e.g. Health and Safety) they will be produced. It is possible that Making Music will have suitable templates. **Action Matt / Clare**

b) The Committee would appreciate clarity about its legal responsibilities. **Action Clare**

8 Ticketing Matt will investigate electronic tickets and recording of attendance and the possibility of issuing annual season tickets. Ticket prices will be as for the July 24 concert until further notice (Standard £12, Students £8, 18 and under £6). **Action Matt**

9 Orchestra Calendar tasks: thought to be up to date, but in the absence of Neil A the item was deferred

10 Next meeting: 10 October 2024  
venue Alison's home, 121 Grove Rd, Millhouses, S7 2GY

John Goepel