

Endcliffe Orchestra Committee Meeting
Thursday 6th February, 2025

Draft Minutes

Present: Chris, Clare, Katrin, Lisa and Matt. In attendance, Lindsay.

1. Apologies: from Alison, John G, John W, Neil and Ralph
2. Draft Minutes of the meeting of 11th December, 2024

We considered the Draft Minutes of the 11th December and since most of the items were appearing again in some form on the present agenda, there were no matters arising. One item that was held over from the last meeting was the issue of Incorporation of the Orchestra as a company and/or the issue of Charitable status. This requires further consideration and **was held over to another meeting**. The draft minutes were agreed as a true record.

3. Declaration of items for AOB

There were no other items for AOB, but there was one matter which has been dealt with via an email to the committee from Chris.

4. Agenda items:
 - a. Membership matters

Katrin spoke to the Privacy Statement that she had prepared and outlined the need to collect data from members of the orchestra, the use to be made of such information, members' rights in respect of such information and the orchestra's responsibilities to retain and review such information. The Privacy Statement would appear on the Orchestra website.

Katrin also showed us an online form which was to be used to collect information about existing and future members and how this would then be used to populate the spreadsheet list held by the orchestra. We discussed the addition of a question as to whether a person was an 'active member' of the orchestra and this could be useful for keeping up to date with those members who might temporarily be away from the orchestra e.g. on maternity leave or away for an extended period. The up-to-date information would also be useful in connection with the circulation of the Orchestra Newsletter. Matt pointed out that there are people who were members of the orchestra and are no longer active but who still wish to receive the Newsletter.

Access to the information would be strictly controlled through the use of a dedicated email account.

We also discussed vacancies in the various sections of the orchestra and **we agreed** that the way forward was to discuss such vacancies with the section leaders who would liaise with the depts for the sections and those who were on a waiting list.

b. Request for the Endcliffe Orchestra to provide orchestral accompaniment for a Choral Day put on by the Chesterfield Philharmonic Choir, June 7th, 2025.

We discussed the approach that had been made by the Chesterfield Philharmonic choir and **we agreed** that we were interested, in principle, in this collaboration and that **Clare** would put a 'sign up' sheet requesting that those who were interested would commit to the project. If there were sufficient numbers we would then examine the logistics of this collaboration e.g. hiring the music, rehearsal time, meeting with the Choir organiser etc.

c. Music sent back to Faber which had been requested by NA (report by Librarian).

It was **reported** that **Alison** had sent the music back to Faber and this matter is now sorted.

As regards the remaining music for the July concert, we had agreed to hire the music for the Grant Still, Symphony no. 1 which would be arriving later in the season. The music for Reich: Music for 18 Musicians was now available and would be on the website for members to download. We discussed whether we are playing the 'Olympic Fanfare' by Williams and this might be possible provided the librarians can track a cheaper source for the music

d. Reflections on the January concert.

We had a long discussion about the January concert which was felt to have been a great success particularly in view of the fact that the seats were sold out and there had been many favourable comments. However, one of the problems was that we had had an email from the volunteers at All Saints, Ecclesall, complaining about a number of supposed breaches of the contractual arrangements for the evening.

The greatest difficulty was the **ticketing arrangements** which resulted in our filling the Church seating apparently beyond its capacity. We discussed the ticketing arrangements with the aim of ensuring that we could account for all tickets sold up to a maximum to fulfil the Health and Safety requirements of the Hall booked for the concert. It was essential that we kept a record of those tickets sold in advance through digital ticketing services and those available on the door to be sold for either cash or card. We need a method to ensure that all those entering the building have some record (a ticket) which is shown at the door. **Matt** is to prepare a system which fulfils this requirement. A number of methods were canvassed and he is to devise an optimum system.

We also agreed that there should be better communication between the concert manager and the Church agents responsible for the hire of the concert venue. There should be a **risk assessment** which clearly indicates the responsibilities of both sides and this should be agreed between the person responsible for the booking (usually Nick Baines), the concert manager and the Church agents/booking person.

If we used All Saints Ecclesall again (which we considered was a very good venue), then **we agreed** that, in view of the very limited toilet facilities, we **require** a longer than usual interval and this impacts on the finishing time negotiated for the concert. We might also need to be clear on ticketing and flyers that the audience would come, say, 7:00 for 7:30 start.

We finally **agreed that Chris** would write to Ruth, the bookings agent for All Saints to respond to the issues Ruth had raised in her email.

We then discussed the marketing for this and future concerts. We **recorded our grateful thanks to Lisa** for all her work in preparing flyers, dealing with social media and generally strengthening our marketing presence. We **agreed** that we liked the A4 format of the programmes and the larger print and layout that the space enabled.

As to the next concert, Lisa indicated that we need to understand our audience better and gather as much feedback as to people's reaction to the concerts. For the forthcoming concert we very much liked the mock-up flyer and thought that the title for the concert of **An American Adventure** might be very appropriate. Once the flyer was agreed, it **was suggested** that this be sent out on many occasions so that members of the orchestra could help in the publication of information on their social media outlets.

5. A.O. B. There was one item which has been dealt with in an email sent to the committee by Chris.

6. Date of Next Meeting: Thursday March 6th at 7:30 at Chris's, S17 3EG