

## Endcliffe Orchestra Committee 23rd October, 2025

### Draft Minutes

**Present:** Chris, Clare, John, Lindsay, Lisa, Matt, Raph

1. Apologies: Alex, Alison, Katrin and Neil.

**2. Draft Minutes of the meeting of 25th September and matters arising:**

These were accepted as a true record of the meeting and the following comments were made as matters arising: there was a question as to whether we should have a set number of rehearsals that must be attended in order to qualify a player taking part in a concert. There was some discussion of this and **Chris would take this up with section leaders and would add an item to the Newsletter** stressing the importance of attendance.

There was also a discussion of recruitment, particularly to the string sections and it was considered that we should continue to recruit to all string sections so as to ensure that we had a buffer of additional players in the event of some members being unable to play for concerts.

We noted that two new flautists were attending rehearsals with a view to playing in the post-Christmas concert.

We also noted that Emily (viola) has taken on the role of Social Secretary and an event has been booked for March 1st.

3. Declaration of items for AOB : none were noted

**4. Agenda items:**

**a. Updates in forthcoming concerts.**

The planning for the collaborative concert with SYO 'Frozen Festivities' was well in hand. A seating plan would be available in the next fortnight and details of the order of pieces, dress code, rehearsal times etc would be on the website and in the Newsletter. At the end of the concert, music should be placed in the nine baskets (one for each piece) and people were asked to help in sorting the music after the concert. There would be a video of the concert and arrangements were in hand for this.

As regards the Endcliffe concert on 31 January, arrangements and publicity for this were well in hand. Polly was working on the scripts for all the pieces. Peter and the Wolf is already scripted, but there will be

oral presentations for Billy the Kid, Carnival of the Animals and the Beatles Guide. The fact that there is a narrator for all pieces means that the Programme notes for the concert will be more succinct than usual. Chris reported that she had contacted Paul McCartney's publicist to inform him that we are performing a premiere of the Beatles Guide and this would be passed on to him. The concert managers, Karen and Lindsay, who have taken over from John G have all the necessary information and will ensure that the arrangements are in place for the rehearsal and concert. We expect the number of places in St Marks, Broomhill to be approx. 300.

In relation to the July concert, we discussed the desirability of a booklet containing all the music we are playing and which is available on IMSLP. We discussed whether Katrin would be able to print such a booklet. **It was agreed that we should try and obtain music from publishers first** and see whether the parts are good to read, if they are then we would use these, if not they could be returned and we would use the IMSLP version. In any event, **Ralph would provide a bowed digital copy** which would then be used as a template for all players to annotate their copies.

- b. **Marketing update:** Lisa raised various issues with the TryBooking app. One of these was ensuring how we dealt with online bookings and people coming to the door on the concert evening. Clearly, it was important to ensure that we did not exceed the concert capacity. We also discussed the TryBooking arrangement for free concerts for which there might still be a booking fee. It was not clear what would happen in this case.

Lisa said that the flyers for the 'Frozen Festivities' would be printed this week and **John W agreed to pick them up from the printers.**

In the light of the fact that we have a narrator for the **January concert** and consequently the programme notes are more limited, there will be room for sponsors to place adverts in the programme.

**c. Update on Composing Competition**

Lisa noted that the details of the composing competition have been widely advertised e.g. to Radio Sheffield and in social media such as Facebook and Instagram. Also River indicated that the composing brief had been shared with schools in Sheffield and Sheffield University Music Department and should be sent to Classical Sheffield (**River agreed to do this, and also agreed to be our communication link with Classical Sheffield**).

With all the extensive marketing that the concerts are utilising, Lisa asked whether in future it would be a good idea that there should be some help with marketing. We agreed to action Lisa's request for assistance in the new year.

**d. Membership recruitment**

Katrin was not present at the meeting, but we discussed the problem, particularly present in the recruitment of the strings, that there appeared to be no clear process for new players, either those who come informally to rehearsals, or those who apply via the website. We were clear that the matter turned on the degree of communication between the membership secretary, the section leaders and the conductor. It is evident that we need very clear lines of communication so that everyone involved in recruitment needs to know what the procedure is, who is coming to rehearsals and what the requirements are for newcomers (e.g. where they will sit and what music will be provided for them). We agreed to ask Katrin to write a Procedure for introducing new members and this will be discussed at the next committee meeting.

**e. To consider the use of Slack (app) for all orchestral communication/management**

There was a long discussion as to the desirability of having a single source platform on which information can be placed and made available to all orchestra members. This would ease the issue of communication to and from members of the orchestra. On the one hand there were those who could see the considerable advantages of having a single place for

all orchestra documents, emails, communications etc which could be accessed by all members though an app on their phones, tablets, computers etc. On the other hand, there were those who considered that this simply added another level of communication to the many existing methods. One thing which did not impinge on the decision was that in our situation it appears that Slack is free. The suggestion to use this system was made by Helen (cellos) - she has used the system and found it to be very useful. We therefore suggested that the way forward was to **ask Helen to put information on the Newsletter as to what Slack is and why it is useful.** We can then be in a better position to take a decision.

#### **5. AOB**

**It was agreed** that it would be beneficial to have a yearly calendar of meetings of the committee. These dates would be fixed for all months except December and August. It was agreed that the third Thursday of each month would be appropriate.

The matter was raised as to whether we should give free tickets to our concerts to asylum seekers and their children as we have been asked to do. We decided to ask those who were promoting this idea to give us a lead on whether other groups were prepared to give up some potential paying tickets - or whether this idea was simply put to the Endcliffe orchestra.

#### **6. Date of Next meeting:** 20th November 2025, at Chris's