

LEEDS PHILHARMONIC SOCIETY
AGREED Minutes of the Trustees' Meeting
WEDNESDAY 17th June 2020,
held at 7.00pm using ZOOM

Present

Ruth Shann, (RS) CHAIR	Philip Ratcliffe, (PR) Secretary	Andrew Straton, (AS) Treasurer
Jill Foalks, (JF) Membership Manager	David Lunn, (DL) Concert Manager	Penny Dean, (PD) Marketing Manager
Rosemary O'Dea, (ROD) Tour Manager	Roger Shirley, (RSS) Music Programme Manager	Tom Chilton, (TC) Income Generation Manager
Rowena Herbert, (RH) Trustee without Portfolio	Charlotte Mulliner (CM) Trustee without Portfolio	Lewis Hemingway, (LH) Trustee without Portfolio
Joseph Judge (JJ) Chorus Master	Councillor Jane Dowson (JD) Leeds City Council Rep	

The ZOOM conference was open for 30 minutes before the formal meeting for attendees to talk with each other.

At the start of the meeting the Chair welcomed everyone to the ZOOM Meeting and asked everyone present to introduce themselves.

1 APOLOGIES

All Trustees and Board members were present at the meeting.

2 Minutes for meetings 22nd April 2020

The Minutes for the meeting 22nd April were approved as a correct record.

3 Matters Arising

None that are not covered elsewhere within the Minutes or Action Points.

4 ACTION POINTS

The Action points were updated. (See the Action Points Annex).

5 COVID 19

5a Transfer of Self-Recorded Videos to Leeds Phil Video

JJ raised the matter of producing a video recording of the Chorus singing in their own spaces and combining these into a virtual choir. Other organisations are undertaking this process which needs specialist software and time to bring all the recordings into alignment with each other.

A quotation had been received relating to the work involved.

Trustees discussed the process and costs associated and agreed that such a video recording should be produced.

During discussions LH also raised the possibility of video recording using for example Cheesecake by Louis Armstrong, which would raise the profile of the Chorus and also be enjoyable to produce.

ACTIONS:

- a. **JJ** to confirm the arrangements with the software operators for the recording as previously identified.
- b. **LH** to provide further information regarding his suggestion of a video recording to Trustees for their consideration.

5b Chorus Master Remuneration (The Chorus Master withdrew from the ZOOM conference for this item).

AS raised the issue of the Fee that the Chorus Master receives during the current phase of COVID 19. Trustees were reminded that a retainer is currently paid, but additional work is undertaken in preparing and delivering the on-line rehearsals.

.AS proposed that the Fee should be raised to the full rate.

Trustees discussed the proposals and agreed that the Chorus Master's Fee should be returned to the full rate.

ACTION: AS to put in place the arrangements for the increased fee.

LH raised further issues regarding the Subscriptions that Members pay. Discussions around this matter ensued but no decisions could be made until further guidance is fully available from the Government.

Trustees also discussed whether the on-line virtual rehearsal arrangements should continue over the summer.

ACTIONS:

- a. determine Subscription level once the guidance from the Government relating to choral singing is clear (likely July or August);
- b. raise the potential for ongoing virtual rehearsals throughout the summer period with both the Chorus Master and chorus members;

5c The Next 12 Months

The Chair introduced this item relating to the current circumstances of COVID19 and the research and Government guidance that had been issued were discussed. Various articles were shared around the Trustees including a Link to research

Trustees were also aware of articles in The Times, The Guardian and BBC Music Magazine. A wide ranging discussion was had considering many of the unknowns and knowns relating to the pandemic.

Issues relating to small groups of singers, sectional rehearsals, outdoor singing, using alternative venues. Lobbying from the Arts to the Government had commenced and it was suggested that a new understanding may arise during early July. It is known that David Hill, Sir Simon Rattle, Sir Mark Elder and others are engaging with the Government to address the issue of theatre/concert hall reopening together with the issues relating to rehearsals and social distancing. Deep cleaning of venues following events or rehearsals could have cost implications that will need to be factored into assessments.

RS pointed out that the Government are to release a report relating to social distancing in mid-July, which may help to establish a greater understanding of the possibilities for singing together as a body.

It was noted that the London Theatre promoter Cameron Mackintosh had only this day (17th June 2020) indicated that his theatre productions would not reopen during 2020.

As a result, whilst no decisions could currently be made, it was determined that a further Trustees Meeting would be held on 22nd July to consider further the possible way forward after the Government's report has been released.

ACTIONS:

- a. **Hold Trustee meeting 22nd July** to discuss outcomes of Government's social distancing review and consider possible ways forward;
- b. **LH to approach alternative venues** to discuss possible collaboration.

6 GOVERNANCE – 3 Year Business Plan

The Chair indicated that it is important for the Society to prepare a 3 year Business Plan and that this should be reviewed on an annual basis once prepared.

For new Trustees it was indicated that an existing Business Plan had been under review that had now expired and will need further consideration.

ACTION: Add Business Plan to the Agenda for August 28th 2020;

7 FUND RAISING ARRANGEMENTS

Tom Chilton (TC) the Income Generation Manager introduced the work that he had been undertaking to put forward applications for grants. He thanked Brian Stanley, who had volunteered to assist, for his invaluable help in this process.

A number of applications had been submitted including one to the Lottery Funding COVID 19 Fund. (See Appendix 6 for details). TC mentioned that there was a need for additional work before the application could proceed to Stage 2, in particular relating to Safeguarding.

TC indicated a number of aspects that he considered were potential candidates for funding:

1. **Carol Competition**.... Enhancing the competition;
2. **Composing Competition**;
3. **Junior Choir**;
4. **Trip to Japan in 2022**;

TC was thanked for his work on behalf of the Society.

ACTION:

Ensure Safeguarding Policy is reviewed and updated.

8 Arrangements for Anniversary Season

a. Programming and Publicity

Given the COVID 19 uncertainties, no progress could be made on arrangements for promoting the coming Season. DL indicated that the main concerts (other than the potential November self-promotion) were all set within LICS or the Town Hall, but LICS have not yet released their season details, and that this is all dependent upon the Government's safeguarding guidance.

LH indicated his willingness and ability to undertake outreach for the Society to make appropriate contacts and to raise awareness. He requested that a contact email be created ... outreach@leedsphil.com this was agreed.

ACTION: create outreach@leedsphil.com email address

b. Anniversary Commemorative Booklet

Work is ongoing but delayed because of the COVID 19 regulations. However ROD hoped that Friends would be able to resume activities over the summer.

9 REPORTS

The Chair asked about the status of these Reports and how they were to be covered in the meeting. It was indicated that they are generally to inform the Board over the management of the various portfolios. Trustees would raise particular aspects that they wanted to have discussed if that was necessary.

a) Chair

No report was provided

b) Chorus Master

JJ indicated that he had received good feedback from members relating to the rehearsal sessions he had put in place.

c) Secretary

No report was provided.

d) Treasurer

AS provided a written report summarised in Appendix 2,

e) Membership Manager

JF provided a short written report attached as Appendix 3.

f) Music Programme and Concert Manager

No report was provided.

g) Marketing Manager

PD provided a written report attached as Appendix 5.

h) Income Generation

A spreadsheet was provided regarding applications, and is attached as Appendix 6.

i) Tour Manager

No Report was provided

j) Friends

No additional report was provided.

12. DATES OF NEXT MEETINGS

All Wednesdays at 7.00pm using ZOOM unless otherwise agreed.

26th August 2020;

28th October 2020;

6th January 2021;

3rd March 2021

21st April 2021;

ANNUAL GENERAL MEETING 29th May 2021.

APPENDICES

Appendix 1: ACTION POINTS

ANNEX TO MINUTES OF TRUSTEES MEETING 17th June 2020

Minutes item	Action	Current Status	Owner
5a(i)	The Chorus Master to confirm the commissioning of the virtual choir.	Done. Submissions for the virtual choir have been made and extra time has been allowed.	JJ
5a(ii)	Prepare proposals for video film for consideration.	Underway	LH
5b(i)	Ensure arrangements for revised fee level for the Chorus Master.	Done	AS
5b(ii)	Establish new Subscription once further information on COVID 19 is known.	For further discussion	
5b(iii)	Canvas Members regarding ongoing use of virtual rehearsals over the summer.	As part of the Member Survey	
6.1	ADD Business Plan to Agenda for 26 th August 2020	Underway	PR

Minutes item	Action	Current Status	Owner
7.1	ADD Review of Safeguarding Policy at 22 nd July meeting	For August Meeting	PR
8.1	Create outreach@leedsphil.com email address	Done	PD

ANNEX TO MINUTES OF TRUSTEES MEETING 22nd April 2020

Minutes item	Action	Current Status	Owner
8i	Put forward proposals for the November 7 th Concert.	In abeyance	JJ

ANNEX TO MINUTES OF TRUSTEES MEETING 18th March 2020

Minutes item	Action	Current Status	Owner
10i	Seek quotations for the printing of the anniversary booklet.	Underway	PD

ANNEX TO MINUTES OF TRUSTEES MEETING 23rd October 2019

Minutes item	Action	Current Status	Owner
5	Follow up leads on the appointment of Chair	Ongoing	RSS
10	Seek out joint ventures and concert venues for the period of the Leeds TH Closure.	Ongoing	DL
13a	Develop approach for applications for funding of singing lessons	Ongoing	PR/AS

ANNEX TO MINUTES OF TRUSTEES MEETING 28th August 2019

Minutes item	Action	Current Status	Owner
5.3	Consider changes needed to the Constitution – by end April 2020	Ongoing	PR
8.1	Take forward redesign of web-site.	In progress	PD

ANNEX TO MINUTES OF TRUSTEES MEETING 24th April 2019

Minutes item	Action	Current Status	Owner
6a	Seek to appoint a Press Officer	Under consideration	PD

ANNEX TO MINUTES OF TRUSTEES MEETING 9th January 2019

Minutes item	Action	Current Status	Owner
6.1	Prepare a 5-year Budget	Ongoing	AS/CS

ANNEX TO MINUTES OF TRUSTEES' MEETING, 12th September 2018

Minutes item	Action	Current Status	Owner
8.1	Progress the Schools Singing Competition.	Ongoing - SL considers need for joint working with a partner organisation. Further discussions needed. Leeds City Council supportive – progressing. Schools Singing Competition now agreed and to be launched in collaboration with Leeds CC in early 2020. Likely that the SSC will be postponed given Covid19 issues. 22 April: RSS provided a written report regarding the SSC. This is attached as Appendix 8.	SL

APPENDIX 2: Treasurer's Report

As of the 10th June 2020 we had total reserves of £73,483.06 (£79,283.96 April 2020). UTB £61,880.87, Virgin Money £35.15, Current account £11,521.23, PayPal account £1.98 and £43.83 cash in hand. Taking out the tour fund and adding monies not yet showing on the bank statements we have general reserves of £77,122.03 (£72,543.57).

The season subs are almost complete with about another £500 still to come.

The payment from LCC of £4,567.59 has now been received and will show on next month's statement.

The outstanding invoice for hire of the Beethoven scores has been cancelled as the concert did not go ahead.

APPENDIX 3: Membership Manager's Report

In this time of virtual rehearsals my main task has been to keep in touch with our members via weekly emails and to ensure all members have the information they need to join in with Joe's online rehearsals. I generally receive at least fifty emails per week from members and

Trustees and have responded to those. Around seventy members are watching the Zoom rehearsals 'live' and others are viewing them at a later date.

Normally at this time I would be working on next season's rehearsal schedule and membership cards but they are on hold at present. Recruitment initiatives are also difficult to plan as we don't yet know what our situation will be in September.

Matthew Hamilton, Halle Choral Director, has said he would like to do our Come and Sing Day on Beethoven's *Mass in C* on Saturday 10th October but this may now need to be an online event, if Matthew is prepared to do it that way.

Some members have asked if it might be possible to do a pop-up outdoor event over the summer, observing social distancing, and maybe we should discuss this at our meeting.

I am still only aware of three members who have had Covid-19 and all are fortunately recovering now. A former member, Maureen Ross, lost her elderly brother recently and current Soprano Jane Stretton's husband passed away in May (not a Covid-related death). I sent condolences to both ladies.

APPENDIX 4: Concert and Music Programme Manager's'

No written report was given

APPENDIX 5: Marketing Manager Report

Due to the current covid-19 Situation concert related marketing activities are on hold.

In progress and completed are:

Facebook/Twitter

Posts re the AGM, and new Chair posted. Posts re our new Zoom based rehearsals done. Post re missed Beethoven concert done and got a good circulation. Posts from The Times and Guardian re the future of choirs shared to FB.

Web site

The re design work formally commissioned with Design-It was underway but Martin has had to furlough his team at Design-It for now and will just work on it himself. The plan is still to go live over the summer in time for our 150th Season. No real progress so far but it will pick up now businesses are allowed to restart. Event for Bolton Abbey taken down.

Ticketing

No update.

June – Bolton Abbey

Will not happen. We have been offered a new slot for 2022.

Season Brochure 2020/21

No progress until we know what will be able to run. It is likely that nothing will be achievable until next year unless restrictions rapidly change.

AOB

Commercial licence undertaken with Zoom (monthly basis) to allow AGM and online rehearsals to take place.

Mail relays for the new trustees and chair amended for new incumbents.

Choir video – we are lagging behind the Festival Chorus which has now done two, including singing our Rachmaninov party piece. We are in danger of rapidly losing any public knowledge of us. If allowed in the summer, we should certainly try to do something outside in a park maybe.

APPENDIX 6: Fund Raising Report

A spreadsheet of grant applications was submitted.

Target					£100,000.00
Charity Grant Funder	Maximun Award	Contact Details	Owner	Owner	£ Asked for
National Lottery	£10,000.00	On-line application	BS	TC	£10,000.00
Big National Lotter Corvid19 fund	£100,000.00	online	BS	TC	£100,000.00
The Kenneth Hargreaves Charitable Trust	£1,000.00	email	BS	TC	£1,000.00
Liz & Terry Bramall Foundation	£15,000.00	By Letter	BS	TC	£15,000.00
Earl Fitzwilliam Charitable Trust					
Wades Charity					
Music for All	£2,500.00	On-line application	BS	TC	£2,500.00
Music Reprieval Trust	£1,000.00		BS	TC	£1,000.00
The Wingate Foundation					
Arts Charities England					
PRS Foundation	£10,000.00	On-line application	BS	TC	£10,000.00
Angus Allnatt Charity Trust					
Tesco Grants					
Sir George Trust	£3,000.00	On-line application			£3,000.00
Charles Brotherton Trust					

Charity Grant Funder	Maximun Award	Contact Details	Owner	Owner	£ Asked for
Design It					
Aviva					
Charles S French Charitable Trust	£10,000.00		BS	TC	£10,000.00
<u>Ashley Family Foundation</u>					
Bramwell Trust					
ACE Fund					
ACE Fund					
The Music Reprieval Trust					
The Brelms Trust CIO	£5,000.00				£5,000.00
Rayne Foundation	£10,000.00				£10,000.00
Leeds Council and Making Music					
Totals	£167,500.00				£167,500.00

APPENDIX 7: FRIENDS of the PHIL

No written report was provided.