

LEEDS PHILHARMONIC SOCIETY

Minutes of the Trustees' Meeting

WEDNESDAY 25th November 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	Rowena Herbert, (RH) Trustee without Portfolio	Charlotte Mulliner (CM) Trustee without Portfolio
Lewis Hemingway (LH) Trustee without Portfolio	Cllr Jane Dowson, Leeds City Council Representative	Joseph Judge (JJ) Chorus Master

1 APOLOGIES

Apologies were recorded from Roger Shirley, Trustee without Portfolio.

2 Minutes for meetings 28th October 2020

The Minutes of the meeting held 28th October 2020 were agreed as a current record.

3 Matters Arising

None that are not covered elsewhere within the Minutes.

4 ACTION POINTS

By agreement, the Action Points were not considered at this meeting but have been transferred un-edited to these Minutes. New Actions have been added from this meeting.

5 ACTIVITIES UP TO CHRISTMAS 2020

A number of matters were discussed:

1. Lord Mayor's Carols;

It had previously been reported that the Lord Mayor's Carols had been cancelled. However, LICS have proposed going forward with a video recording to celebrate Christmas for the City. This would be "Hark the Herald" with the band and chorus being merged into a short video for uploading to the Council's web-site, our own web-site and sharing on social media. The City Organist, Darius Battiwalla would act as co-ordinator/editor of the sound, with the City Council handling the video elements.

Trustees agreed that the Chorus would like to be engaged with this project and would inform Members of the arrangements at the rehearsal on 26th November 2020.

2. Own Potential Vide/recording

Trustees discussed the possibility of undertaking a carol recording of our own as part of the celebration of Christmas 2020. It was agreed that the Rutter (Candlelight Carol) and the Sally Beamish "in the stillness" would both be appropriate.

The Chorus Master would liaise with the accompanist Alan Horsey to deliver a backing track of the organ (perhaps Leeds Town Hall organ) to support the Rutter.

3. Christmas Celebration

It was agreed that a celebratory sing would replace the normal rehearsal on 17th December, including carols for communal singing. The event would be shared with the Friends of the Phil

6 ACTIVITIES JANUARY TO EASTER 2020

Given the COVID restrictions it was determined that it would be appropriate to continue to hold ZOOM rehearsals during January 2021.

It was agreed that in person rehearsals should resume (if allowed by the regulatory framework and Church authorities) from February 4th 2021.

ACTIONS: Contractual arrangement with Wrangthorn Church to be put in place for use of the building for in person rehearsals for the remainder of Season 2020/21.

7 SUBSCRIPTIONS FOR REST OF SEASON 2020/21

The Treasurer provided a spreadsheet of costs associated with the rest of the Season, including both potential "in-person" and "Zoom rehearsals.

Discussions were had and it was agreed by Trustees that Subscriptions should be sought for the next two terms. These would equate to between £25.00 (for Zoom only rehearsals) and £40.00 per term for "in person" rehearsals.

Trustees would ask Members to pay at least £50.00 with a recommendation that £80.00 be paid to help reduce the loss associated with running rehearsals. Additional donations being welcomed and appreciated.

ACTIONS: Inform Members that subscriptions for the remainder of this Season are requested, being £50.00 minimum with £80.00 recommended. (Reductions apply for Students and unwaged).

8 ANY OTHER BUSINESS

The Secretary indicated that the Leeds Philosophical and Literary Society had requested a report concerning the £500.00 grant that was awarded in autumn 2019. Due to COVID it had not been possible to use the funds for the purposes indicated in the Grant : Vocal Training.

Following discussions it was agreed that PR should approach the LPLS to request additional time to use the funds.

ACTIONS: PR to contact LPLS for possible extension to allow use of funds in future.

15 DATES OF NEXT MEETINGS

All Wednesdays at 7.00pm using ZOOM unless otherwise agreed.

25th November 2020;

6th January 2021;

3rd March 2021

21st April 2021;

ANNUAL GENERAL MEETING 20th May 2021.

APPENDICES

Appendix 1: ACTION POINTS

ANNEX TO MINUTES OF TRUSTEES MEETING 25th November 2020

Minutes item	Action	Current Status	Owner
5(i)	Lord Mayor's Carols recordings to be initiated.		
5(ii)	Own Christmas recording to be initiated		
5(iii)	Plans for rehearsals to December to be put in place		
6	Contractual arrangements with Wrangthorn church for "in-person" rehearsals to be put in place.		JF
7	Subscriptions for remainder of the season to be requested from members.		
8	Approach LPLS to allow retention of the Grant until the need for it arises.		PR

ANNEX TO MINUTES OF TRUSTEES MEETING 28th October 2020

Minutes item	Action	Current Status	Owner
5	Put into effect appropriate contractual arrangements for the use of Wrangthorn Church as a rehearsal venue.	Not updated 25.11.2020	JF/PR

Minutes item	Action	Current Status	Owner
6	Trial alternative methods of recording/streaming the in-person rehearsals	Not updated 25.11.2020	PD
7	Liaise with LICS over the potential for Lord Mayor's Carols or alternative self-promoted use of Leeds TH during December.	Not updated 25.11.2020	DL
8 (i)	Bring the new website into use as soon as possible	Not updated 25.11.2020	PD
8 (ii)	Update the content of the website as appropriate.	Not updated 25.11.2020	ALL
11	Inform Members of the opportunity to step into the role of Income Generation Manager	Not updated 25.11.2020	RS/PR
12	Determine possible Subscriptions for the remainder of the Season.	Not updated 25.11.2020	AS

ANNEX TO MINUTES OF TRUSTEES MEETING 23rd September 2020

Minutes item	Action	Current Status	Owner
2A	Write to St George's expressing concern and disappointment but understanding the circumstances and continuing to work with them over ensuring a return from September 2021. (RS/PR/JF)	Done	RS/PR/JF
2B	Liaise with Wrangthorn regarding rehearsals to be held in October and offering rehearsals to these Members of Choirs B and C.	Done	JF

ANNEX TO MINUTES OF TRUSTEES MEETING 26th August 2020

Minutes item	Action	Current Status	Owner
5b(i)	Update the survey responses with the additional returns.	Done	PR
5b(ii)	Ensure Survey Spreadsheet is available to view on the Members area of the website;	Done	PD
5c(i)	Survey Members about their intention to come to a rehearsal – if offered;	Done	JF
5c(ii)	Randomly allocate Singers to the rehearsal sessions;	Done	JF
5c(iii)	Plan to Stream the "in person" rehearsals through Zoom to allow other members to participate	Done	PD

Minutes item	Action	Current Status	Owner
5ci	Amend the dates on the Safeguarding Policy Document to August 26 th 2020.	Done	PD
5cii	Undertake COVID Risk Assessment using the Making Music Template.	Done	RS
5civ	Confirm the Singing Day with Matthew Hamilton and start preparation for the event including streaming.	Done	JJ
7	initiate the systems for collecting subscriptions.	Done	AS
8j	Inform Members that the concert in Dortmund had been cancelled.	Done	ROD
8k	Thank the Friends Group for their work and confirm the Board's agreement to their ongoing plans.	Done	ROD

ANNEX TO MINUTES OF TRUSTEES MEETING 22nd July 2020

Minutes item	Action	Current Status	Owner
9	Consider the way forward for the appointment of a new President. First discussions to be held at the meeting in October 2020.	Ongoing	PR

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
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

Minutes item	Action	Current Status	Owner
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/??

APPENDIX 2: TREASURER'S REPORT REGARDING SUBSCRIPTIONS

Income		2 terms 2021	2 terms 2021	
	Members fees	£8,000.00	£3,000.00	£?? per term x 100 paying members
	Members fees (already paid)	£6,454.00	£6,454.00	
	Gift Aid	£3,750.00	£3,000.00	
	Friends	£500.00	£500.00	
	Own promotions			
	Fundraising	£1,000.00	£1,000.00	"100 Club" continuing
	Total	£19,704.00	£13,954.00	
Costs				
		"Covid" compliant rehearsals	Zoom only rehearsals	
Essential items				
	Service fees - Accountancy	£1,800.00	£1,800.00	
	Insurance	£500.00	£500.00	
	Postage			
	Website	£500.00	£500.00	

Concert operations

Rehearsal room hire	£3,033.00	£153.00	Wrangthorn = £120 per session
Music hire			
Chorus master fees and expenses	£7,500.00	£6,239.00	
Accompanist fees and expenses	£4,000.00	£2,400.00	
Musical director retainer LICS	£2,000.00	£2,000.00	

Secondary items

Marketing	£1,000.00	£1,000.00	
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Total	£20,333.00	£14,592.00	
Balance	-£629.00	-£638.00	

Cost per member per term (100 full paying members)	£40.00	£15.00	per term
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