

# LEEDS PHILHARMONIC SOCIETY

## Minutes of the Trustees' Meeting

### WEDNESDAY 6<sup>th</sup> January 2021,

### 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 S Shirley (RSS) Music Programme manger	Charlotte Mulliner (CM) Trustee without Portfolio
Lewis Hemingway (LH) Trustee without Portfolio	Rowena Herbert, (RH) Trustee without Portfolio	Joseph Judge (JJ) Chorus Master

**1 APOLOGIES**

Apologies were recorded from Cllr Jane Dowson, Leeds City Council representative.

**2 Minutes for meetings 28<sup>th</sup> October 2020**

The Minutes of the meeting held 25<sup>th</sup> November 2020 were agreed as a current record.

**3 Matters Arising**

None that are not covered elsewhere within the Minutes.

**4 ACTION POINTS**

The Action Points were updated as necessary. See Appendix 1.

**5 PLANNING – Rehearsals and Future Musical Events Options Paper (attached)**

Trustees and the Chorus Master held an informal meeting on January 30<sup>th</sup> 2020 to discuss plans for the next Term. Arising from that meeting two strands of Action were derived resulting in the following:

**1. Options Paper: Leeds Phil Artistic Planning 2021**

RH (Trustee without Portfolio) prepared a paper setting out the main issues regarding artistic planning, particularly in the current Covid-19 environment. This Paper is attached as Appendix 2.

Trustees along with the Chorus Master had a full discussion around the issues and determined that a combination of Options 2 and 3 was probably the most appropriate approach currently. As a result a meeting of the Music Sub-Group would be called to take the matters further. Members of the Chorus would be invited to take part in this meeting. LH also established an Instagram Artistic Output Group which would seek the views of Singing members to feed into the main Music Planning Group.

**ACTIONS:** Call a meeting of the Music Sub-Group and invite Members of the Chorus to join the Group.

Purchase of Annual Licence for Zoom Rehearsals

## **2. Chorus Master Proposals for the Term to Mid-March 2021**

The Chorus Master provided a schedule for the rehearsals to mid-March 2021. This is attached as Appendix 3. Focussing on the Bach Magnificat and Vivaldi Gloria with some additional items (Faure, Brahms, Handel, Judge and Bruckner), leading to a virtual performance of the Bach and Vivaldi in March. The Chorus Master also proposed that the length of Zoom rehearsals should be slightly increased.

Trustees considered the proposals and agreed that they should proceed.

### **Commission:**

Discussions with Dr Simon Lindley made it clear that work on the commission from Philip Wilby had not yet commenced. This gives an opportunity to shape the ideas for the work in the development of a more formal contractual arrangement. This work would be undertaken by the Music Sub-Group.

## **6 SUBSCRIPTION MATTERS**

JF raise issues concerning the payment of Subscriptions. Some members did not pay last term but have indicated they may rejoin Zoom this term. Others have indicated their intentions not to join Zoom rehearsals at all. Should there be an amnesty to allow Members to continue or should there be a firmer line?

Discussion ensued and noted that most virtual choirs require some form of payment in order to receive the vocal training. The issue relates to those not wishing to join Zoom. The Constitution states that their Membership lapses 6 months after a request for payment of Fees, however in the current circumstances and given the very small number of Members not able to use Zoom rehearsals it was decided that they would be released from payment and not have to fully audition to reactivate their Membership after the crisis is over.

Discussion around “pay as you feel” approaches to associate members joining Zoom rehearsals were also discussed and agreed in principle. Potential new members would be invited to participate in the Zoom rehearsals and invited to make a donation to the Society, if they so choose, before being able to audition in person at a later date.

## **7 REPORTS**

### **a Chair**

There was nothing to report

### **b Secretary**

PR indicated that he had attended the West and North Yorkshire Chamber's Virtual Christmas Drinks, which included a presentation by the Chief Executive of the Leeds 2023 City of Culture organisation. The arts in all its forms would be explored and focussed upon

throughout the year. PR indicated that the Leeds Phil were willing to collaborate in the event(s). This was appreciated by the Chief Executive who confirmed that it was the intention to establish links over the coming months.

**c Treasurer**

AS provided a written report attached as Appendix 4.

**d Membership Manager**

JF provided a written report attached as Appendix 5.

**e Music Programme Manager**

No additional report was provided.

**f Concert Manager**

DL indicated that he had spoken with LICS regarding the use of the Town Hall, and the future rebuilding plans. It was indicated that the TH would be closed from November 2021, with the works expected to run for 18 months to 2 years. It was also indicated that given the current restrictions, because of COVID, the City Council was restricting the use of the TH and it was therefore unlikely that any concerts or other events could be planned within the space before it has reopened in 2023. DL indicated that the possible collaborations with Huddersfield Choral and Sheffield Philharmonic Chorus for spring 2022 were still pencilled in the diary.

**g Marketing Manager**

PD provided a written report attached as Appendix 6.

**h Income Generation Manager**

In the absence of an Income Generation manager no report was provided.

**i Tour Manager**

No report was provided.

**j Friends Group**

ROD indicated that progress on the Anniversary booklet was proceeding and that a message from the Lord Mayor's Office for insertion had been received. It was indicated that the Anniversary Dinner was unlikely to go ahead as originally planned. There were no financial issues arising from the cancellation. ROD would inform Simon Heffer the guest speaker of the cancellation.

ROD mentioned that Rudi Leavor had published a book. He agreed to provide a percentage of the Sales to the Leeds Phil.

**8 ANY OTHER BUSINESS**

ROD indicated that Rudi Leavor had been successful in having his memoirs published. He had indicated that £2.00 from the sale of each copy would be donated to the Philharmonic Society. Trustees were very grateful for this generous support and wished Rudi well in his endeavour.

**15 DATES OF NEXT MEETINGS**

All Wednesdays at 7.00pm using ZOOM unless otherwise agreed.

**3<sup>rd</sup> March 2021**

21<sup>st</sup> April 2021;

ANNUAL GENERAL MEETING 20<sup>th</sup> May 2021.

# APPENDICES

## Appendix 1: ACTION POINTS

### ANNEX TO MINUTES OF TRUSTEES MEETING 6<sup>th</sup> January 2021

Minutes item	Action	Current Status	Owner
5.1	Call a meeting of the Music Sub-Group		RSS
5.2	Purchase Annual Licence for Zoom		PD
5.3	Establish formal parameters arrangements for the Commission		RSS
6	Streamline use of database to separate paying members from those who have not paid a subscription.		PD/JF
9j(i)	Inform guest speaker of cancellation of Anniversary Dinner.		ROD
8.1	Establish from Rudi Leavor, the title and availability of his book, so that it may be advertised to Members.		ROD

### ANNEX TO MINUTES OF TRUSTEES MEETING 25<sup>th</sup> November 2020

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

### ANNEX TO MINUTES OF TRUSTEES MEETING 28<sup>th</sup> 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.	Now merged with 25 <sup>th</sup> November Action 6	JF/PR
6	Trial alternative methods of recording/streaming the in-person rehearsals	On hold – pending live rehearsals.	PD
7	Liaise with LICS over the potential for Lord Mayor’s Carols or alternative self-promoted use of Leeds TH during December.	Done	DL
8 (i)	Bring the new website into use as soon as possible	In progress	PD
8 (ii)	Update the content of the website as appropriate.	In progress	ALL
11	Inform Members of the opportunity to step into the role of Income Generation Manager	Done	RS/PR
12	Determine possible Subscriptions for the remainder of the Season.	Done	AS

### ANNEX TO MINUTES OF TRUSTEES MEETING 22<sup>nd</sup> 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 18<sup>th</sup> 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 23<sup>rd</sup> 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 28<sup>th</sup> August 2019**

<b>Minutes item</b>	<b>Action</b>	<b>Current Status</b>	<b>Owner</b>
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 24<sup>th</sup> April 2019**

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

#### **ANNEX TO MINUTES OF TRUSTEES MEETING 9<sup>th</sup> January 2019**

<b>Minutes item</b>	<b>Action</b>	<b>Current Status</b>	<b>Owner</b>
6.1	Prepare a 5-year Budget	Ongoing	AS/??

## **APPENDIX 2:**

### **OPTIONS PAPER: LEEDS PHIL ARTISTIC PLANNING 2021**

#### **Purpose:**

The ongoing Covid-19 situation requires the Leeds Phil to be more flexible and proactive in planning and delivering its Artistic output in 2021, learning from the experience gained in 2020. This paper provides options for how this artistic planning could be carried out.

#### **Action required:**

The Board is requested to consider the options proposed in this paper and make a decision on how best to proceed.

#### **Background**

Before the Coronavirus pandemic, the Leeds Phil Board of Trustees met every 6-8 weeks and the Music Planning sub-committee met 2-3 times/year (TBC). This was perfectly adequate given the length of forward planning required for concerts and our relationship with Leeds International Concert Season (LICS). In the main, planning was for 2-3 years ahead.

During 2020, the Leeds Phil Board of Trustees met with greater frequency in order to respond to the frequently changing government guidance on singing and local restrictions. The Agenda at these meetings was forced to be very tactical and focussed on the coming months and in some cases, weeks. It has proved challenging to give adequate time to both Artistic and Administrative considerations at these meetings.

## Issue

The rest of the Sept 20 - July 21 choral season is expected to be significantly constrained, with existing concert bookings cancelled. In-person rehearsals are also not likely to restart for some months and possibly not for the rest of this season. The Sept 21 – July 22 choral season is also likely to be disrupted, with a level of uncertainty on the plans for Leeds Town Hall refurbishment. Concert dates for future collaborations with other choirs are also at risk.

The Trustees, Choir Master and the choir members are all committed to maintaining the best level of artistic output and rehearsal activity possible during this uncertain time. This will require a significantly greater level of flexibility and creativity in artistic planning than before.

Discussions at the additional Trustee Board meeting on 30<sup>th</sup> December 2020 identified the need to consider options on how to enable the best level of short/medium term artistic planning, whilst still meeting the governance requirements of the Board of Trustees for the long term future of the choir.

## Options

For the options below, three time periods are defined for planning purposes: Immediate: Jan – Mar 21; Short term: Apr – Jul 21; Medium term Sept 21 – Jul 22.

It was agreed at the Board meeting on 30<sup>th</sup> December that the 'Immediate' period should be planned by the Chorus Master (with input from Trustees welcomed) and discussed/endorsed at the following Board meeting on 6<sup>th</sup> January 2021.

The proposed options therefore focus on the short term planning period - a summary of these options is shown in the following table:

	Immediate Jan – Mar 21		Short term Apr – Jul 21		Medium term Sept 21 – Jul 22	
	Artistic Output Planning	Endorsement/ Support	Artistic Output Planning	Endorsement/ Support	Artistic Output Planning	Endorsement/ Support
<b>Option 1</b>	Chorus Master	Board	Board	Board	Existing Music Sub-Committee	Board
<b>Option 2</b>	Chorus Master	Board	Existing Music Sub-Committee	Board	Existing Music Sub-Committee	Board
<b>Option 3</b>	Chorus Master	Board	2021 Artistic Output Group	Board	Existing Music Sub-Committee	Board

### Option 1: Maintain short term Artistic Planning within Board meetings

Benefits: Maintaining discussions on short term Artistic Planning within existing Board meetings will ensure that the Board is fully sighted on planning and able to consider proposals with the minimum delay and fully endorse these.

Disadvantages: Time constraints between Artistic and Administrative activities could result in a limited time being made available for discussion of the Artistic plans, resulting in good ideas being missed, or not having the opportunity to fully work through an idea. The use of Zoom for Board meetings with a large group can make collaboration and creativity difficult to achieve.

### **Option 2: Delegate short term Artistic Planning to existing Music sub-committee**

Benefits: The existing Music sub-committee is already well established and experienced in considering artistic options and making recommendations to the full Board. The Music sub-committee has in the past had representation from members of the choir but this was some time ago. Submission of proposals from the Committee to the Board would reduce the time required to consider and endorse proposals.

Disadvantages: The existing Music sub-committee has in the past only needed to meet infrequently and was not set up to meet the more urgent demands of the current Covid situation where short term Artistic planning requires a more rapid set up and response. In addition, potential options for Artistic output in the short term include live streaming, at-home video recordings, socially distanced in-person videos and other ideas not yet considered. The existing Music sub-committee would need to be enhanced through additional members to properly consider these options.

### **Option 3: Delegate short term Artistic Planning to new 2021 Artistic Output Group**

Benefits: Establishing a new 2021 Artistic Output Group with representation from Trustees and members of the choir (with the Chorus Master) would enable more rapid consideration of new ideas and time to work up these ideas for presentation to the Board for endorsement/support. This would reduce the time that the Board spends on discussing any Artistic proposal, whilst still maintaining their commitment to the strategic direction for the choir. A smaller group working virtually would be more able to be collaborative and creative, hence potentially improving the quality of Artistic output. Choir representation would increase engagement among the choir and also bring in new ideas and feedback on proposals/delivery.

Disadvantages: Establishing a new group in a short period of time can be challenging and there is the possibility that very few members of the chorus would want to participate. Existing Trustees with particular expertise (e.g. Marketing Secretary) would also need to commit additional time to the Group.

## **APPENDIX 3: CHORUS MASTER PROPOSALS FOR REHEARSALS**

### **LPS Cttee: 6 Jan 2021: CHORUS MASTER PROPOSALS**

For discussion - this could act as our term's calendar.

- The primary focus is on singing for as much of the time as possible
- I've suggested a 10-min increase in rehearsal time to reflect this
- I've messaged Alan about the possibility of him leading concurrent sectional rehearsals, particularly for the trickier moments of the Bach Mag
- "Virtual Performance" could be like we did with Messiah - with live soloists
- If there is appetite for another video recording, then there are some options
- I can send PDFs of all works in simple, easy to download files, for members to print or use electronically

**7.00pm – 8.10pm:** 70-min sessions (10-min warm up/focus session, 60-min rehearsal)  
Bach Magnificat, Vivaldi Gloria, Brahms Requiem (only How lovely are thy dwellings, in English), Faure Requiem (only Agnus Dei), Handel Israel in Egypt (some select choruses), Judge The Long Day Closes (simple piece, similar difficulty to In the stillness)

### **January**

7 Social

14 Vivaldi Gloria/Gloria, Bach Magnificat/Magnificat  
21 Brahms Requiem/How lovely, Vivaldi Gloria/Et in terra pax  
28 Bach Magnificat/Sicut locutus est/Magnificat, Vivaldi Gloria/Gratias/Propter magnam

### February

4 Vivaldi Gloria/Domine fili, Bach Magnificat/Omnes generationes, Judge The Long Day Closes  
11 Brahms Requiem/How lovely, Judge The Long Day Closes, Bach/Magnificat/Fecit potentiam  
[18] Faure Requiem/Agnus Dei, Bach Magnificat/Sicut locutus/Gloria Patri, Judge Long Day Closes  
25 Vivaldi Gloria/Domine Deus/Qui tollis/Cum sancto spiritu, Bach Magnificat/Recap

### March

4 Vivaldi Gloria/Recap, Handel Israel in Egypt/He gave them hailstones  
11 Bach Magnificat/Recap, Handel Israel in Egypt/He rebuked-led them-overwhelmed  
18 **Virtual Performance: Bach Magnificat/Vivaldi Gloria**

### Virtual Video Suggestions (1 from below...)

Bruckner - Os justi  
Bach - Sicut locutus est (Magnificat)  
Judge - The Long Day Closes

### Commission 150th

Discussion?

## APPENDIX 4: TREASURER'S REPORT

### Treasurer's Report for 6th January 2021

As of the 4th January 2021 we had total reserves of £137,340.74 (£79,830 31st July 2020) UTB £62,8729, Virgin Money £45.61, Monmouthshire Building Society £16,000, Current account £57,319.72, PayPal account £49.10 and £43.83 cash in hand. Taking out the tour fund and pending payments we have general reserves of £117,848.27 (£78,900.37 at 31st July 2020). We are expecting in the region of a further £4,000 income from members subscriptions over the next few months.

#### LPS(CIO)

#### Account

Date	Income	Expenditure	Balance	
1st December 2020			£57,319.72	YB current account
Less Tour Fund		£928.62	£56,391.10	

Due within 30 days		£600.00	£55,791.10	CM and accompanist fees
	£1,000.00		£56,791.10	Member subscriptions

			£56,791.10	
Payments to be cleared		£70.00	£56,721.10	100 club prizes
		£497.00	£56,224.10	Making music annual fees/insurance
		£100.00	£56,124.10	soloist - Messiah
				Transfer to Monmouthshire Building Society account
		£16,000.00	£40,124.10	
		£150.00	£39,974.10	Audio editing for "In the Stillness"
		£240.00	£39,734.10	balancing payment for rehearsals
		£370.65	£39,363.45	Marketing balancing payment 2019 - 2020
		£150.00	£39,213.45	Video editing - "In the Stillness"

Deposits to be cleared

Totals	<u>£0.00</u>	<u>£17,577.65</u>
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Estimated balance	Current account	<u>£39,213.45</u>
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**Current situation**

United Trust Bank	£62,729.49
Virgin Money Account	£45.61

Monmouthshire Building Society	£16,000.00
Cash at Yorkshire Bank	£57,319.72
Cash in Hand	£43.83
PayPal account balance	£49.10
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Total reserves	£137,340.74
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Plus deposits not yet processed	£0.00
Less payments not yet presented	£18,563.85
Less Tour Fund	£928.62
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	<b>£117,848.27</b>
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## **APPENDIX 5: Membership Manager's Report**

At the beginning of January, we had the following numbers of members who had paid subs for last term:

Sopranos	36
Altos	40
Tenors	14
Basses	21
Total	111

I feel some members will opt out of the rest of the season as we have to remain on Zoom for the foreseeable future (Making Music UK has confirmed in their guidance today that groups cannot meet to rehearse whilst we are in lockdown). Zoom attendances have shown that only around 60% of members are regularly joining rehearsals and the figures for our audio and video recordings were well below that.

There are three or four new ladies who haven't yet auditioned and who have not been asked to pay any subs; it doesn't really seem feasible to expect them to audition via Zoom. I also have two ladies interested in joining when we resume in-person rehearsals, but not whilst we are still Zooming.

There are two returning ladies who have never sung for Joe, but one has paid her subs whilst the other missed virtually all rehearsals and paid no subs last term due to a difficult early pregnancy. She hopes to

return this term until April or May and has intimated that she will pay subs but I told her Harriet Timmis would advise her about the amount due.

Harriet has asked what we do about any members who chose not to pay subs last term but want to join in with rehearsals again once we can sing 'live'. We need to decide about this and also whether any opters-out will need to re-audition as that could be useful for Harriet to get people to pay up for the rest of this season!

I have asked Wrangthorn to keep in touch and said we still hope we can get some in-person rehearsals booked in for the spring, after lockdown eases.

## **APPENDIX 6: Marketing Manager's Report**

### **Marketing Manager's Progress Report to Trustees 06/01/2021**

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

*In progress and completed are:*

#### **Facebook/Twitter**

Posts re back to lockdown done. Posts re our xmas activities created and the eventual videos all shared to FB.

Our 1<sup>st</sup> Live Stream from Zoom to FB worked very well with just a few minor teething problems. Stream very well received and was seen worldwide. Post taken down by FB I believe as I annotated it a few days later to include the link to the full zoom session video – FB don't seem to like MediaFire.

#### **Web site**

The re design work formally commissioned with Design-It was well underway after a delay due to covid furlough. Draft site link was supplied to trustees and approved to go live in November, however Lockdown 2 then occurred, and we are now just in lockdown 3. Existing Site updated with posts re xmas and new year and Facebook Live event.

#### **Ticketing**

No update currently.

#### **Season Brochure 2020/21**

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

#### **Zoom**

Normal online rehearsals continuing for the next 2 -3 months at least. We have moved to a standard link for the season to cover all the dates making life easier. The Messiah live and carols events had a good attendance and feedback.

Feedback on attendee numbers and names are being supplied to membership for each session.

#### **Wrangthorne – Live recordings**

No update due to no live rehearsals at the moment. We have been offered a trial of a proper video camera for when we next run a rehearsal to see if it improves the sound quality. My new webcam has also finally arrived which can be tested as and when for sound improvement though trying to record the whole space on just one microphone is always going to be a compromise.

### **AOB**

**Choir video** – our 2<sup>nd</sup> xmas video turned out very well despite again only 25 or so singers. Was loaded to our FB page and got a lot of good feedback. Video also shared to numerous other virtual choirs giving us a good wider worldwide audience. LTH video with our audio only participation also turned out well and was shared and viewed widely.