

**HCYBA Committee Meeting
Saturday 12th November 2022
10am Perins School
Minutes**

Present:

Marie Wilds, Lorna Leather, Ishbel Sawyer, David Wicks, Dave Wilds, Donna Matteucci and Andy Smith.

1. Apologies

Kathryn Boyles.

We all welcomed Andy and introduced ourselves.

2. Minutes from last meeting

The minutes of the last meeting were approved by email and Donna has published them on the website.

Minutes of the AGM have been circulated and agreed by email. Donna will publish on the website.

The number of parents at the AGM was disappointing. The Committee discussed this, in particular asking for feedback from Andy as a new member. The Committee agreed to incorporate some or all of the following next year:

1. Hold the AGM before half term, to see if an earlier date would improve attendance.
2. Hold a social opportunity the weekend following Fairthorne to engage people earlier in the term.
3. Offer a free Saturday morning coffee (or two!) when the voluntary contribution is paid (and ensure Committee members are around to chat to parents).
4. Ask for feedback from parents following the AGM as a means of raising awareness of the HCYBA.

The following suggestions for different points in the year were also discussed:

5. Put a HCYBA flyer on seats at the Christmas concert.
6. Expand Open Days to invite current parents to come and ask questions.

3. Matters arising

- HCC grants - the Youth Orchestra has given Donna some information on how to approach county councillors for possible grants. David has considered the information provided and intends to contact the Alresford councillor to gauge interest before submitting a formal application.
- A coffee machine has been purchased. David said the cost per cup is approximately 15p so charging 50p would be sufficient.
- Andy asked whether the family form needs to be completed each year. Marie now has a list of members for each band and the contacts are set up on the

google drive. It is useful to have the gift aid information each year but maybe the form can be shorter if it is not the first year i.e. confirm which band and that there are no changes to contact information and gift aid declarations.

- Marie suggested that more people have access to the google drive. The Committee agreed to all have access. This requires everyone to have a gmail address. **All members of the Committee need to send their gmail address to chairmanhcyba@gmail.com. Marie will liaise with Jo about getting everyone access.**

4. Governance

The members of the Committee (unless co-opted) are automatically Trustees. Marie explained the role of the Trustee and the documents that are required. She circulated them for Trustees to read and sign. **Marie will send a link to the Charities Commission videos about being a trustee.**

Donna has taken on the role of Secretary, but the role is vast and needs to be shared. For each event the jobs will be shared between the Committee.

The Committee members invited Lorna to be a co-opted member.

Donna will talk to Kathryn about updating the Charities Commission website

Donna will update the website with the new Committee.

5. Christmas Planning

Marie has already talked to Jon about vans and loading and unloading. There is a google form on Facebook. Lorna suggested tweaking this to put all the dates before having to put in your details so you can see what you are signing up for.

Malcolm Wallis and Steve Toledo-Brown have agreed to do most of the van driving. **Dave will also do some driving and will organise the van drivers.**

Ish will organise the hampers and raffle prizes. Bring contributions on 26th November and 3rd December and make up the prizes on 3rd December.

Donna will email parents with information about the Christmas concert – raffle, tickets, chaperones and a link to volunteer for each of the roles.

Dave offered to call the venue to ask about refreshments (can we sell our own), ushers, fire marshal requirements and parking. He also offered to be the point person for the Christmas Concert.

Volunteers need more specific instructions about what is needed.

6. Musical Director's Update

- There have been no financial assistance applications for tour.
- Jon requested a contribution towards new music in September 2023 of £2000.

- Jon is exploring the idea of a composer in residence, possibly an ex-member who has gone on to study music. He will come back to the Committee when he has researched costs.
- 60th anniversary – Jon has organised a digital videographer to cover the weekend.

The Committee asked Jon about collecting money when the Bands are performing at the Buttercross. The money is collected by HMS on behalf of the HCYBs. The money is paid into an account which is owned by HCC but ring-fenced for the HCYBs. It generally gets used for venue hire, vans and music. **Lorna will print new lanyards with the wording "Collecting on behalf of the Hampshire County Youth Bands".**

After Jon had left the meeting Andy asked whether we could present the HCC side of the accounting alongside our own accounts at the AGM to be able to see the big picture. This would provide better context for the HCYBA accounts. **Kathryn to investigate this for next year's AGM.**

7. AOB / Date of next meeting

Next Committee meeting – 7th January.

Ish will ask Jon for a QR code for concert tickets and will laminate to put up on Saturdays.