

**HCYBA Committee Meeting
Saturday 7th January 2023
10.30am Perins School
Minutes**

Present:

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

1. Apologies

None.

2. Minutes from last meeting

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

3. Matters arising

All included in agenda.

4. Feedback from new Committee members

Donna is keen for the use of the google drive to continue to grow.

Andy helped with teas and coffees at the concert and thinks we should find an easier way of taking contactless payments. For example, have a QR code for different amounts or we could have a central pay point and then take a voucher for raffle or refreshments. It might be worth investing in a tablet to run the contactless payments.

Andy will investigate a system he has seen at church.

Likewise for busking – as less people carry cash, having a way of making a contactless card donation would be very beneficial. This is HMS so is more complicated and requires their input. On Christmas Eve, people were interested in and asking about the band. A QR code that links to information about all HMS ensembles would be really good. **Andy will draft something to HMS to summarise this.**

Ish will investigate the cost of banners and check whether HMS already have some. Donna thinks there might be something in the store cupboard (under the stairs).

5. Christmas Events Debrief

See Andy's comments above.

David thought the Christmas concert went smoothly. There was some discussion about how we get more parents involved. There was an issue with last minute uniform. Is it worth having a couple of spares for each band that gets taken to concert? Or ask the conductors to prompt band members to check that they have uniform earlier.

Dave – there was a lack of volunteers for loading and unloading vans. We need to have a push on more parents helping. He suggested splitting jobs by musical section e.g. parents of cornet players loading the vans for a particular concert. We could find out whether we could pay the Perins' caretakers to assist. The timing is difficult for a lot of parents when it is during the working day.

6. Uniform Update

The incorrect shirts have now all been rectified. David has done a stock take and has worked out what needs to be ordered for each band.

There is not enough stock of second-hand uniform so this can be difficult when people make an order that then can't be fulfilled. We therefore need to review the ordering process so that people understand it is subject to availability. Maybe ask parents to enquire before ordering.

7. Treasurer Update

£585 was taken on the raffle. Helen Howell was a great salesperson! She upsold from 5 tickets to 7 to a lot of people because there were 7 colours.

£75 was spent on thank you gifts.

Jon also asked Dave to get something for Steve for his help with the vans as he did a large portion of the driving.

£47.50 was paid out for uniform and £156.50 on Christmas folders.

Gift Aid – there are lots of forms missing this year although we can use forms completed in previous years. **Kathryn and Lorna to progress.**

8. Musical Director's Update

Jon agreed it was worth exploring paying for help loading the vans when there are not enough parent volunteers. He also thought that asking a specific section for each event would be worth trying.

The order of events and help required from HCYBA and parent volunteers for the 60th Anniversary weekend is as follows:

Friday

- 6-9pm rehearsal at Perins then load vans.

Saturday

- Vans arrive at 9am. Volunteers needed to help set up the stage.
- 9.30-10am register alumni.
- 10am-1.30pm alumni rehearsal and then free until the concert.
- Need 6 chaperones for JB/TB as they will be seated in the choir stalls in the 2nd half (and HMS staff all required on stage). They will need to be DBS checked. Lorna and Ish offered to do this - Liz Price does DBS checks at HMS.
- HCYBA Memorabilia to be set up in foyer – this needs to be planned.
- Rest of bands arrive at around 3pm.
- No raffle at this event but sell 60th anniversary specific merchandise.

- Big van to return on Saturday – this needs to be loaded after the concert on Saturday.
- Small van will stay until Sunday.

Sunday

- 1-2.30pm alumni reception. Marie will take the lead on the alumni reception. She will find out where exactly it will be held, what we are allowed (and not allowed) to do, how many people are coming etc.
- 3pm concert with rehearsal before – HCYB (not TB./JB) and Cory.

Monday

- Vans to be unloaded after school.

9. 60th Anniversary Celebrations

See above.

Merchandise – Ish proposed buying smaller items – mugs, stickers etc. The Committee gave Ish agreement to go ahead.

10. AOB / Date of next meeting

Next Committee meeting – 4th February.

Ish will set up a WhatsApp group for the Committee.

Chloe Wooles, a parent, has an idea to sell sheet music that children have grown out of. Band members will donate music that they no longer need and all profits from sales will go to the HCYBA. She is happy to run this. The sheet music will be sold alongside refreshments on Saturday mornings. **Donna will contact Chloe to take this forward.**

Chloe is also happy to take on organising refreshments from September as the current parents are in their last year.