

HCYBA Committee Meeting

Saturday 20 January 2024 10.00am Perins School

Minutes

Present:

Marie Wilds, Kathryn Boyles, Ishbel Sawyer, David Wicks, Dave Wilds, Andy Smith, Kate Shepherd and Donna Matteucci

In attendance:

Reg Vaz, Alex Howell, Chloe Wooles (items 1-4), Katie Powell (items 1-4), Mel Leith (item 3 onwards), Mel McDonald (item 4 onwards), Debbie Burt (item 13a only), Jon Cranston (items 6 and 7 only), Matt Watling (item 7 only)

1. Apologies

None.

Marie welcomed guests and explained how the committee functions, including the need for succession planning.

2. Minutes of the meeting 14 October 2023

Marie will review post meeting; all other members agreed the draft minutes were accurate record of the meeting.

3. Matters Arising

- 3.1 Trustee declarations - the declarations for November 2023 onwards have now been completed, and the signed documents will be kept by the secretary. Kathryn to check whether the Charity Commission has the correct information about HCYBA trustees and provide update and returns as appropriate. Donna to update HCYBA website's trustee information. [**Action:** Kathryn, Donna]
- 3.2 DBS - the Committee agreed that committee members' HMS DBS checks should be kept up to date if possible, and Kate to be added to the HMS DBS list. [**Action:** Donna to contact Michelle Smith at HMS]

4. Christmas events debrief

- 4.1 Accidents - Mel M agreed to keep the first aid kit in the storeroom up to date. The Committee thanked Mel and asked her to alert the committee when she wishes to hand this over to another person.
- 4.2 Using SignUp to ask for volunteers worked well and some parents who would not normally have been involved came forward. This should be continued.
- 4.3 At the concert venue: at big venues there should be helpers to direct guests in the future and consider publishing what3words for actual entrance.

- 4.4 The QR codes worked well at the County Band busking weekend and should be continued. [**Action:** Donna to add QR code on website]
- 4.5 Promotional material: we should have tall flags at busking events, and promotional material to direct interested members of the public to HCYB and HMS's other services [**Action:** Ish to consider flyer / webpage]
- 4.6 Protecting music when rainy: better messaging is needed to ensure children should take responsibility to take music home to dry out.
- 4.7 The Committee thanked the tuck shop team, especially Chloe, for managing the tuck shop at the Christmas concert as well as during rehearsals.

5. Treasurer update

- 5.1 There is just over £23,000 in the bank account, having just paid over £1,000 for uniform; but there continues to be unreceived HMS invoices including the 2022/23 Endangered Species costs.
- 5.2 Christmas events: overall income for the Christmas events was £4,629, of which £720 raffle money goes to HCYBA and the rest to HMS. Busking money was just over £1,600 in cash and £327 through QR codes, making just under £2,000 collection.

6. Musical Director update

- 6.1 Jon thanked HCYBA for supporting Christmas events. He is happy with the progress of all bands. He also noted that the YouTube channel was popular, and we should aim for more training and junior band videos. [**Action:** Andy]
- 6.2 Financial matters:
- Christmas events raised a total of £2,800 net, including the £720 on the sales of raffle tickets which goes to HCYBA; the rest goes to HMS (ring-fenced for HCYBA).
 - Kathryn to email Debbie at HMS regarding the Endangered species invoice for 2022/23 [**action:** Kathryn]
 - Jon agreed that HCYBA could purchase equipment for HCYBA (eg laptop - see item 13.1 below, laminator) through County Supplies. Jon will also look into obtaining a second-hand laptop from HMS / HCC. [**Action:** Jon]
- 6.3 Future events
- The Conductor's workshop is likely to be postponed as the band timetable is currently full.
 - Fundraising events in the summer, including summer busking and a social event (picnic), are possible and the Committee will bring a proposal to Jon. [**Action:** Committee]

7. Training Band Tour

- 7.1 There are currently just under 70 children signed up to the tour: 26 from HCTB, 32 Gosport and Fareham orchestras, 24 Portchester Fareham and Gosport bands. Some children are members of more than one band.
- 7.2 The three Friends associations are covering pre-tour costs of £1,032 (plus extra for second driver); these are split between the three bands by number of members, and costs for children with more than one band membership being split accordingly. The current HCYBA share is around £360.
- 7.3 Financial assistance is provided by the applicants' own band association: HMS requested HCYBA to support HCTB members for £1,476 in total.
- 7.4 The Committee agreed to support the tour cost up to £2,000.
- 7.5 Polo shirts will be paid by HMS as part of the tour cost charged to parents, and optional hoodies to be purchased by members at cost. Logo design to be agreed between Matt and the associations. The associations will arrange the orders and stitching / printing. **[Action: David, Mel L, Andy, Matt]**
- 7.6 Pin badges: the cost is likely to be about £120 for 70 badges. The Committee agreed to cover the cost for all three bands. **[Action: Mel L]**

8. Uniform

There was no further report, other than the discussion on tour uniform (item 7.5).

9. Musical Instruments Inventory and repair

- 9.1 The Committee agreed to formalise current practice on the gifting of instruments to HMS for HCYB use: HMS, through the conductors and with the agreement of HCYBA, source and purchase an instrument for use by a HCYB member. HCYBA then donate the cost of the instrument to HMS. HCYBA does not own the instrument.
- 9.2 The current stock of instruments in the storeroom is also owned by HMS for use by HCYB members. All loan agreements, including insurance and maintenance, are between HMS and the member.
- 9.3 Steve Toledo-Brown has made an inventory of storeroom instruments. This needs to be converted to Excel before it can be used as a register of loans. **[Action: Dave]**

10. Merchandise

- 10.1 Beanies and additional pompoms on poppers were very popular over the Christmas period.

10.2 There is still a large stock of 60th merchandise (mugs and bags). They are already sold at just above cost so any discounts would be loss making. The Committee agreed to set up an online shop to try to push the merchandise, with delivery capped at £2 and free delivery over £20. [**Action:** Donna]

11. 2024 priorities - feedback from Oct 2023 AGM

To be discussed at an extra meeting on 27 January 2024

12. Committee succession planning

To be discussed at an extra meeting on 27 January 2024

13. Any Other Business

13.1 The library catalogue (>3,000 pieces of music) is stored on an old laptop that runs Windows 2000, and is emailed to the conductors and HMS periodically. The librarians would like a newer laptop. [**Action:** Committee to consider purchasing a new laptop after Jon's feedback from item 6.2 above]

14. Date of next meeting

Extra meeting - 27 January

Next Committee meeting - to be confirmed

Meeting closed at 12 noon