

Agenda for Arco Iris Committee Meeting - 11th October 2011

Hosts: Ian and Ahu.

Present: Alan, Ian, Anke, Steph, Steve, Charlotte, Larissa, Blake

Absent: Colin, Jacob, Ahu

1. ROMP.

September minutes at:

https://docs.google.com/document/d/1Y7UFXp-nEyOWukZ3xoGGevumpWMjwbuLpe3uw4wSqyg/edit?hl=en_US

Actions (Just "copy-n-paste" the tick mark (✓) when completed):

Outstanding actions from last meeting:

Alan - Get Arco business cards (or find the stash in the drum cupboard)

Colin - Pass on Judge details to Events and ask them to fill out booking form.

Ahu:

- Suggest to Young Lives organisers they approach Ely Samba Band.
- Ask Jacob to manage Oxjam.
- Distribute the emails about Portuguese Society gig to the committee.
- Make decision on Friday whether to go ahead with picnic and email band.
- Contact Panther to find out average costs for transporting drums in city.
- Ask the workshop at her work if they can fix the broken bells.
- Get together with Blake and sort out possible dates for a workshop.
- Write the events coordinator's handover guide.

Alan:

- ✓ Check if have access to Streetcar through work - I do, but it will cost me £49.50 to join.
- ✓ Respond to people who volunteered for first aid training saying we won't be organising training at this time.
- Circulate the AGM date and details to the band.
IN PROGRESS / ANNOUNCED AT PRACTICE
- ✓ Update the secretary's handover guide => No changes to make.

Anke:

- ✓ Ask current key holders if they still open up regularly. If not, could they pass on their keys.
- ✓ Update the costumes officer's handover guide.

ACTION: Give keys to Steph.

Blake:

- Send Steph the details of contact person at CCR.

- Order 4 stick bags:
- Put transparent plastic on couple of surdos. Started.
- Get together with Ahu and sort out possible dates for a workshop.
Likely to have an Autumn workshop on the 27th November after the AGM. Ian volunteered to help out. Should be able to use the USC as the venue. There was discussion of following the workshop with a gig/busk, although it was decided this was too much for one day.
- Write the music coordinator's handover guide.

Charlotte:

- ✓ Ask Winter Fair committee that we'd like to do gig at housing co-op.
- ✓ Ask Winter Fair committee what is the route of the parade.
- ✓ Feed back to Winter Fair committee that from our experience the co-op housing gig is the highlight and to start/end parade there would be great.
- Write the Events Officer's handover guide.

IN PROGRESS

Colin:

- Send details to Ahu of Judge Hallowe'en gig.
- Write the instrument officer's handover guide.
- Pass over Bathhouse keys to Steph

Ian:

- ✓ Send our condolences to the Mill Road Winter Fair committee.
- ✓ Circulate the new constitution to the committee.
- Write the president's handover guide.

Steph:

- ✓ Update finances for petrol costs of 45p per mile (HMRC). Maybe keep it on a scale.
There was further discussion of the values for the petrol costs and that perhaps rather than a fixed value, the value should be on a scale depending upon the distance travelled. For example, the trip to Cardiff last year would have been exorbitantly expense at these rates.
ACTION: Ian find out details of CU costs for travel.
- Send invoice to CCR for £400 for Strawberry Fair.
Was said that this would be resolved by the end of tonight.
- Send invoice to CCR for ??? for Southend gig.
- Write the treasurer's handover guide:
STARTED.

Steve:

- OBE - Update web site regarding rise in petrol costs to 45p per mile?

Steve can't find any mention of driving rates on the Site, nor on the Gig Managers Guidelines, so Overtaken By Events

- ✓ Update the events request form to remove the refreshments item.
- ✓ Request extra key from Bathhouse management. Malcolm agrees and will place in the cupboard
- ✓ Update the webmaster's handover guide.

Larissa & Jacob:

- Write the General Members handover guide.

It was decided that a handover guide was not needed for the General Members.

2. Recent/Upcoming gigs

Recent:

Arco picnic @ Grantchester (Get it arranged sooner.)

Young Lives @ St. Ives

Feast @ Willingham

- Very successful and Arco was asked about doing it again this next year.
- Members of the band found it difficult to see hand signals in dark. There were various suggestions to remedy this including the use of head torches and white or flashing gloves for the leader.

Recommended that it is added to gig managers list that if it is to be a night-time gig, then bring a torch and maybe some white gloves (**ACTION: Gloves to be ordered by Anke**), which should be put in a bag and taken to a gig.

Upcoming:

Oxjam takeover (22nd October)

- There was a discussion if it was fair for Jacob to be gig manager if he's part of the organisation of the Oxjam event. So Larissa volunteered to step in as the gig manager.
- It has proven impossible to find a venue for Arco to play as part of Oxjam, so it was suggested that we offer to do a Saturday busk instead. Noted that if we're to collect money, then a street collection permit needed.

Hallowe'en gig (29th October)

- Two major problems were raised and discussed 1) Having contacted and asked various leaders, only one is possibly available (Jonathan). 2) Contact with the organiser has been lost.

Discussion included not declining a gig because only one leader is available.

ACTIONS: Contact Colin ASAP to establish has the Hallowe'en gig been booked.

ACTIONS: Blake to double-check that Jonathan happy to lead.

Bonfire Night at Addenbrooke's @ 7pm (5th November):

Wedding near Lode @ 10.30pm (5th November)

ACTION Contact Ahu and let her know going ahead with both Bonfire night gigs. Clarify details.

Cambridge Christmas parade (20th November)

Due to funding cuts, the parade is not going ahead. However, Arco will be playing on a stage in the Market Square instead.

Mill Road Winter Fair (Saturday 3rd December)

Slots have been negotiated for Arco that avoid Arco & Fruity playing at the same time. Arco is scheduled to play for about 40 minutes, including at the Co-Op, the parade and at the end of the Fair.

4. Preparation for AGM

In preparation for the AGM, Ian will finalise the wording of email to be sent to band about the AGM and the Constitution.

ACTION: Ian to finalise Constitution email to the band.

There was discussion about the exact wording to be used for the 2 events roles and how they should be divided. It was noted that each year, the division of labour has varied. So the final decision was to merge the responsibilities together with the instruction that the two officers would divide the responsibilities amongst themselves as they see fit.

The email about the AGM needs to go out:

ACTION: Alan write and send out email about the date of the AGM

There was further discussion about merge the musical coordinator (created relatively recently) and the instruments officer roles. However, it was agreed that both are quite large roles and that it would be onerous for one person to take on both responsibilities. Thus it was decided not to merge the two roles.

It was noted that Blake is coming to the end of his third year, and thus final year, as musical coordinator. It appears hopeful that a new person will stand for this role.

It was agreed that the committee should strongly encourage members to stand for positions on the Committee.

Alan noted that how to prepare for the AGM had been very well described in the "Secretary's Handover" document.

5. Christmas Party Venue

The venue and date for Arco's Christmas party still needs to be decided.

Anke has proposed and costed the NCI, however their license is only 'til midnight and it was viewed that we should try for somewhere that opened later. See <http://www.doodle.com/miw24mdeytiy9cak>

It was reported that Ahu was going to look into alternative venues.

A proposal that if we have an early finish, then maybe we encourage an early start, was declined.

Alternative venues include the Man on the Moon (used in previous years) , the Devonshire (especially as they have offered to host it in the past) and the University Press staff centre.

Man on the Moon: Agreed that it is a pretty cheap venue, but people not to happy about the venue in the past.

There was a much more positive reaction about holding the Christmas party at The Dev. Particularly if we can bring in our own food, have our own music, and take the back room for ourselves.

ACTION: The female contingent of Arco Committee to ask Dev about availability of the back room (On a Friday, Saturday or a Sunday) and putting up decorations, bringing our own food, and having our own music.

University Press staff centre - No details of its availability are present on the web.

AOB

A number of events we have played recently have offered to provide a van for drum transportation.

It was discussed whether Arco would accept these offers and decided that it would be dealt with on a case-by-case basis.

The Events list on-line is a little out-of-date

Decided it needs to be up-to-date for preparation for the AGM.

Date of next meeting

8th November at Steph's.

3. The new constitution - This item was moved to last

Steph described some of the back ground to the Constitution and why it needed to be changed. While Arco has lived with a flawed constitution for a number of years, there is a desire to fix the worst parts of it. In particular, the discussion of Trustees and its date of expiry.

There was discussion about how the changes should be documented and presented to the Arco members. Between manually adding "Track changes", and having a separate document detailing changes with explanations, it was decided to go for the second option.

It was also decided that while the Constitution is much improved, further work and changes will need to be made by future Committees.

Over the next 90 minutes, Ian led a point-by-point discussion of the current Constitution and the proposed changes to it.

These changes are documented in the proposed new Consitution and the associated "Changes" document

The changes disucssed and implemented to the Arco Iris constitution for consideration at the AGM are:

1. All references to "trustees" were removed. Arco Iris does not have any trustees so our constitution cannot be correct if it refers to trustees. This big inconsistency was the main motivation for changing the constitution. The main impact of this change on the old constitution is on section 11 (which was entirely removed) and section 12. The new text was taken from the Constitution of the Mill Road Winter Fair:

<http://www.millroadwinterfair.org/wp-content/uploads/Accepted-Constitution-2010.pdf>

2. In 1 a) of the new constitution we added that we are an "unincorporated association". We looked into what our legal status actually is and whether we need trustees. We found that many "clubs" have the status of "unincorporated association". This status is a good match to what we are and does not require trustees. To learn more about this go to the government website

<http://www.businesslink.gov.uk/bdotg/action/detail?>

itemId=1077475675&r.l1=1073858805&r.l2=1073859137&r.l3=1077475650&r.s=m&type=RESOURCES

3. In section 1 our secondary name was corrected.

4. We deleted the reference to "campaigning". See section 3 v) in the old constitution. We also added a clear statement in section 12 in the new constitution about our non party political stance.

5. We added that we aim to support charities. See section 3 f) in the new constitution.

6. In section 6 we added that the committee must endeavor to make itself approachable.

7. Section 6.2 a) was changed to what we consider to be a more pragmatic minimum membership for the committee.

8. The definition of the quorum for committee meetings was simplified. See section 6.2 d) of both the old and new constitutions.

9. The existing constitution forbids a member from ever returning to a committee post once they have served 3 years. In the new version section 6.2 e) allows members to serve on the committee for more than 3 years but only after they have been out of the post for at least one year. The important purpose of the existing rule is to prevent members hogging committee posts. However, a negative aspect of this rule is that it never ever allows someone to return to a post. The proposed change allows people to eventually return to a post but still prevents them from hogging it.

10. Section 6.3 in the new constitution on the liability of committee members was added. This is related to us not having trustees (who would carry the liability if we had them).

11. In 7 c) the quorum for general meetings was changed. According to the old constitution we could have the absurd situation that when the membership of the band is very large the number of people present to achieve quorum could be larger than can actually fit into the Bathhouse.

12. A whole new "miscellaneous" section (section 12) has been added to the new constitution with 3 points. This was adopted from the Constitution of The Mill Road Winter Fair.

13. In the code of conduct the final say on who plays what on the day at performances was changed from "band leader" to "gig manager". This is because there may be several band leaders making it still unclear who has the final say. On the other hand there will only be one gig manager.

14. The whole of the old constitution has been generally tidied up by fixing typos and rewording parts to make them more readable. These general changes should not have significantly changed the meaning of these parts.

ACTION: Alan - Incorporating changes to constitution and sending around to the Committee.

Minutes signed off:

Signed:Alan Robinson..... Date:8th November 2011.....