

Minutes for Arco Iris Committee Meeting - 8th November 2011

Host: Steph.

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

Apologies: Jacob, Ahu

1. ROMP.

October minutes at:

<https://docs.google.com/document/d/1Td71w6sFG6xI8QSFSoFY8MI8pAYp4N4hHfddKYmLZxc/edit>

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

Ahu:

- Contact Panther to find out average costs for transporting drums in city.
Decided to defer as apparently little interest on Committee.
- ✓ Ask the workshop at her work if they can fix the broken bells.
Agreed that the band should investigate commercial workshops, rather than relying on people’s workplace workshops, although we could ask around the band to find if a band member has access to a workshop, or knows someone who does. Can also investigate possibility of finding a metal workshop (Steph suggested Mackay’s).
ACTION: Instrument Officer - Email to band to ask after metal workshops to fix our bells or contact Mackay’s (<http://www.mackay.co.uk/>).
- ✓ Write the Events Coordinator’s handover guide.

Alan:

- ✓ Circulate the AGM date and details to the band.
- ✓ Incorporate changes to constitution and send around to the Committee
- ✓ Contacted Marianne about the missing meeting minutes

Anke:

- ✓ Ask Colin to give Bath house keys to Steph (done by Colin)
- ✓ Order white gloves for leaders to use in dark situations

Blake:

- ✓ Check with Jonathan about leading at Halowe’en gig
Jonathan is unavailable, however Blake can probably lead this gig now.
- Send Steph the details of contact person at CCR
ACTION: Blake to give details to Steph
- Order 4 stick bags

ACTION: Blake to order the stick bags

- Write the music coordinators handover guide
Blake: "It is what it is."

Charlotte:

- Write the Events officers handover guide
In progress.

Colin:

- ✓ Write Instruments Officer hand-over guide

Ian:

- ✓ Send email to band about Constitution
- Write the Chair's handover guide

Steph:

- Send invoice to CCR for £400 for Strawberry Fair
Waiting on Blake
ACTION: Blake to give details to Steph
- Send invoice to CCR for ??? for Southend gig
Waiting on Blake
ACTION: Blake to give details to Steph
- Write the Treasurer's handover guide
In progress

Steve:

- ✓ Purchased Mango Drum for Arco at discount rate
The license for Mango Drum is keyed to the computer, so decided to wait for after AGM before handing it on to the next Musical Coordinator

Anke and Ahu:

- ✓ Ask at Dev about using it as venue for Arco Christmas party.

Minutes ratified.

2. Recent/Upcoming gigs

Recent

Oxjam takeover (22nd October)

It was hard to find venue for Arco, so in the end it was done very successfully as a street busk. A lot of new people have joined Arco since that busk. There was an article in the Cambridge Post with photo's of Arco playing on Parker Piece.

Halowe'en party (30th October)

Thanks to Blake for committing to lead this gig and save it.

This gig had problems as no leader had been available. The organisers didn't accept a request from Larissa to cancel the gig, as it had been booked in advance. However, Blake changed his plans and was able to lead the gig.

As a result of this episode, the committee discussed how much notice should be given to a client before cancelling and how these situations could be avoided because Arco can't cancel at the last minute without it jeopardising our reputation. (See below for later discussion about gigs.)

Bonfire night x 2 (5th November)

Addenbrooke's: Great gig, but raised some issues.

Anke - Having increasing problems with people turning up late and expecting to play. Particularly a problem if the instruments have to be packed up and taken away, as then the drivers are late returning for the gig. Possible answers are an email reminder to people to turn up on time, or to not tell the start time to the band, as opposed to the meeting time.

An important issue is who deals with late comers and tells them they can't play. In new constitution, scope for gig manager to determine who plays. Alternatives are a Committee member "laying down the law" to take the stress off the gig manager and leaders.

Alternatively, to accommodate late comers, someone could grab a bag of spare stuff that we keep for this eventuality. But this is not always practical if the band is parading. Could ask people to carry spare instruments and purchase some rainbow coloured back packs for the task. But is this fair on those who arrive on time?

ACTION: Find/purchase back packs for carrying spare sticks and instruments

ACTION: Gig manager sheet - Recommend specifying only a meeting time to band, rather than a playing time to allow for instrument collection and organisation of the band by the leader.

ACTION: Gig manager sheet - Recommend take few spare instruments & sticks

ACTION: Gig manager sheet - Explain instruments only available up until certain time.

ACTION: Draft a template email for gigs with all these details.

These gigs highlighted again the issue of being unable to see the leader in the dark. The wedding itself was an amazing gig.

Upcoming

Cambridge Christmas lights (20th November)

We are only doing a set in the Market Square as the parade has been cancelled.

Ian suggested we could have a busk that day over at the Grafton

There is issue of drum transport to/from the busk. We should keep the van in one place.

Options: 1) Could have people collect drums at Grafton then walk to/from busk and gig.

2) Parking space at Guild Hall and walk drums to/from there.

Discussion that in previous years the Market Place has been very full.

ACTION: Ahu to get clarification that there is space for the band on stage and in front

ACTION: Ahu to get clarification that Colin can have a parking space.

Pink Party (25th November):

Need to establish if a leader is available.

The £150 will cover transport costs.

General agreement by Committee that we should pursue this gig

N.B. Not worried about it being a charity gig, issue was raised of whether Arco wants a reputation for playing charity gigs for free. Although these charity gigs can be tremendous fun for the band, playing gigs does incur a cost for Arco.

Workshop (27th November):

Been announced at practice, but not email.

ACTION: Blake to email band about workshop.

Mill Road Winter Fair (3rd December)

Will start 10 minutes later as "Shhhh for Suzie" at 11:00am.

Discussed whether we could coordinate that band moves from holding hands to Bloco formation at the end of the silence.

Lantern Parade in Wolverton:

Colin has offered van.

Ahu and Ian have volunteered as leaders.

We need to be there for about 6.30.

Brazilian Carnival in Dublin

Waiting to hear back about fee.

Noted that it is over Valentine's weekend.

3. Feedback from band members to the new constitution

Jan, Charlie, Topher have responded.

Larissa recommended that we should let band know about issues that have been raised and how we have addressed them. This may re-set the 2 weeks needed for a new Constitution, but decided we will not worry as the amendments suggested by members are totally sensible.

ACTION: Ian or Alan to send out amended version of constitution (with Charlie's comments about assets) and what questions we've addressed.

4. Preparation for the AGM

Ian: If we want to change how much we charge for Wednesday nights and annual membership we need to have a vote at the AGM.

General consensus is that we don't need to raise the fees and annual membership as we don't need the money. The fees are very cheap, but Steph said that from financial point of view, we don't need to raise fees. Current annual income is about £13,000 with £4,000 from Wednesday fees, Hoodies about £1000, busking £2000, and performances £5000. All agreed if we do need money, we can busk for it.

Agreed that charge for workshop would be the same as for a Wednesday practice.

A concern last year was that we needed money in case we got a fine for noise.

Anke: We need to think about Alan's comment about a past AGM vote in favour of numbers-limited gigs - do we put it to the vote again?

Decision that Committee still decides whether to accept gigs.

The agenda for the AGM will be :

- Introduction (Alan)
- Review of last year's minutes (available on the Arco Iris web site). (Alan.)
- Chair's review of this year (Ian Parry)
- Treasurer's financial report (Stephanie Clare)
- Proposed updates to the Arco Iris constitution (Ian Parry)
- Members comments and questions (Alan)
- Any other business put forward by members (Alan)
- Election of the new committee (Alan)

5. Christmas party

Anke: Man on the Moon needs a deposit (amount?) soon. Ahu had them pencil in Friday, 16 Dec after looking at lots of other venues.

Christmas party:

After checking many options - Man on the Moon on the 16th seems best option in terms of dates and late opening.

Suggestion of The Missing Sock , but it's not available. CB2 also considered.

Self-catering food vs. venue providing. Band could pay for food, if not paying for room rental.

Want venue that is: cheap, open beyond midnight, we can provide own food, has weekend availability

Golden Hind (Folk Club there)

Self-catering: NCI, St. Andrew's Church (next to Regal), Man on the Moon

Food provided: CB2, Missing Sock

Man on the Moon is open til 2am. Can bring own food. Available at weekend. Only problem is "lack of atmosphere".

Decision reached that should book the Man on the Moon.

ACTION: Book and deposit for £180 by Steph.

6. Busk to raise money for Turkey Earthquake appeal

Permission from the Council to hold this came too late for us to do the busk.

Anke - Possibility to busk and then give money to charity, rather than apply to busk for charity.

7. Charlotte's perspective on the Committee and the Events role

Charlotte had expressed to the Committee issues during the last year about how at times it had been stressful to be on the Committee. Alan read out Ahu's email response to Charlotte's concerns as she was unable to attend the meeting. It was decided to take each item in turn for discussion and come up with actions that would help future committees.

- Stress in the Committee:

Ian commented that this year had been a markedly different committee from other years as it had had to deal with a number of large and important issues to the band regarding the constitution, health and safety, and the threat of noise complaints. People had expectations that being on the committee was generally fun, and unfortunately dealing with these situations meant these expectations weren't met and it had become hard work and stressful.

It was agreed that operational tasks need to be addressed and without certain jobs being done, the band doesn't function. Ian put forward the view that ownership can cause stress. Particularly when people felt they had particular role and this was encroached upon or not as expected, then this could create tension between individuals. It was agreed that actions for people decided at committee meetings helped to keep stress levels down, as people know what they have to do. Likewise, committee member roles need to be clarified and defined.

ACTION: Have more actions(!) - Responsibility of Chair and Secretary

ACTION: Clear and up-to-date definition of roles, especially when these are shared.

It was put forward by Ian and Alan that sometimes there was too much discussion on some issues, whereas others appeared to have little discussion and been decided previously. However, it's difficult to get the right balance as Committee members are passionate about the band and have a view on how it operates. However, this also led to the following issue.

It was discussed that Committee can seem distant and unapproachable from the general band membership. There had been much discussion within the Committee on some of this year's serious issues. However sometimes these had not been explained clearly to the rest of the membership. For example, Alan, having only relatively recently joined the Committee, raised the focus of the Committee on the issues of air quality and Bathhouse ventilation that had caused some puzzlement among general members at the time about the proposed high costs and necessity. Not because they were necessarily wrong, but because they hadn't been fully explained.

It was agreed that we need a mechanism to get feedback from the general members of the band and also suggested that more be done to let band members know about Committee activities.

ACTION: Pass on to next committee they investigate how to improve communication about Committee proceedings and find out the views of the band membership

- Event Manager and Event Officer roles:

The events positions are extremely important to the band, and the work load means it is divided between two people. This requires there be communication between Events

Officer and Events Coordinator, and that each understands their role. This means the exact role of each post also needs to be established between the postholders. The role of each position has varied between in different Committees. Previously Larissa had worked on her own, as Elma was away for 4 months. When Elma returned, Larissa had continued with almost all of the work and felt the more responsible for the gigs. Larissa didn't see the two roles as equal. In contrast, Steph commented that it had been more evenly split when she had the position with Mark Brealy. In the past, the 2 events people have arranged how they coordinated the roles, with the latest incarnation being the Events Officer and the Events Manager.

There was discussion about how the events roles should be defined and divided. But the consensus was that this is down to the two individuals concerned to sort out what works for them. However, the following actions were suggested for the future events organisers:

ACTION: Needs to be proper handover and agreement between Events people about how the role works and is divided. They can take advice from previous post holders about how to divide the work. They may decide one takes a larger role.

ACTION: To facilitate this process, it was agreed to merge the two Events coordinators handbooks into one document. It was then up to the post holders to meet and agree how to divide the work.

Event Management:

Larissa and Anke raised the issue that there appeared to have been a greater number of "last minute gigs" this year compared to previous years. This has led to managing gigs being a stressful experience and hard work this year. This was felt to be particularly important when there had been 44 gigs this year. Suggestion that there could be a gig "count down" sheet that explains what needs to have happened by a particular time before the gig.

ACTION: List of events should still be brought to committee for discussion.

ACTION: Ensure events spreadsheet is fully filled out so that status of gigs known.

ACTION: Before confirming gigs, and especially for "last minute" events, where possible the availability of the band, leaders and gig managers should be checked.

It was reported that at least one person had found requests asking for gig managers and leaders had come across as suggesting that they would be letting down the band if they didn't accept because gigs would have to be cancelled. This was especially the case with gigs requiring gig managers and leaders at the "last minute". It was suggested that the tone of emails should be less stressful about risks, as this carries through to the organisation and the band.

Another cause of stress had been an increased number of multiple gigs weekends. However, this year a number of band members had Arco play for their own events, e.g. birthday party and weddings. Some of these events had occurred on weekends on which other gigs had already been booked. This normally wouldn't have occurred and led to increased pressure for gig managers as logistics and drum transport were more difficult. In addition, band members prioritised band party events over other events, leading to smaller bands. However, it was felt that this year was unusual with 3 band members getting married.

There was discussion about how many gigs we play in a year. One view was to have as many gigs as possible as it's part of being in Arco Iris and provides something every weekend. The opposing view was that we should do fewer gigs and focus on ones that are more likely to be fun for the band. It was decided that the new Committee should discuss this further and decide their policy.

A.O.B.

Mango drum, which was on special offer, has been purchased for use of next year's musical coordinator

Need to talk further with Malcolm to establish if drums he found in Bath House loft belong to Arco Iris.

ACTION: Steph - Bank signatory form

A suggestion that we place the ear plugs near the door (again), rather than in the middle so that people get them quickly.

Date of next meeting

For the next committee.

Minutes signed off:

Signed: **Date:**