

## **Minutes for Arco Iris Committee Meeting - 16th December 2014**

**Host: Asnat**

Present: Hannah Jones, Hester Carter, Nicholas Bailey, Adam Jenkins, Asnat Doza, Tom Bennett, Celine Giry, Peter Gyring

Present via Skype: Stuart Bell, Josefina Gil Moya

Apologies for absence: Laura Grimes

### **ROMP**

November 2013 Committee meeting minutes at:

[https://docs.google.com/document/d/1Q0b6JPvCB79UhgFsKyWFuaYG92\\_cj0kssaDOXublkos/edit?usp=sharing](https://docs.google.com/document/d/1Q0b6JPvCB79UhgFsKyWFuaYG92_cj0kssaDOXublkos/edit?usp=sharing)

### **Actions to be completed by committee members:**

Chair (Asnat):

- Read the constitution;
- Read the minutes from this meeting and November's, so that they can be ratified at the next meeting (in January).

Treasurer (Tom):

- Read the constitution;
- Create an archive of subs. records;
- Prepare to give a report of the bands finances to the committee in February;
- Add Asnat and own name to the band bank account signatory list;
- Read the minutes from this meeting and November's, so that they can be ratified at the next meeting (in January).

Secretary (Nicholas):

- Read the constitution;
- Become familiar with the band's code of conduct;
- Check the rules in the constitution concerning joining the band ahead of a vote (AGM/SGM) ;
- Read the minutes from this meeting and November's, so that they can be ratified at the next meeting (in January).

#### Webmaster (Josefina)

- Read the constitution;
- Moderate the band and chatter email lists (all appropriate emails should be allowed from all band members, any emails which are not appropriate for the list they are being sent to will not pass moderation and a response will be sent to the sender explaining why this has been the case);
- Read the minutes from this meeting and November's, so that they can be ratified at the next meeting (in January).

#### Instruments Officer (Adam Jenkins):

- Read the constitution;
- Source photos from the Christmas Party after the event, for inclusion in the scrapbook;
- Read the minutes from this meeting and November's, so that they can be ratified at the next meeting (in January).

#### Costumes Officer (Celine Giry):

- Read the constitution;
- Investigate how the instrument cupboard can be arranged more effectively;
- Pass on Bathhouse keys to Adam;
- Read the minutes from this meeting and November's, so that they can be ratified at the next meeting (in January).

#### Events Officers (Laura and Hester):

- Read the constitution;
- Get in touch with the gig organiser for Bremen Carnival to catch up about how much work has already been done and how much everything will cost;
- Look into organising a busk in January to contribute to funds for Bremen;
- Confirm details of the possible gig on the 25<sup>th</sup> of January;
- Read the minutes from this meeting and November's, so that they can be ratified at the next meeting (in January).

#### Musical Coordinator (Stu):

- Read the constitution;
- Become familiar with the band's health and safety policy;
- Organise samba workshop for January, in preparation for Bremen. Talk to previous workshop organisers about how best to organise these;
- Read the minutes from this meeting and November's, so that they can be ratified at the next meeting (in January).

General Members (Hannah and Peter):

- Read the constitution;
- (Hannah) Become familiar with the band's child protection policy;
- (Peter) Become familiar with the band's vulnerable adult protection policy;
- Read the minutes from this meeting and November's, so that they can be ratified at the next meeting (in January).

### **Recent Events / Gigs:**

#### **Mill Road Winter Fair**

This was a lovely, which we would happily do again. It went very well.

### **Upcoming Events / Gigs:**

#### **Christmas Party**

Definitely happening this Saturday. People willing to help should contact Nell for timings.

#### **Bremen**

12 people have signed up so far. Busking in January to make money for Bremen has been suggested. We will be getting accommodation closer to town this time. We will not receive any payments. Everyone will be doing their own costumes, and the theme is "The Wizard of Oz". Action on the events team to get in touch with the gig organiser to catch up about how much work has already been done and how much everything will cost.

The current treasurer has detailed accounts for Bremen 2013 for when these are needed.

#### **Possible 25<sup>th</sup> Jan Gig at a School**

Laura knows detail

#### **LGBT week – 1<sup>st</sup> February**

#### **Jan/April Workshops**

Stu is planning to organise these – one in January in preparation for Bremen

### **Agenda Items**

#### 1. Handovers

All new committee members have spoken to their predecessors, or are able to consult on an ad hoc basis, and are happy that they have the information they need to undertake their roles.

## 2. Stuart would like to share his plans for a couple of samba workshops

Stu is planning to organise Jan/April Workshops (one in January in preparation for Bremen). He will talk to previous workshop organisers about how best to organise these.

## 3. The official response to objections to the decision to make Arco an adults-only band

Although there have been very few objections to the decision made at the SGM, and many messages of approval, the committee recognises that there are some individuals in the band who strongly feel that they would like to see children included in the band again. The committee feels that this is an important issue, and may discuss this further at a later committee meeting when its members are more settled in their roles. In the meantime the committee agrees that, because a large majority of the band voted in October to make Arco Iris an adults-only group, this decision should be respected and any response to objections should be based around this fact.

## 4. Ensuring that treasurers records are properly kept

Action on treasurer to archive sub records and produce a “treasurer’s report” for the committee every two months. These can be collated and then audited to form the end-of-year report.

## 5. Ensuring membership renewal is publicised well in advance of any meeting where votes will be taken, and that we have checked the membership status of attendees

As and when this is necessary, the treasurer will speak with the webmaster and instruments officer (previous webmaster) to establish the easiest way to do this. Action on secretary to check the rules in the constitution concerning joining the band ahead of a vote (AGM/SGM).

## 6. Policies ownership

Action on everyone to read the policies written by the previous committee so that they can be ratified at the meeting in January.

Code of conduct – Nicholas

Child protection policy – Hannah

Health and Safety – Stu

Protection of Vulnerable Adults policy – Peter

## 7. Getting familiar with the constitution

Action on the secretary to become more familiar with the constitution. Other committee members will also read the constitution, so that the committee in general is ready to answer member queries if necessary.

#### 10. Committee meetings minutes

Committee meeting minutes will be uploaded to the website as soon as possible after they have been ratified.

#### 12. Chatter and band mailing lists moderation

Band list will be fully moderated from now on, and chatter will also be fully moderated. Webmaster will keep in touch about how onerous this is.

#### 14. Authorisation to deal with sensitive E-mails

The chair is empowered to speak for the committee, and will try to send the intended email to the committee before sending it to the band and allow an hour for committee members to object. If there is a strong objection, a majority approval will be needed before the mail is sent.

#### **A.O.B.**

- Celine would like to investigate how the instrument cupboard can be arranged more effectively;
- Asnat, Celine, Charlie, Ruth and Stef are currently keyholders – Celine's keys will be passed on to Adam;
- Signatories on the bank account are currently Steve, Ian, Blake and Stef – Asnat and Tom are being added, and when this is in place some names will be removed;
- Adam plans to include photos from the Christmas Party in the scrapbook, but will need people to take photos on his behalf as he will be in Iceland;
- The current committee would particularly like to thank members of the previous committee who are no longer on the committee, for all of their hard work last year.

**Meeting concluded at: 21:53**