

Minutes of Arco Iris Committee Meeting - 22nd October 2013

Host: Asnat

Present: Steve, Ruth, Asnat, Nell, Nicholas, Ian, Adam

Apologies for absence: Anna, Laura, Emma, Jo

ROMP

September 2013 Committee meeting minutes to be ratified in November meeting.

Actions from the last meeting:

When you've completed an action, "copy-n-paste" this tick mark (✓)

Adam:

1. Finish website merging member and email databases

There may be some data quality issues with the member and email databases, which Adam will try to identify ahead of the AGM.

New action 1: keep in touch with Nell about what format artwork for the scrapbook will need to be supplied in when it is passed to printers.

New action 2: draft the band's Health and Safety Policy for review at the next committee meeting

Anna & Laura:

New action 1: Due to the potential for confusion at the Mill Road Winter Fair, the events team should try to find out what the running order is and who is playing (we're not currently sure how many samba bands are involved).

New action 2: Review outcomes from Bremen 2013, gathering as much information as possible that can help the committee to make an informed decision about whether to go ahead with Bremen 2014. If we do decide to go ahead with Bremen in 2014, we need a clear idea of what the costs are likely to be (so that we can have a realistic budget to work to), what problems we had last year (so we can avoid them happening again), and what major jobs we have to do (costumes, van hire, etc.) with a clear idea of timeframes and deadlines. This will be discussed (and a decision made) at the next committee meeting.

New action 3: Review the "Upcoming Events / Gigs" section of these minutes (below) and fill in any details we may have missed. ✓

Asnat:

1. Talk to Jo about scrap book

Asnat is in possession of all the work that has been done towards making a scrapbook so far.

New action: Collaborate with Nell and Adam to complete the scrapbook.

Emma:

1. Continue production of Arco calendar.
2. Continue sorting out scores

Emma is absent, so these are assumed to be ongoing.

Ian:

Jo:

Nell:

New action 1: research possible printers (costs, lead times, etc.) for the Arco scrapbook.

New action 2: draft the band's Child Protection Policy for the next committee meeting.

New Action 3: Investigate whether the bar downstairs in the Cambridge University Social Club (or an alternative) is free one Friday/Saturday in December.

Nicholas:

New Action 1: Get role descriptors for committee members from Alan

New Action 2: draft the band's Code of Conduct (incorporating the band's Legal and Illegal Drugs Policy and the Arco/non-Arco time policy) for review at the next committee meeting

New action 3: get all unratified minutes ratified

New action 4: mail the band on the 23rd of October to inform them of the chosen date for the AGM.

Ruth:

New action 1: draft the band's Vulnerable Adult Protection Policy for review at the next committee meeting

Steve:

New action 1: Make the appropriate changes to the constitution for review at the next committee meeting, and also take responsibility for identifying other needed policies we haven't thought of based on the content of the constitution.

New Action 2: Talk to Malcolm at the Bath House to find out whether we can put up our commemorative Drogheda frame (currently in Steve's possession, so that it didn't get beaten up in the instrument cupboard)

Recent Events / Gigs:

Bridge the Gap 15th September

Gig went ahead successfully. Organisers were really happy and have already asked us back for next year.

Relay for Life 28th September

First time we've done this one - went really well. Good to be a part of such a successful fundraising event.

Oxfam Walk - 6th October

Cancelled due to lack of players.

Oxjam - 19th October

Played the first set on Christ's Pieces, second set was on Parker's Piece. Was better than last year (partly because of the movement around town and partly because the weather was better).

Upcoming Events / Gigs:

- **Fireworks Night - November 2nd**
- **Mill Road Winter Fair - November 7th - we need more information about this (see action on events team above)**

- **Bremen - February.** Before making a decision about whether we do this gig in 2014, we should review “lessons learned” from 2013, forecast an accurate budget, and decide whether the money/time cost of undertaking the gig is worth the benefit of doing it (see action on events team above).

Agenda Items

1. Constitution change and new policies

The suggestion of the Chair of the committee is that annexes to the current band constitution will be removed from the constitution and held as separate “policy” documents. They would become part of a larger body of policy, including the policies that we need to implement in the short term as a result of the SGM earlier this month. These additional policies (to be drafted before the next meeting) are:

- The band’s Child Protection Policy (this will be drafted by Nell);
- The band’s Vulnerable Adult Protection Policy (this will be drafted by Ruth);
- The band’s Code of Conduct (incorporating the band’s Legal and Illegal Drugs Policy and the Arco/non-Arco time policy) (this will be drafted by Nicholas);
- The band’s Health and Safety Policy (this will be drafted by Adam).

Steve will make the appropriate changes to the constitution, and will also take responsibility for identifying other needed policies we haven’t thought of based on the content of the constitution.

2. Scrapbook completion

See actions above on Asnat, Adam and Nell

3. AGM date and details

AGM will be held on the 27th of November. We will aim to have a committee meeting in the first half of November, so that we can send an email to the band about what happens at the AGM and what is involved in joining the committee (ideally by the 14th of November). Nicholas will email the band on the 23rd of October to inform them of the chosen date for the AGM.

4. Xmas party

Action on Nell to investigate whether the bar downstairs in the Cambridge University Social Club is free one Saturday in November. Alternatives include the Squeaky gate.

Nell, Ruth and Asnat will form a subcommittee to explore our options for the Christmas

Party - finding a venue and a date, etc.

AOB

- Action on Nicholas to get role descriptors for committee members from Alan;
- Action on Steve to talk to Malcolm at the Bath House to find out whether we can put up our commemorative Drogheda frame (currently in Steve's possession, so that it didn't get beaten up in the instrument cupboard)

Meeting concluded at: 22:10