

## **Agenda for Arco Iris Committee Meeting 10<sup>th</sup> November 2014**

### **Host: Asnat**

Present: Asnat Doza, Hester Carter, Charlie Nurse, Ahu G. Parry, Mark Brealey, Ian Parry, Matthew Manley, Josefina Gil Moya, Celine Giry, Hannah Jones.

Apologies: Chris Johnstone

### **ROMP**

**The minutes from the previous meeting were ratified by the previous committee**

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

#### **Events (Ahu and Mark):**

- International gigs – Berlin (Jan/Feb) and Netherlands (June/July) **Ahu will email to discuss options – though it was mentioned that we don't need to go to Bremen every year, so alternatives can be looked at for the future. We don't want to get involved in too many international gigs, however, as they are expensive and involve a lot of organisation.**
- Norwich invitation for samba party. **This is a party and therefore no payment, so we have to cover costs, and need willing drivers, though it was agreed that our link with Norwich Samba is important and therefore it would be good to attend. Will probably need 6 cars, including taking drums. If we can get >15 people interested (including at least 1 leader!) then we will commit to this. Will pay a subsidy of £25 per car (if full) which should cover petrol costs.**
- Finalise arrangements for Christmas party – **Avery booked for 20<sup>th</sup> December. £50 venue hire. Ahu to discuss food options with pub. Karaoke, open mike etc. for entertainment, and can ask who wants to DJ and assign time slots. Ahu to organise with an upper limit of £150 for food and venue hire. Costume theme 'Red Christmas' with prize for best dressed.**
- Cardiff Encontro. Happening 2-4 May 2015. Get in touch with organisers regarding playing and classes.

#### **Secretary (Hester):**

- Learn constitution

#### **Musical Co-ordinator (MC) tasks (Matt):**

- Organising band workshop (see agenda items below)
- Leaders meeting – **Issues to discuss might include what pieces need practise to get them gig-ready and which pieces aren't currently at a giggable standard.**
- Introducing new pieces – decide whether there needs to be a limit to how many pieces can be introduced at once. **One suggestion was that whoever is introducing a new piece can send scores to other leaders, so they can help with different sections during practise. To be managed by Matt.**
- Weekly emails to leaders to confirm that someone will be present for the whole of each Wednesday practise.
- Decide how band members can be helped to improve their leading skills.

#### **Treasurer (Charlie):**

- Keyholder, and has been opening door for practise on a regular basis. Charlie will email round the keyholders when he can't make it.

- Contact St Matthews School with regards venue hire for our workshop (more details under agenda items)
- The treasurer is to provide a short report on the band finances every second committee meeting.

#### **Chair:**

- To be main point-of-contact with Malcolm (Bathhouse Manager) with regards entering the bath-house outside practise times.
- Try to keep meetings on track and get things wrapped up by 10:30.

#### **Instruments Officer**

Selling old surdos (currently with Adam) **To be sold via sealed bids (members only) – if no interest to be sold on e-bay with notice going to the band so they can buy them if wanted.**

- Price up what's needed with respect to spares (instruments, drum heads, straps etc)
- Tune instruments regularly / before big gigs.
- Research costs for surdo stands.
- Possibly work to train people who express an interest in drum care to help out.

#### **Costumes Officer**

- Play with stencils, see if they're any good!
- Reorganising instrument cupboard, getting rid of unused and ratty costumes.
- Get bathhouse key off Ruth
- T-shirt and hoodie customisation workshop, 23<sup>rd</sup> November.

#### **Webmaster (Josefina)**

- New members section for the band on the website with for example instructional videos (ongoing action) **Some videos showing done already, others still to be taped – videos being edited before being put up on the website**
- To give updates to the committee and band to keep them informed as regards what is posted online.

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

- Oxfam Walk 5<sup>th</sup> October (Anke) **Popular gig, enjoyed by band**
- Cancer awareness fundraising parade 11<sup>th</sup> October (Nell) **Really lovely city centre parade.**
- Missing Sock 11<sup>th</sup> October (Ahu) **Annual, definitely want to do again!**
- Oxjam 18<sup>th</sup> of October (Simon A) **Good, but some chaos with regards where we were playing – times and locations need organising in advance for future busking gigs. If playing near shops is important to warn nearby shops that we're loud and are only playing for a short time. Generally was good playing in the city centre, though, as the audience is better. Should consider having a second gig manager (or just one experienced gig manager) at the city centre gigs to manage noise complaints etc.**
- Hannah's 50th Birthday 1<sup>st</sup> November (Nell) **Amazing, Hannah should be 50 every year!**
- Addenbrookes Fireworks 8<sup>th</sup> November (Mark B) **Fun as ever in spite of the rain**

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

- Mill Road light switch-on – 15<sup>th</sup> November, 4:30pm. Collecting drums is a problem as the bathhouse is being used until 4:30, so drums will need to be taken in advance. Need to work out when they can be collected.
- Rag parade – 29<sup>th</sup> November. Details are still being ironed out.
- Mill Road Winter Fair – 6<sup>th</sup> December.
- Norwich Party (see earlier) – 13<sup>th</sup> December

- Christmas party (see earlier) – 20<sup>th</sup> December

## **Agenda Items**

- 1) Go over last committee meeting minutes **The minutes of the previous meeting were gone over, and outstanding tasks were allocated to members of the new committee**
- 2) Meeting structure **The aim is for all committee meeting this year to start promptly at 20:00 and finish by 22:30**
- 3) Hand-overs **These have been carried out, where required, and all seem happy in their roles. Josefina (Webmaster) printed out copies of the committee role descriptions for information. These need to be updated in some cases.**
- 4) Pairing of entities in the committee for continuity of service  
**The idea is to have someone else on the committee aware of what's going on with their 'twinned' role. Pairs were allocated as follows:**
  - **Chair and Secretary**
  - **Events and Treasurer**
  - **Musical co-ordinator and Instruments officer**
  - **Costumes and GM1**
  - **Webmaster and GM2**
- 5) To do lists for the different roles **See actions section.**
- 6) Responsibilities for policies and keys **Responsibilities this year are as follows:**  
  
**Child protection** – Hannah Jones  
**Vulnerable adults** – Chris Johnstone  
**Health and Safety officers** – Josefina Gil Moya and Hannah Jones  
  
**Account signatories:** Asnat, Charlie and Ruth.  
**Bathhouse keyholder:** Charlie, Asnat, Ian, Celine, Steph
- 7) Christmas Party **As above (under Actions for Events)**
- 8) Workshop update  
**Matt has talked to USC about possible dates, but due to a full event calendar the workshop is going to be organised for mid-January. It is going to be a stand-alone workshop, and not be meant as a practise for Bremen or any other gigs.**  
**It was mentioned that practises and workshops for specific gigs can be stressful to some members of the band, especially if new techniques are introduced – a pre-Bremen practise will be discussed closer to the time, and organised if needed.**  
**A price of £230 has been given for the booking 3 of the 4 rooms at the USC, from 09:30 – 17:00, but due to issues with accessibility and as the event has been pushed back into the new year, alternative venues are going to be looked into. Charlie is to research St. Matthews as a possible alternative venue, and we will look into Romsey Mill as another possible, though there was a noise complaint related to a band workshop there in the past.**

9) Arco calendar - **Photos to be collated for a 2016 calendar. The calendar must be available for the whole band, and not just those who are in it. Possibilities for the photos include a dedicated photo shoot, and using a picture of a gig for each month. Josefina (webmaster) to manage**

10) Photo competition **Competition difficult, as we don't want to pick a 'winner'. Possibility of using band pictures for calendar, as above, but must be careful not to offend when deciding what pictures to use.**

11) AOB

**Ian** – can assume budget for instruments is around the £1000 mark, and can work to that figure when deciding what needs to be spent

**Celine** – 23<sup>rd</sup> November, Arco T-shirt and hoodie customisation workshop.

**Matt** – Workshops: if extra drums are needed, they have in the past been borrowed from Janet McCloud and Anthony Paul when required

**Fina** – To send an email out reminding people what needs to go to chatter and the band lists. If important emails need sending out then text Josefina or Hester so they can be moderated more quickly.

**Ahu** – Busking: may to be organised in the new year to raise money to help fund Bremen.

**Meeting concluded at: 10:07.**