

## **Arco Iris Community Samba Band Committee Meeting on 28<sup>th</sup> January 2020, 8pm**

Host: Adam Cook  
Present: Flora Sheldon (Chair), Simon Adcock (minutes), Maureen Eckersley, Kate Leslie, Lucy Kuyper, Jan Macleod, Adam Cook and Ian Parry  
Apologies: James Stevenson and Amanda Sferruzzi-Perri

### **1. Approval of previous minutes**

Due to an oversight the minutes of the November 2019 meeting were not circulated to committee members in advance of this meeting therefore couldn't be approved. It is intended that the minutes of both the November 2019 and January 2020 meetings will be approved at the February 2020 meeting.

### **2. Matters arising**

- **Ongoing** – Maureen to check we were paid for the Wolverton gig.
- Complete – the Bath House has been booked for the Bremen workshop.
- Complete – the band was e-mailed to check player availability for the LGBTQ+ gig on Friday 31<sup>st</sup> January.
- Complete – keyholders have been e-mailed asking that they sign up to a rota for opening the Bath House whilst Charlie is away.
- Complete – Jan has checked drum straps and knee pads.
- **Ongoing** – Ian and Jan to manage who plays surdos at gigs given the high rate of sign ups for mid and high surdos.
- **Ongoing** – Jan to purchase an additional surdo.
- **Ongoing** – gig managers to ask band members to list two preferred drums when signing up to play at gigs ensuring good coverage of all instruments.
- **Ongoing** – committee members to help manage gigs and encourage band members to do so.
- Complete – further to discussion after the November 2019 meeting Flora announced to the band that there would be no practice on Christmas Day although normal service would resume on New Year's Day.

### **3. Past gigs**

#### *Mill Road Winter Fair*

There had been good audience interaction throughout the day and we played for a good while at Donkey Common after the closing parade. Thanks to Carrie for gig managing and those who helped get drums in and out of the Bath House on the day.

#### *Christmas Party*

This was well attended by 20-30 band members. Being able to use a room of our own in the pub had proven useful. The entertainment had been well received with a game arranged by Lucy noted. Thanks to Adam for booking the pub room.

### **4. Upcoming gigs**

#### *Opening of LGBTQ+ History Month (Friday 31<sup>st</sup> January)*

We're due to play at this daytime gig on Friday. 17 band members are signed up which was agreed to be a good number for an event taking place on a working day. Initial concerns that there may not being enough players proved unfounded.

#### *Be the Rainbow (Friday 7<sup>th</sup> February)*

Flora is gig managing this and reported that she's had two sign ups so far.

#### *Bremen Practice (Sunday 9<sup>th</sup> February)*

The Bath House has been booked for this Sunday practice. Ian is looking to start at around 10:30/11:00am.

**Action: Ian to e-mail the band to give details about the event.**

#### *Bremen Karneval (Friday 14<sup>th</sup> – Saturday 15<sup>th</sup> February)*

Ian reported there have been lots of sign ups so far with more coming in. Around 40 band members are on the list. Ahu, Ian and Miguel will be driving the drum van out to Bremen. Ian and Miguel will be driving on the way back.

Last year paying for the dorm was a bit confusing; there was some uncertainty around who to pay. It was agreed that it should be made a little clearer this year.

Ian raised an issue concerning tickets for the Friday and Saturday night events. Ahu and Ian usually meet the upfront cost and get reimbursed by those wanting tickets. Sometimes tickets are handed out but get lost before they need to be used and then some people claim not to have received one. It was suggested that people sign for tickets although Ian advised this already happens. The committee didn't reach a definitive conclusion about how best to address the issue.

#### *Brazilian Event at Missing Sock (Saturday 7<sup>th</sup> March)*

A gig manager is needed. It was suggested that Kate e-mails the band and invites people to help a committee member who would take the organisational lead. Adam volunteered to gig manage on behalf of the committee.

**Action: Kate to e-mail the band inviting help to gig manage the Brazilian Event.**

**Action: Adam to take the lead gig managing this event.**

#### *Cambridge Half Marathon (Sunday 8<sup>th</sup> March)*

A gig manager is also needed for this event. Flora and Adam both volunteered. This year we're playing on Mitchums Corner rather than outside the Fitzwilliam Museum. There will need to be some drum transport co-ordination with the Brazilian Event gig taking place the previous evening.

**Action: Flora and Adam to gig manage the Half Marathon.**

**Action: James to create event mailboxes for the Brazilian Event and Half Marathon.**

## **5. Financial Update**

Maureen updated the committee that the band currently has a £300 deficit when considering subs income versus creditors relating to the current financial year.

There's currently uncertainty around who is responsible for documentation requested by gigs, such as that relating to public liability and bank account details. After some discussion it was agreed that the Events team should provide documentation to the person that has booked us or their nominated representative. It was also agreed that documents should be saved in the Dropbox account that was created last year but has yet to be fully utilised.

**Action: Kate to ensure that official documentation is made available when requested by the person booking the band to perform at a gig.**

**Action: James to circulate instructions to the committee regarding use of Dropbox.**

Lucy is in the process of buying hoodies; in response to a query Maureen advised that the invoice received from the supplier could either be paid by Lucy and then reimbursed or paid directly by Maureen. Lucy would be repaid by cheque in the event of reimbursement. Maureen reported that the Bath House rent has gone up by 50p per hour. Storage costs have increased by £2 per quarter. This is roughly a 5% increase.

Simon queried how much cash is currently in hand and in the bank accounts. Maureen agreed to provide these figures post-meeting as she did not have them to hand.

The bank balances are:

|             |          |
|-------------|----------|
| Metro Bank  | £246.40  |
| Lloyds Bank | £5937.78 |
| Total       | £6184.18 |

This total compares with last year's of £6719.69 in the Lloyd's account only prior to opening the Metro Bank account.

The Lloyds account is being wound down and the date of closure will be dependent on cheques issued from that account being cashed.

Simon queried how Maureen was progressing with digitising treasury records as this was stated as a planned activity during the October 2019 meeting. Maureen advised that work has started and continues.

**Action: Maureen to provide updates on progress of work to digitise treasury records.**

## 6. Subs reminders

Weekly subs reminders haven't been circulated since shortly after the 2019 AGM. It was agreed by all committee members in attendance that these reminders should recommence.

**Action: Flora to contact James regarding sending weekly subs collection reminder e-mails.**

**Action: James to e-mail the committee on a weekly basis to remind everyone whose turn it is to collect subs at practice.**

## 7. Gig Managers for March gigs

This was covered under the upcoming gigs agenda item.

## 8. Gig Manager Checklist

Flora had circulated an updated gig manager checklist prior to this meeting and asked if anyone had any comments.

Simon suggested that a point be added regarding leaders being gathered by the gig manager at the start of a gig. Ian didn't feel it was the gig manager's responsibility, particularly in light of the many other tasks a gig manager needs to work through at a gig, however did agree that leaders should convene before the start of a gig to discuss the set list and who would lead which pieces. Any leader can convene fellow leaders for this purpose.

Flora needs to check whether Heather Bevan-Hunt's contact details (City Centre Management team at the council), highlighted in red on the circulated draft, are correct.

**Action: Flora to check that Heather Bevan-Hunt's contact details are correct.**

It is planned to circulate the checklist to the band within the next couple of weeks.

## 9. AOB

- Liverpool gig manager – Lucy suggested starting to recruit a gig manager now. This will be included in an e-mail that Kate will send to the band soon.  
**Action: Kate to include a note regarding recruitment of a gig manager for Liverpool in an upcoming e-mail to the band.**
- Social media updates – it was noted that the Facebook page doesn't seem to have been updated with posts since the 2019 AGM. Previously posts regarding upcoming gigs, potential recruitment of new band members and seasonal messages had been created. Lucy mentioned that Arco's Instagram account had been updated recently with photos although it is understood Chris Johnstone has been undertaking this activity.  
**Action: James to keep the band's Facebook page updated with posts to keep people that have "liked" the page engaged and attract new followers.**
- Website calendar syncing – Kate to speak to James regarding calendar updates from the Events mailbox syncing with the website. It was noted during the meeting that the calendar does appear to be up-to-date.  
**Action: Kate to speak to James about events calendar syncing.**
- Early bird workshops – Ian would like more of these to be run over the coming weeks and months. The Bath House is being used just before our practice session starts however if notice is given it should be possible to accommodate us.  
**Action: Ian to provide Kate with dates on which early bird sessions might run.**  
**Action: Kate to contact Malcolm the Bath House manager to determine which of those dates are feasible.**
- Busk event – it was agreed that another busk should be arranged. Kate advised that the gig calendar looks to have spare dates in April so this is likely when such a gig would be arranged to take place. The idea of having another busk is partly motivated to raise funds to carbon offset band members' travel to the Bremen gig.
- The committee was reminded not to leave subs cash in the Bath House; it should either be taken away by one of the committee members collecting subs (who should later either deposit this money at the bank or pass to Maureen) or passed to Maureen if she is attending practice. Maureen offered to leave some blank paying in slips available at the Bath House so people have the option of depositing money at the bank.  
**Action: all committee members to ensure subs cash not left in the Bath House.**  
**Action: Maureen to make bank paying in slips available at the Bath House.**

The meeting closed at 21:18. Adam was thanked for hosting.