



Minutes

Present: Liz Cleary, Jeremy Crump (Chair), Emerald Toogood, Sarah Bort, Ruth Holton, Tessa Crilly

1. **Apologies:** Chris Burns, Ishani O'Connor, Leigh O'Hara, Paula Tysall
2. **Welcome:** JC welcomed Emerald and Ruth as new committee members
3. **Minute of meeting 22nd September 2015:** correction:- the meeting had agreed to record a register of members.
4. **Matters arising**
 - a. **Register of members** – we agreed to call it a 'list of members'. It would be renewed each term, containing name, contact details, member (Y/N), playing in concert (Y/N). **Action:** Tessa to draw up draft list and template each term.
 - b. **Fixing** – we agreed to have a full discussion at the next meeting among the whole committee. This would cover the process of (a) recruiting amateur players throughout the term, (b) identifying gaps, (c) recruiting paid professionals as extras.
5. **Concert on Saturday 28th November 2015**
 - a. **Communication with ASWD** – Tessa had circulated correspondence with ASWD that highlighted a procedural gap. We need to ensure that a named person is responsible for handing over to ASWD at the end of the evening. Liz agreed to be the point of communication with Wendy Stephens (ASWD Parish Secretary) and establish the name/contact details of ASWD staff who will be called to close up the church. **Action:** Liz
 - b. **Other processes**, e.g. front desk, clearing the church: the ticket desk had run smoothly. On clearing up, we needed to make sure that those responsible knew the layout before setting up earlier in the afternoon. Liz agreed to include this in her discussion with Wendy. (It was noted that Tessa would need to book 2018 dates with ASWD mid-way through 2016). **Action:** Liz, Tessa
 - c. **Note of comp tickets** (including disadvantaged groups) – 2 tickets had been distributed to named individuals in this scheme. (A further 6 complimentary tickets had been distributed to artist families etc, 4 of which were used). As the committee had agreed that up to 10 tickets could be allocated to disadvantaged groups, it was noted that tickets could be distributed through music teachers to families, e.g. Pupil Premium children, according to school wishes. **Action:** committee members with school links.
 - d. **Feedback** – response to the concert was overwhelmingly positive. It was noted, to general agreement, that “we could not have done it without Leigh”.

6. **Financial report:** Liz presented income and expenditure for the autumn term 2015/16 and for the year 2014/15. In the autumn term DSO had spent £4,810 with income of £4,528 excluding Gift Aid (representing at least £500 pro-rated to this term, giving a net growth in income). It represents a satisfactory financial result. The committee thanked Liz for her work as Treasurer. **Action:** Liz agreed to work up an estimate for the rest of the year.
7. **Publicity:** Ishani had emailed thoughts about DSO's publicity strategy. Jeremy said these were good in terms of strategic direction. What we needed in the short term was a concrete set of actions which should aim at increasing average attendance, noting that our aim is to increase our audience by 30-50 people per concert. He suggested that Ishani should propose ways for members to do the following:
 - (a) distribute leaflets (after considering effectiveness and logistics);
 - (b) contact St Christopher's so that we could use their network as a channel for our publicity;
 - (c) continue to use social media effectively;
 - (d) create a plan for using press channels

We should also recognise that the work done by individual orchestra members to bring in an audience was the single most important factor. **Action:** plan of action be developed at the next meeting (Ishani).

8. **Education:** Sarah was confirmed as the lead on Education. She suggested that DSO hold an orchestral day for children and families on a Saturday, using a suitable repertoire, e.g. Britten's Young Person's Guide to the Orchestra. It would draw in schools from the area. The committee greeted the proposal with enthusiasm and suggested October 2016 as a target date. **Action:** Sarah to discuss with Leigh
9. **Reporting on the Repertoire Survey:** Tessa reported that it was underway with a deadline of 7th January. Ruth noted that the survey questions were limiting. Tessa is receiving longer repertoire suggestions by email. **Action:** Tessa to send out a reminder after Christmas
10. **AOB:**
 - a. **Librarian:** Emerald agreed to take up the role of Librarian. **Action:** Tessa to work with Emerald in handing over the role next term. Also to get cost estimates for extra folders.
 - b. **Sectionals:** It was agreed that the wind section should be asked to commit to attendance at future wind sectional rehearsals as a condition of hiring a tutor. **Action:** Jeremy to discuss with Leigh.
 - c. **Tea:** it was agreed that there was no reason why the volunteers for making tea in the interval of the rehearsal should not include wind or brass players. **Action:** for announcement at the beginning of next term
 - d. **Banner:** the committee agreed to buy a new banner which showed the new starting time. **Action:** Liz
11. **Focus of next meeting:** Fixing, Orchestral Day, Publicity
12. **Date of next meeting:** March 2016 (date to be confirmed). **Action:** Tessa to canvas for dates

The meeting closed at 9.10pm.