**Kaleidoscope – Minutes of Committee Meeting held on 23rd August 2021**

Present: Helen Klich, Yvonne Ward, Rupert Feld, Anne Mapley, Ann Smedley

Apologies : Josie Wilson, Catherine Docherty

**COVID safety**

We are pleased with how well members are adhering to our COVID safety measures, and hope these are reassuring to those attending indoor rehearsals. Please continue to support these measures, particularly wearing face masks when moving around the hall. A reminder of what we have in place is at the bottom of these minutes.

**Members**

We will be contacting the handful of members, who have not yet returned, without any pressure, to ascertain if there is any more we can do to support their return.

**Subs**

We will be asking members who have returned to rehearsal to ***pay subs from September 1st*** until the end of the year.

So we can support COVID safety and avoid our Treasurer handling cash or cheques, the options for payment are :-

1. By standing order at £12 per month
2. The full amount, September 1st – December 31st, £48 by one-off bank transfer

The bank details are :-

Bank : Barclays

Sort Code : 208513

Account : 80628158

Please ensure your ***surname***, and if paying monthly, ***the month***, are included in your payment reference.

If you feel unable to pay as above options, please have a word with Yvonne at rehearsal.

Any member who has not yet returned will be asked to pay subs from the date of their 1st rehearsal.

**Music**

We will be starting Christmas music at the beginning of September in anticipation of holding an event in December.

Rupert has 4 new Christmas pieces for us to learn but we will continue learning ‘Skyfall’ and working on ‘The Carnival is Over’ and ‘Moonriver’.

Rupert also intends to go through some of our old repertoire and refresh our memories. Some may need more work than others, so we ask for your patience.

**Anne M** will pursue licences for ‘The Carnival is Over’ and ‘Moonriver’, and establish the legal position where we learn and perform using words only, but it is not a new arrangement (e.g. ‘We have only just begun’).

**Rehearsals**

We hope to get back to more normality at the start of rehearsal i.e.

1. 7.45 - Set out our chairs and Rupert brings in equipment
2. 7.50 – Physical warm-up (Anne M)
3. 7.55 – Vocal warm-up (Rupert)

Currently the hall will not permit any use of the kitchen so we will continue with a short break and bring any drinks ourselves. We will continue to review this.

There will not be rehearsal on September 22nd

**Anne M** to notify hall that there will not be a rehearsal on September 22nd

Please let Catherine (or Anne M in Catherine’s absence) know if you have holiday planned. We can review numbers, and if too few, may cancel rehearsals.

**Music Stand**

The Committee asked Rupert to select and purchase a new stand for his use.

**December Event**

We will look at the date and feasibility of this as the hall restrictions change. Currently the hall limits numbers using the hall to ensure social distancing.

**Next meeting**

 Thursday September 30th, 7.30 pm at Anne M’s house

**Dates for your Diary**

**Wednesday September 22nd – NO REHEARSAL**

**Practical Measures for Kaleidoscope Indoor Rehearsals with COVID safety measures**

1. Lateral Flow Test
* We encourage members to take a Lateral Flow test before coming to choir. This is a precaution which will help with the mutual protection of all. These tests are easily available and they free. They can be obtained as follows :-
* Order online and have the test sent to your home. The link is

<https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

* Order by phoning 119
* collect tests from a pharmacy
* We are aware that some Lichfield supermarkets (Tesco & the Coop etc) also have tests
* collect tests from a community centre, such as a library
* get a test at a site (there has been a mobile one on the Lichfield Coop car park)
1. 7.45. Arrival

Please wait for Yvonne to finish sanitising ‘touch’ surfaces before entry

1. Committee setup
* Yvonne will open the hall, cleaning the points of contact i.e. light switches & sockets to be used, door handles, first aid kit, annexe cabinets’ surfaces, tables to be used once set out, heating control before use

She will also open the exit to be used. Both this and the entrance door will be left open to ensure good ventilation as external temperature allows

* Josie will sanitise toilet surfaces
* Rupert to be responsible for the music. Music that Rupert has prepared will be “print at home”. Any bought or library music will be distributed by Rupert
* Jo Bull has volunteered to fetch music from library during rehearsal as she would be the only one in the annexe
* Catherine will produce the register and sign in members when arriving. Anne will deputise if Catherine is not at rehearsal.
* Catherine/Anne to ensure sanitizer is available in entry lobby and by exit door
* Yvonne or Rupert only to open equipment cabinet & move piano.
1. Members’ entry
* Please register with the hall QR code on entry if you have the app
* We are asking all members to use hand sanitiser on entry & exit and wear face masks when moving around the hall. This is for mutual protection.
* Catherine or Anne will register members
1. Members’ seating
* All members are asked to bring their own seat. If you forget don’t worry, we can get a hall chair – just ask Josie who will ensure the chair is sanitized before and after, and fetch one from the annexe
* One rather niggly thing - can we urge you just to be careful with your chairs on the wooden hall floor. The Hall are very proud of their floor and ask us to look after it
* We will sit facing the annexe doors with our backs to the entrance, lengthways in the hall. Chairs to be set at 1m side to side and 2m front to back please. A Committee member or Rupert may ask you to move a little to ensure we have adequate spacing, as this is more important inside.
* Bags and clothes stowed safely at seat
* Wear face coverings if moving around and observe 1m rule
* No sharing music
* Toilet – observe 1 in 1 out plus one-way system and use hand sanitiser on exit
* No drinks will be supplied and no use of kitchen, so please bring your own
* Do not touch curtains, light switches, window catches
* Do not enter Meeting Room – this is not to be used
1. Exit Rehearsal
* All to exit via door at back opposite kitchen (this applies if anyone returns to their car for any reason and re-enter through main door using hand sanitiser)
* Sanitize hands before exiting
* Wear face coverings until outside
* Maintain safe distance in car park
1. Committee clear-up.
* Yvonne will clean light switches & sockets used, heating control, door handles, first aid kit if used, annexe cabinet surfaces (after locking) and any tables used
* Josie will clean any seats before collection & stow and clean toilet areas if used
* Yvonne and Rupert only to open equipment cabinet and move piano
* Catherine/Anne to ensure any disposable cloths etc to be placed into a bin bag and then put into blue bin in car park
* Yvonne to lock-up
1. COVID positive
* If any member is taken ill with COVID symptoms during rehearsal a Committee member to notify Sara Dyott.
* Any member with a positive COVID test within 14 days of attending a rehearsal to notify a Committee member immediately, who must inform Sara Dyott (01543 262300) and other members