**Kaleidoscope – Minutes of Committee Meeting 21st November 2022**

Present: Rupert Feld, Anne Mapley, Catherine Docherty, Josie Wilson, Lynne Walsh, Yvonne Ward

Apologies: Helen Klich

**1.COVID Safety**

As Covid numbers are on the dropping again. However, members are reminded to keep their distance. Windows will remain open during rehearsal (with the heating on). If a member is feeling ill or has been in contact with somebody who has Covid, be mindful of others, especially with a run up to the concerts. If any member isn’t happy with these arrangements, please speak to a member of the Committee.

**2. Music**

We will not take out a licence for ‘the Carnival is Over’ as we will no longer be using this in performances

**3. Christmas Events**

**Guildhall Concert Friday 16th December**

**Tickets & Publicity**

64 tickets have been sold so there are plenty more available.

**Anne** will distribute posters around the district and bring some more to rehearsal for members to distribute

**Rehearsals**

Folders will be handed out by **Jo** on November 30th to avoid clashing with the joint rehearsal

We intend to set out the chairs for our 1st joint rehearsal on 7th December as we will be sitting for the event – **Rupert** will put together a plan. At this rehearsal there will not be hot drinks to allow us to use the time to practise. Please bring your own drink as there will still be a short break

Where possible we will share lifts for the rehearsal at Streetly Methodist Church, Thornhill Road, Streetly B74 3EH on **9th December** – please see **Lynne & Josie** who have offered space in their cars. Arrival time for this is **7.30 pm**

**14th December** rehearsal at the Guildhall – arrival time is **7.30 pm**

**Event arrival times**

Committee and band – **6 pm**

All other choir members – **6.30 pm**

**Performance**

Uniform will be black with turquoise. Members are asked not to wear ‘silly’ Christmas accessories at this event

We will have a printed programme for the audience – **Rupert** to put together & print.

We will sit for any piece we are not singing as per the programme

**Anne** will print a disclaimer notice for allergens to be displayed with mince pies etc

Thanks to Josie’s son-in-law all our equipment is PAT certified and Rupert has checked that any the band is bringing is also certified.

**Anne** will arrange for the glasses to be available on 1Thursday 15th and **Lynne** will pick them up and chck them over

**Anne** will purchase 15 bottles each of red & white wine and transport this and the keyboard etc.

**Yvonne** will sort the soft drinks and mince pies.

**Helen** to bring tea towels,.

**Josie** to purchase serviettes and bring the Christmas tablecloths & bin bags

**Anne** will draw up an equipment, a task list for both Committee & volunteers and request volunteers from the membership

**Sunday 11th December Thomas Spencer Hall 7pm – Family & Friends Evening**

**Catherine** to complete a register of members who can attend the concert and print 80 tickets.

There is no charge for this concert as it will be for family and friends, but please book a place with Catherine as numbers are limited

Please bring donations for the hampers which **Josie and Lynne** will do – pamper & chillout items as well as Christmas treats

Uniform will be black with turquoise but feel free to wear ‘silly’ Christmas accessories

**Josie** will check raffle ticket supplies

**Josie** will purchase mince pies, shortbread and if necessary, squash, tea, and coffee. **Catherine** will supply milk

**Yvonne** will invite Mr and Mrs Coleman.

**Rupert** will print word sheets for any audience singing

**Josie’s husband, Kevin** will draw up an interval quiz and announce the answers just after the break. **Rupert** will print it.

**Josie’s daughter, Laura,** will call the raffle and help hand out the hampers

**Rupert** will compere

**Anne** will draw up a volunteer list for before, interval and clearing up

Arrival time for members – **6pm.** Doors at 6.45 pm

**4. Key**

**Anne** has the extra key for the church hall and the cabinets

**5. Website & Email**

**Anne** will add a privacy statement to the website as per GDPR. The password for members will be updated – so look out for that on an email

It was agreed **Rupert & Anne** will redevelop the site in the New Year to improve security and make it easier to maintain. **Lynne** will ask her brother-in-law to take photos we can use in the future at the Guildhall

**Anne** will check all emails and mobile numbers from members

**5.A.O.B.**

**Rupert** will put practise tracks together for some of the music we have not yet learnt – so look out for emails about that.

**Anne** will establish ‘free’ time at the hall when we might have another rehearsal

**Anne** will send a ‘Get Well’ card to Pat Brant, who has had an operation, and Christmas cards to Maddy & Chris Dixon – on behalf of all members

**6. Next meeting**

Next committee meeting Monday 12th December at Yvonne’s

**DATES FOR YOUR DIARY**

**Wednesday 7th December 2022 7.45pm – Joint rehearsal at Thomas Spencer Hall, Whittington**

**Friday 9th December2022 7.30 pm - Joint rehearsal with the Half Circle singers at Streetly Methodist Church, Thornhill Road, Streetly B74**

**Sunday 11th December 7.00 pm -Friends and Family Concert at Thomas Spencer Hall, Whittington**

**Arrival for members – 6 pm**

**Wednesday 14th December 2022 7.30pm – Rehearsal at Lichfield Guildhall**

**Friday 16th December 2022 7.30pm – Christmas Concert at Lichfield Guildhall**

**Arrival time Committee – 6 pm**

**Arrival time Members – 6.30 pm**

**Monday 13th February 2023pm – George Hotel for the Townswomen Guild**

**Wednesday 1st March 7.45 pm – Rehearsal at St Peters Church, Stonnall**

**4th March 2023 – St Peters Church, Stonnall**