**Kaleidoscope – Minutes of Committee Meeting 18th January 2024**

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

Apologies : Lynne Walsh

1. **Helen’s Funeral**

This will be 12.00 St Stephen’s Church Fradley

Please arrive at the church by 11.30

There is no parking other than on the street but there is a car park at the community hall (not the village hall). This is a few minutes walk and beyond the school and the village hall

Please wear uniform

Assemble on the ground floor of the Methodist Centre, Tamworth St, Lichfield. Entrance through the back from Backester Lane

**Christmas Concert – December 8th 7.30 pm**

**Rehearsal November 29th** at Thomas Spencer Hall

Chairs to be laid out in 3 rows x 14, backs to stage

**Anne & Rupert** will agree a seating plan for Kaleidoscope and chairs will have name labels

We will be joined by musicians, but possibly not many male voice choir members

**Rehearsal Saturday 2nd December** at Thomas Spencer Hall

Please bring your own drinks as we will not be serving refreshments

**Rehearsal Wednesday 6th December** at Lichfield Guildhall

Please arrive at 7.20 pm if possible and bring your own drinks.

We should finish 10.00 pm at latest so please ensure any parking covers this.

NOTE – most car parks in Lichfield now require payment 24/7

**Concert Friday 8th December** at Lichfield Guildhall

Members – please arrive at 6.15pm. The Ashmole Room, as last year, is available for us as a green room.

Warm up – 7pm in the Ashmole Room

Committee will arrive from 5.30 pm with supplies and equipment :-

**Anne** to transport piano, piano stand, bag of wiring, Amp, microphone, 2 music stands & percussion bag

**Catherine** to transport the platform

**Lynne & Yvonne** to transport the glasses, wine, soft drinks and nibbles

There will have to be max 3 cars into the rear unloading area

**Josie** to bring serviettes, paper cups & paper tablecloths

**Helen** to bring tea towels

**Anne** to ask for the access code for rear gate and caretakers telephone number.

**Phil M** will man the door and prep wine etc just before the interval

**Anne** will contact the council about the breakages deposit and the payment for PRS

**Rupert** to contact bass guitarist about PAT test - if necessary **Josie** can take the lead and get it tested

**Anne & Helen** will ensure dais is set out and any trailing wires etc are secured

Emergency Evacuation

**Rupert** to read out instructions at start of concert.

**Anne & Helen** will take responsibility for the front of the hall and any need to assist people with limited mobility, **Phil M** to take responsibility for the rear of the hall

**Lynne, Josie and Phil M** will staff the bar. **Anne** to contact the council for the form to be signed by them

**Anne** to print notices for ‘No under 18s’, ‘No nuts’, ‘Gluten free’, ‘Vegan’ and the alcohol licence. **Yvonne** will arrange for display as appropriate

**Yvonne** will print notices for fron row reserved seats – musicians, soloists + Bob

**Rupert** to mail programme order to members and all participants and print the final programme for distribution on the evening to the audience

**Rupert** to publish and pay for Wonderful Christmastime through Arrange Me

**Anne & Rupert** to compile a full list of composers, arrangers etc for the music for PRS reporting

**Catherine** will wash & pack glasses with the help of volunteers

Please add your name to volunteer list for the evening !

**Friends & Family Evening**

Can any members who have donations for hampers please bring them to the next 2 rehearsals at Whittington

**Lynne** has hampers, ribbon, cellophane etc and will make up hampers with **Josie**

**Cheryl & Lynne** will sell raffle tickets – **Josie** to check whether any need to be purchased

**Josie’s** family will fold tickets

We are pleased that Kirsty from ‘Kids like Us’ is coming with charity buckets

**Josie** will supply tablecloths & serviettes

**Catherine** will supply milk, coffee, squash and any nibbles needed

**Josie & Catherine** will check paper cup numbers and purchase if necessary. They will serve tea/coffee/mince pies etc with volunteers help

**Josie’s husband, Kevin** will do the quiz.

**Rotary Concert – March 16th 2024**

**Anne** will respond to the Rotary contact about a green room.

1. **Membership**

**Lynne** has written to Janet, but no response as yet.

**Helen** to email Anne Jones

1. **Next Committee Meeting**

Next committee meeting Thursday January 18th at Catherine’s

1. **AGM**

This is planned for Wednesday 31st January 2024

**DATES FOR YOUR DIARY**

**Thursday morning November 30th Lichfield Memory Café (in Lichfield Methodist Church)**

**Time – 11.00 am, arrive 10.40**

**Saturday December 2nd 2-4 pm – Rehearsal at Thomas Spencer Hall, Whittington**

**Wednesday December 6th 7.30 pm– rehearsal at Lichfield Guildhall – arrive 7.20 pm**

**Saturday December 8th 7.30 pm– Christmas Concert at Lichfield Guildhall**

**Members arrive 6.15pm**

**warm up 7.00 pm in Ashmole Room**

**Wednesday December 13th 7.45pm – Friends & Family Evening at Thomas Spencer Hall**

**Members arrival from 7.25**

**Wednesday December 13th – Last Rehearsal 2023**

**Wednesday 10th January 2024 – First rehearsal of 2024**

**Wednesday January 31st – AGM at rehearsal**

**Saturday 16th March 2024 – Concert for the Rotary Club of Lichfield**

**Saturday 20th April – Concert at St Peters, Stonnall**