



Vivace Chorus Annual General Meeting Agenda

Monday June 26th 2006 at 7:30pm at Onslow Village Hall, The Square, Wilderness Road, Guildford

(immediately following a buffet meal)

1. Apologies For Absence

2. Minutes Of The Previous Annual General Meeting

Held on Monday June 20th 2005 at 7:30pm at Christchurch Hall, Waterden Road, Guildford.
Consideration and adoption of the minutes, if agreed as a correct record.

3. Conductor's Report

4. Chairman's Report

5. Treasurer's Report & Presentation Of The Accounts

Consideration and adoption of the accounts, if agreed as a correct record.

6. Election Of Officers: Chairman, Secretary, Treasurer & Membership Secretary

The retiring officers are John Trigg, Miranda Champion, Bob Cowell and Noreen Ayton respectively. Nominations must be received in writing, duly proposed and seconded, including confirmation of the nominee's willingness to stand, by Monday June 19th 2006. A form for this purpose has been posted on the Vivace Chorus notice board.

At his sole discretion, the Chairman may accept additional nominations up to the time of the election.

7. Election Of Additional Committee Members

Neither more than eight nor less than four additional committee members are to be elected.

The following are the retiring Additional Committee Members: Jackie Alderton, James Garrow, Stephen Jepson, Alison Rawlinson, Rosey Storey, Michael Taylor, and Hilary Trigg. Nominations must be received in writing, duly proposed and seconded, including confirmation of the nominee's willingness to stand, by Monday June 19th 2006. A form for this purpose has been posted on the Vivace Chorus notice board.

At his sole discretion, the Chairman may accept additional nominations up to the time of the election.

8. Appointment Of Conductor

Jeremy Backhouse has indicated his willingness to continue.

9. Appointment Of Accompanist

Jeremy Filsell has indicated his willingness to continue.

10. Appointment Of Independent Examiner Of The Accounts

11. Any Other Business

Which must have been notified to, and accepted by, the Chairman, at least 48 hours prior to the meeting.

11.1 Date of the next Annual General Meeting

11.2 Draw for two free concert tickets - from responses to audience questionnaires

Registered Charity No. 1026337

Chairman: John Trigg, 13 Vicarage Gate, Onslow Village, Guildford, Surrey, GU2 7QJ ☎ 01483 566341

Secretary: Miranda Champion, End House, West Flexford Lane, Wanborough, Surrey, GU3 2JW ☎ 01483 810817

Treasurer: Bob Cowell, 1 Penhurst, Shores Road, Woking, Surrey, GU21 4HP. ☎ & 📠 01483 770896

Membership Secretary: Noreen Ayton, 51 Garrick Close, Hersham, Walton on Thames, Surrey, KT12 5NZ ☎ 01932 221918



Vivace Chorus Annual General Meeting Minutes

Monday June 26th 2006 at 7:30pm at Onslow Village Hall, The Square, Wilderness Road, Guildford

1. Apologies For Absence

- Apologies received from: Valerie Adam, Roger Barrett, Deborah Bayliss, Mary Broughton, Norman Carpenter, Jane Crane, Val Edwards, Josephine Field, Lucy Foster, Mike Golden, Barbara Hilder, Sheila Hodson, Stephen Linton, Mary Moon, Brenda Moore, Jean Munro, Penny Muray, Kate New, Penny Overton, Rosalind Plowright, Ann Sheppard, Maggie Smith, Phil Stanford & Pamela Woodroffe. 73 people attended.

2. Minutes Of The 2005 Annual General Meeting

- Minutes had been circulated prior to the meeting.
- Minutes were signed as a true record and copies placed on file.
- Matters arising: the Publicity Team is now taking responsibility for articles/critiques in local press.

3. Conductor's Report

This has been an unsettled year, some of which was due to Jeremy Backhouse trying to balance being conductor of two choirs (Vivace Chorus and Vasari Singers), family life and a new job. For example he was not being able to do auditions before rehearsals, and has been taking fewer rehearsals. Jeremy's enthusiasm for the Vivace Chorus is undiminished and he has tried hard to find the right balance between the various calls upon his time. He has, on occasions, felt under-prepared for rehearsals and concerts and it is difficult to find time for audition reports and programme planning. The Francis Pott concert was a casualty of these problems. For various reasons it was not possible for the Vasari Singers to sing with the Vivace Chorus and Jeremy communicated this too late to the Committee. There was also insufficient time to prepare the score to conduct the Philharmonia Orchestra and this was another reason for the postponement. The Committee has been very supportive during this period and has been very helpful in finding ways around the problems. Many thanks are due to the Committee, particularly John Trigg. We are over the worst of the problems now and Jeremy is resolving the issues of insufficient time. This means that Jeremy Filsell will take some of the rehearsals in future and next year should be more stable. The standard of singing has not diminished - in many ways it has improved!

• 2005-2006 Season Review

- **Vivaldi Gloria at St. Martins in the Fields, June 2005** - This was a valuable association with Brandenburg Sinfonia and a good opportunity to sing in a London venue.
- **Last Night of Proms at Fairfield Halls, September 2005** - Very beneficial to the choir to get its name known outside of Guildford.
- **Hymns and Psalms at Guildford Cathedral, October 2005** - On reflection this was not a good title because it did not accurately convey the musical content of the concert. We need to think carefully in future about concert titles. We have been advised that having concert titles is beneficial in respect of marketing the choir.
- **Mayor's Christmas Concert at Holy Trinity Church, December 2005** - Holy Trinity is a wonderful place to sing, with a great acoustic, and the concert is an opportunity for the audience to hear the choir voices with minimum accompaniment.
- **Pillars of the Baroque at Guildford Cathedral, March 2006** - Zadok the Priest was wonderful. Bach Cantata came off very well and was very exciting. Bach Magnificat was sung well despite the number of semi-quavers! The soloists from the Royal Academy of Music were excellent and we will repeat the invitation next season.
- **Trials & Tribulation at Guildford Cathedral, May 2006** - Evening Hymns, Mozart Requiem and Haydn Mass. Including the Humphrey Clucas Evening Hymns maintained the strand of CCCC and suited the programme well. Humphrey Clucas was very pleased with the choir's performance of his work.

- **Future Concerts**

- **November 2006** - a romantic German programme. Bruckner Te Deum, preceded by Schicksalslied by Brahms and Hugo Wolf's Der Feuerreiter, Eifenlied and Morgenhymnus. Brandenburg Sinfonia will play Brahms Violin Concerto and there will be soloists from Royal Academy of Music.
- **December 2006** - The Mayor's Christmas Carol Concert at Holy Trinity.
- **March 2007** - Concert entitled Music Makers: Blest Pair of Sirens by Parry, Vaughan Williams Serenade to Music and The Music Makers by Elgar. We will be accompanied by the Forest Philharmonic who will play Vaughan Williams' Lark Ascending. Elgar Sea Pictures (for contralto and orchestra) will also be performed.
- **May 2007** - Contemporary Choral Classics Cycle: Will Todd's Mass in Blue (a Jazz Mass with a gospel style soprano solo). There will be a jazz trio who will also perform some instrumental music. We will sing John Rutter's Gloria in the first half. There will also be three of Will Todd's Church Anthems with piano accompaniment, and A Little Jazz Mass by Bob Chilcott will start the programme.

- **Thank You's**

- Thanks to Jeremy Filsell, as ever, for his superb support both playing and conducting.
- Thanks to the committee and John Trigg and to the choir for responding so well to Jeremy Backhouse as Music Director.
- Jeremy Backhouse feels sure next year will be a success. He will liaise with Jeremy Filsell before rehearsals to ensure both agree about breathing, pronunciation of words, dynamics etc.
- We were unable to get a children's chorus for Hymn to Jesus by Holst as we were let down at the last minute. We may do this work some time in the future.

4. **Chairman's Report**

- Thanks to Jeremy Backhouse who has done a lot of work on the programme for next year.
- It is good to see our name in London and in other venues outside Guildford, Fairfield Halls for example. Although Vivace was originally a stand-in for this event last year, we are now their chosen choir and have been invited to sing again in September. As many singers as possible can sing at that venue.
- We need to continue to get the cathedral full and every member must do their best to sell the tickets.
- Jeremy Backhouse has been candid about problems we have had this year, which led to some unsettlement. Some people were worried that Jeremy was going to leave and others expressed their irritation about the situation. The Chairman fully supports Jeremy who is a wonderful musician and makes our hobby interesting and enjoyable, and the intention is to continue to maintain the choir and make further progress. Jeremy is very well thought of by various musicians both professional and amateur and we are fortunate to have him as our Conductor and Music Director.
- This is our second year as Vivace Chorus - all who have attended our concerts have said how good they have been. We have many positive and complimentary comments following each concert, so we have a lot to be proud of.
- **Freiburg** - We have made good friends with the group in the past and have felt that this is a worthwhile link. However, the last time we attended was not such a positive experience. The Freiburg chairman made very negative remarks regarding Vivace's standard of musicianship. There were other negative comments made. This does not bode well for the future. We will continue to invite them to sing with us but it is important that the choir membership know what happened. (Other choir members said that they had had a different experience and were made to feel welcome and had had a more positive experience.)
- **Thank You's** - Thanks to all Committee members who do such a lot of work. Stephen Jepson is sorely missed by the committee and we send him our best wishes. He did such a lot for the choir and we keep finding gaps that he used to fill. Noreen Ayton has retired as membership secretary after 11 years of very hard work and we thank Noreen very much for all her efforts and efficiency. Noreen will remain as a committee member and will take care of the Methodist Hall bookings. Miranda Champion is also retiring as Secretary but would like to remain on the committee. Bob Cowell does a huge amount behind the scenes as Treasurer and many thanks to him. Hilary Trigg does a lot of work on publicity and we thank her very much for that. Michael Taylor does a great job selling the tickets. Hilary Minor prints the tickets and we need someone to take over that job. Christine Medlow puts in a huge amount of work for us as Librarian and we are very grateful to her. Lesley Scordellis did a lot of work writing to various people for sponsorship and Hilary Minor made big efforts to get an Arts Council grant which unfortunately was not successful. Programme production team - very good work on this. Chris Alderton does an excellent front-of-house job. Thanks to everyone who helps the choir and who has not been named personally here.
- **Association of Surrey Choirs** - organisation that manages the staging. Stephen Jepson was a member of this and was instrumental in getting the staging made. John Trigg was elected chairman of this group and we now have prime dates for cathedral bookings for next season and authorization to display a banner to advertise our concerts near the cathedral. Concert dates are on the website, members are asked to put them in their diaries to avoid clashes.

5. Treasurer's Report & Presentation Of Accounts

- A copy of the Treasurer's Report and the Accounts is on file.
- Full copy of report appended to these minutes
- We need to sell 600 tickets at each concert to break even. We get a grant from Guildford Borough Council each year but they have many organizations to support and we need to be self-sufficient.
- Chris Robinson proposed that the accounts be accepted, Mike Dudley seconded and accounts were adopted unanimously.

6. Election of Officers: Chairman, Secretary, Treasurer & Membership Secretary

- Officers were nominated, proposed and seconded via a Nomination Form which is held on file.
- Votes were unanimous, with no abstentions.
- Elections were as follows: Chairman - John Trigg; Secretary - no nominations; Treasurer - Bob Cowell; Membership Secretary - Jane Sweeney.

7. Election of Additional Committee Members

- Additional Committee Members were nominated, proposed and seconded via a Nomination Form which is held on file.
- Votes were unanimous, with no abstentions.
- Elections were en bloc as follows: Jackie Alderton; Miranda Champion; James Garrow; Michael Taylor; Hilary Trigg; Rosie Storey.

8. Appointment of Conductor

- All were in favour of appointing Jeremy Backhouse.

9. Appointment of Accompanist

- All were in favour of appointing Jeremy Filsell.

10. Appointment Of Independent Examiner Of Accounts

- Janet James was proposed by Michael Dudley, seconded by James Garrow, with all in favour.

11. Any Other Business

- **Staging** - see document in Appendix One. Chris Robinson proposed that the choir outsources this job to the Yvonne Arnaud stage crew. Robin Privett seconded and all were in favour. Thanks to Events committee for organising this.
- **Insurance** - does not cover those over 65, but in any case only insures major injury such as loss of limb, eye etc. or loss of life.
- **Post-Concert Party** - With regard to the party held at the end of the 2006 season, members were not impressed with food, there were not enough seats and there was a long queue for drinks. There is another room at Wates House, which would be more conducive to conversation. Members commented that the idea of an end of year event was good if the various issues could be dealt with and improved. Wates House is a convenient venue but Vivace Chorus needs to be more demanding in its requirements. A vote on whether we should continue with post-concert parties revealed as many members for the idea as abstentions. The Committee will consider this further.
- Next rehearsal 4th September 2006. The 11th September 2006 rehearsal will be for the Last Night Of The Proms concert. Rehearsal for St. Martin in Fields is on 10th July 2006. All at the Methodist Church.
- Many thanks to JT for all the work he does for the choir.
- **Prize Draw** - the winner of the prize draw, from responses to audience questionnaires, was Sue Waters of Woking, Surrey.
- Date of next AGM is 25th June 2007, to be confirmed.
- Meeting closed at 10.00 p.m.

VIVACE CHORUS
(Registered Charity No.1026337)
REPORT AND ACCOUNTS FOR THE YEAR ENDED 30TH APRIL 2006

Report of the Hon. Treasurer

1. This will be a summary report on the accounts. A full version of the accounts and report to the Charity Commission is available for anyone to view.
2. This year we had a deficit of £442 against a surplus last year of £1,850. This is mainly due to reduced concert losses. Income from tax refunds was little changed at around £3,102. The Borough increased its contribution to the Choir from £2,620 to £2,680 in line with inflation. Income from Patrons and Friends was fractionally up on last year at £1,465.
3. The Concert Sub-Account summary is as follows:-

	Income	Expenditure	Profit/(Loss)
The Armed Man	£10,456	£10,783	(£327)
Hymns & Psalms	£4,643	£11,025	(£6,382)
Pillars of the Baroque	£9,588	£10,484	(£896)

The concert programme therefore had a deficit of £7,605 (£10,927).

4. Fundraising activities made a profit of £1,054 (£1,226).

The net fundraising proceeds were as follows:-

100 Club	£580
Small Change	£ 38
Drinks	£285
Socials	£131
Goods	£ 20

Many thanks to all those involved.

5. Rebranding

The cost of rebranding is difficult to quantify. In previous years posters have been designed by a member of the choir but this year we have outsourced the design. There have been no identifiable logo design costs since these have been incorporated in the cost of producing the prospectus and posters. Direct rebranding costs are £1,950 made up of £1,500 for designing and setting up the website, £270 for the new labels for our music folders and £180 for new letterheads.

Total publicity costs have been £2,964 this year as opposed to £3,326 last, so the cost of rebranding has been significantly lower than the £4,500 budgeted for the exercise.

6. Looking to the future, the choir continues to be in a sound financial position with reserves slightly reduced at a little over £55,500.
7. Finally, my thanks to Janet James for her work as Independent Examiner of the accounts. Janet has agreed to be our Independent Examiner for the next financial year.

Bob Cowell, Hon.Treasurer, 26 June 2006

Appendix One

Vivace Chorus: Staging Proposal

This proposes new plans for handling the staging at Cathedral concerts. John Trigg wants to have a discussion of the subject at the AGM, followed by a head count of opinions. Subsequently all choir members (including those not at the AGM) would be canvassed for their views. According to our Constitution, the Committee must decide what if any changes should be made.

The Events team has identified three possible approaches, as follows:

1. Continue as we are.
2. Increase our annual Subscription by £18 and pay professionals to do the staging for us.
3. A hybrid approach: increase the Sub by £10 and use the money to pay our own volunteers.

1. Continue as we are

A heroic band of regular volunteers have been doing the job for us, led by John Trigg. He lays out the structure, controls the various stages of the operation, and checks the structure for safety when finished. It takes about 90 minutes to rig or de-rig, plus travelling time to and from the Cathedral. We have to ask for additional volunteers because there are not enough regulars. It is difficult to muster a full team, especially for the de-rig after the concert. Not only is it often cold, wet and windy in the Cathedral car park late at night, when people are already tired, but also many people have sold tickets to guests and need to get away to look after them, hold post concert parties etc.

Many choir members dislike the process of calling for volunteers, especially being harangued on Monday evenings. They feel they ought to volunteer but don't want to, or actually can't (e.g. time pressures or medical conditions). The idea of requiring that every member of the choir must do at least one rig or de-rig during the season is attractive, but would be impossible to execute fairly. People give so many excellent reasons for being excused. Bad backs? Need to look after guests who bought tickets? Do a lot of other work for the choir? These are genuine all right and there are many other variants. Sorting them out would take the Wisdom of Solomon, but if they were all excused we would not be left with a fair rota for doing the work.

However with a bit of a struggle we could probably continue as we are. We have recently found that enough volunteers usually come forward if we put out an e-mail request. It is understood that Guildford Choral Society work with volunteers much as we do.

2. Pay professionals

Hilary Minor has found a team of professionals from the Yvonne Arnaud theatre who would do both rigging and de-rigging for a cost of about £6 per choir member per concert (i.e. £735 incl. VAT divided between our 125 members). These people do this kind of thing for a living, and they appear thoroughly reliable. They would only be interested in doing the whole job, both rigging and de-rigging, not half the job. We tested them for the Clucas/Mozart/Haydn concert and the system worked perfectly. John Trigg had to supervise and Hilary Minor monitored the process, but if we put the YA team on the job regularly, it seems likely that in due course they could do it without any supervision. Several choir members have praised the system and think we should use it permanently. It would add £18 to our annual sub, and we should be aware that the cost will rise slowly over the years because the YA team are on the national BECTU pay scale.

It is suggested we should only use the Pros for the three cathedral concerts. The Holy Trinity concert should continue to be staged by our own volunteers. The key reasons are our desire to keep the rise in subs down from £24 p.a. to £18 p.a., and the availability of extra help from Rotary members (which should be made a condition of our doing the concert).

3. Pay our own volunteers

This is an ingenious idea thought up by Hilary Minor. The idea is that if people did not want to see their subs rise, we should make it possible for them to win the money back by volunteering once a season for a rig or a de-rig. Volunteers would be paid £15 for a rig or £15 for a de-rig. Assuming 20 volunteers per session, this would cost us £600 per concert or £1,200 for all three cathedral concerts, paid for by a £10 rise in choir annual subs. Anyone who volunteered could offset the rise in their sub by doing just one staging session. If they negotiated to do all six, they could almost pay for the cost of their total annual sub. It is possible that there would be competition for volunteering, and we might have to ration volunteers. A nice problem to have, but unlikely. It would be good to give our heroic regulars a decent thank you for all their work. The Holy Trinity concert would rely on unpaid volunteers, on grounds that the proceeds go to charity.

The logistics would require the Events team to collect names of volunteers in advance, record the names of people who actually turned up and did the full job, get a cheque from the Treasurer, cash it, pay out £15 per volunteer in cash at the end of the rig or de-rig, and get signatures to prove the payments for the auditor. It's messy but could be managed.

Other possible alternatives

The Events team has looked at many other ideas, most notably finding other volunteers either paid or unpaid, such as boy scouts. None of these has been found practicable or reliable, and the Events team feels it has exhausted the alternatives. If any choir member now feels there is a better idea which should be looked into, the Events team respectfully requests that they should do the research themselves and come up with their own plan, and not ask the Events team to do any more work.

Decision process

On balance, most of the Events team would recommend that we change to employing Professionals. The de-rigging is seen as a particular difficulty, especially if we want to repeat the end-of-season choir party. Using Pros would be a total solution which eliminates all problems except the rise in Subs. However the Committee needs to gauge the feeling of choir members before coming to a decision. Please come to the AGM ready to express your views. It is hoped this can be done without acrimony. We simply need to know what the majority of people think we should do for the best, but for choir harmony it needs to be a big majority.

John Britten (Chairman, Events team)

VCStagingAGMProposals



VIVACE CHORUS

BALANCE SHEET as at 30th April 2006

	Note	2006 Unrestricted Funds £	2005 Unrestricted Funds £
Fixed Assets			
Assets account (Piano)	4	500	500
Current Assets			
Stock	5	919	1,134
Debtors	6	4,116	4,019
Cash at bank and in hand	7	54,010	56,004
Total Current Assets		59,045	61,157
Creditors: Amounts falling due within one year	8	(3,977)	(5,647)
Net Current Assets		55,068	55,510
Total assets less current liabilities		55,568	56,010
Net assets		55,568	56,010
Unrestricted income funds			
Total Funds		55,568	56,010

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30th APRIL 2006

These accounts have been extracted from and are consistent with the full accounts of the Vivace Chorus, which are available to members on request. The independent Examiner's statement accompanying the accounts indicates that there are no areas of concern that need to be drawn to the attention of the members.



VIVACE CHORUS

STATEMENT OF FINANCIAL ACTIVITIES FOR 2005/6

	Unrestricted Funds		
	2005/2006	2004/2005	
INCOMING RESOURCES	£	£	£
Borough Grant	2,680		2,620
Donations	26		12
Friends	35		40
Patrons	1,430		1,381
Subscriptions	10,030		10,380
Tax refunds (Gift Aid/Covenants)	3,102		3,180
Total Donations and subscriptions		17,303	17,613
Concert Income	24,686		23,437
Net. Music Account contribution			45
Total income from activities in furtherance of objectives		24,686	23,482
Income from activities for generating funds	1,801	1,801	1,931
Gross Interest	2,836	2,836	2,117
TOTAL INCOMING RESOURCES		46,626	45,143
RESOURCES EXPENDED			
Fund raising costs			
100 Club prizes	680		680
Stock write-off	27		
Other fundraising costs	40		25
Sub-total		747	705
Direct charitable expenditure			
Concert Expenses	30,169		32,666
Rehearsal Costs	10,703		9,455
Net cost of music	31		
Sub-total		40,903	42,121
Concert Support Costs			
Publicity	2,093		2,118
Sub-total		2,093	2,118
General Administration costs			
Miscellaneous Admin costs	2,133		471
Presentations	56		65
General Publicity	877		1,208
Subscriptions to other bodies	259		306
Sub-total		3,325	2,050
TOTAL RESOURCES EXPENDED		47,068	46,994
NET INCOMING RESOURCES FOR THE YEAR		(442)	(1,851)
TOTAL FUNDS BROUGHT FORWARD		56,010	57,861
TOTAL FUNDS CARRIED FORWARD		55,568	56,010