



Executive Committee Meeting 2018

10:00am Sunday 15th July 2018

Flowers Band Room, Gloucester.

1. Present

Mike James (Chair); Robert Morgan (Vice Chair); Kevin Ford (Contest Secretary); Sharon Stratford (Treasurer); Samantha Ford (Webmaster/Minutes); Ian Ford (Trophy Officer); Roger Stratford (Exec); Karin Lythell (Exec)

2. Apologies

Peter Dillon (Exec)

3. Confirm Minutes of Previous Executive Meeting 20th May 2018

- **ACTION:** *Kevin, Samantha, and Kerry* compile county booklet to give to bands when making personal appearances from bullet points (benefits) created by Karin and approved by Samantha. **KF, SF**
- **ACTION:** *Samantha* to put initials against actions for clearer reading and put summary of actions at the bottom of minutes.
- European links with BBE ongoing, waiting for date
 - **ACTION:** *Robert* to confirm European dates in future **RM**

Minutes of Executive meeting 20th May 2018 approved

Proposed Mike James

Seconded Robert Morgan

Accepted

4. Matters Arising for Executive Meeting

- Honorary for secretary £150 confirmed by Sharon (Treasurer), Robert Morgan nominates Samantha for secretary position and suggests raise to £200 pa to be approved at next AGM.
Samantha unable to fulfil position until 1st October due to completion of Master's degree.

Proposed Robert Morgan

Seconded Ian Ford

- **ACTION:** *Samantha* to send out final minutes to GBBA Exec meeting with all details and, once confirmed, then publish the minutes on the website, excluding the financial position. **SF**

5. Newsletter

- **ACTION:** To be completed by Wednesday 18th July 2018, including bursaries for NYBBGB (National Youth Brass Band of Great Britain), NYBBW (National Youth Brass Band of Wales), and GYBB (Gloucestershire Youth Brass Band) participants.

KL

6. Website

- Members Area - Test run exclusive members area on website

ACTION: *Samantha* to create password protected members only area on website including:

SF

- Newsletters
- Minutes inclusive of financial position information
- Bursary/grant application form
- **ACTION:** *Samantha* to prompt committee for ideas for material to send to members exclusively

SF

Proposed Samantha Ford

Seconded Kevin Ford

- Perhaps we could release the exclusive material at a later date to all audiences on the website but members get first exposure

7. Grants & Bursaries

- Need for a policy for how much money GBBA band members are given in support for events
 - **ACTION:** *Samantha* to correct current funding statement on website with capitals for 'band' and add 'up to a maximum of £100'

SF

- Form should be created for applications to be submitted to committee, which should be accessible solely on the proposed 'members only' area of the website
 - Section at bottom for OFFICIALS USE ONLY
 - Send around to committee for approval
 - Inspired by Brimpsfield template: <http://www.brimpsfield--music--society.co.uk/>
 - **ACTION:** *Kevin* to design form for financial applications

KF

8. Correspondence

- Discussion on possible amalgamation of association contest (GBBA, SWBBA, and Wessex) in Torquay's RICC (Riviera International Conference Centre) for GBBA member bands in November 2018, including: own choice 2-4, training bands 10-minute programme. Proposed two-day contesting event with scratch or named band or massed band performance. Some points were made against possibility, such as:
 - Expensive for member bands to travel (i.e. coach fees)
 - Wychavon Contest on the same day

9. Own Choice Contest 18th November 2018

- Closing date 1st October 2018
- Venue and adjudicator booked
- Team of volunteers discussed
- Percussion to be provided by Lydbrook Band at agreed fee
- Refreshments to be provided by Forest of Dean Brass (George Stratford)
- **ACTION:** *Kevin* will send out advertisements for the contest again **KF**
- **ACTION:** *Kevin* to check venue booking is confirmed for contest **KF**
- **ACTION:** *Robert* to contact Mark Lythaby to be photographer for the day and take some new photographs for the website **RM**

10. WEBBA Meeting - September 2018. Additional items to discuss:

- Already suggested:
 - Request for conductors podium for contest
 - Pre-draw for appropriate sections
 - GDPR - Concerns over what is required
- Additional suggestions:
 - Child Performance License required for children to perform 4 times every 6 months (across all performance hobbies, i.e. band, ballet, football, etc.); if performing more, children require a more specialist license, accessible through Gloucestershire County Council online
 - Chaperone required unless child's parents are present and in-sight, and training required for chaperones
 - Contest organiser is responsible for checking that child performance license is in place for each band that perform at the competition, and needs to be integrated into the entry form
 - Additional license for licensed premises, e.g. Torquay
 - **ACTION:** *Karin Lythell* to send email on behalf of GBBA behalf to BBE for assistance on child performance license and to inform member bands that they need this license in place **KL**

Proposed Robert Morgan

Seconded Kevin Ford

11. Safeguarding

- Pete Dillon to complete outstanding actions:
 - **ACTION:** *Pete* to create safeguarding 101 document for next meeting to discuss organising talk at next forum **PD**
- In the meantime, **ACTION:** *Samantha* to encourage member bands to look to GBBA Band Aid and BBE website for free safeguarding policy **SF**

12. Actions List

- **ACTION:** *Kevin* to suggest to bands how to advertise their ensemble and put forward considerations, such as Facebook and newspapers, local paper (Forest Review), and Gloucester Radio **KF**

- Carry forward actions outstanding or ongoing on action list, see bottom of document

13. AOB

- Thanks to Minute Taker (Samantha)
- Thanks to Flowers Band/GAM for meeting venue
- **ACTION:** *Kevin* to build photograph permission and consent into registration for contest **but** *Pete* to check about public space permission **KF, PD**
- GYBB: waiting for Steve Legge to provide information about course

Executive Committee meeting on 14th October 2018, 10am start, Flowers Band room.

Meeting closed at 12pm.

Minutes **agreed/accepted** **and**
signed (Chair)

Date.....

SEE ACTION SUMMARY ON NEXT PAGE

Action Summary > by member:

NOTE: The action summary includes outstanding or ongoing actions from previous meeting/s.

All Members:

- **ACTION:** All exec members read *brass banding* document and link to website and advertise to member bands as a recommended

Joint Members:

- **ACTION:** *Kevin, Samantha, and Kerry* compile county booklet to give to bands when making personal appearances from bullet points (benefits) created by Karin and approved by Samantha. **KF, SF**

Robert Morgan (Vice-chair):

- **ACTION:** *Robert* to contact Mark Lythaby to be photographer for the day and take some new photographs for the website **RM**

Kevin Ford (Contest Secretary):

- **ACTION:** *Kevin* to suggest to bands how to advertise their ensemble and put forward considerations, such as Facebook and newspapers, local paper (Forest Review), and Gloucester Radio **KF**
- **ACTION:** *Kevin* to design form for financial applications **KF**
- **ACTION:** *Kevin* will send out advertisements for the contest again **KF**
- **ACTION:** *Kevin* to check venue booking is confirmed for contest **KF**

Samantha Ford (Webmaster & Minutes):

- **ACTION:** *Samantha* to put initials against actions for clearer reading and put summary of actions at the bottom of minutes. **SF**
- **ACTION:** *Samantha* to send out final minutes to GBBA Exec meeting with all details and, once confirmed, then publish the minutes on the website, excluding the financial position. **SF**
- **ACTION:** *Samantha* to check wix.com email annual subscription and close **SF**
- **ACTION:** *Samantha* to clarify with members the purpose of Facebook group and page **SF**
- **ACTION:** *Samantha* to create password protected members only area on website including: **SF**
 - Newsletters
 - Minutes inclusive of financial position information
 - Bursary/grant application form
- **ACTION:** *Samantha* to prompt committee for ideas for material to send to members exclusively **SF**

- **ACTION:** *Samantha* to correct current funding statement on website with capitals for 'band' and add 'up to a maximum of £100'
SF
- **ACTION:** *Samantha* to encourage member bands to look to GBBA Band Aid and BBE website for free safeguarding policy
SF

Karin Lythell (Member):

- **ACTION:** To be completed by Wednesday 18th July 2018, including bursaries for NYBBGB (National Youth Brass Band of Great Britain), NYBBW (National Youth Brass Band of Wales), and GYBB (Gloucestershire Youth Brass Band) participants.
KL
- **ACTION:** *Karin Lythell* to send email on behalf of GBBA behalf to BBE for assistance on child performance license and to inform member bands that they need this license in place
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