



Executive Committee Meeting 2019

10:00am Sunday 20th January 2019

Flowers Band Room, Gloucester.

1. Present

Mike James (Chair); Samantha Ford (Secretary/Webmaster/Minutes); Kevin Ford (Vice-Secretary, Contest Controller); Sharon Stratford (Treasurer); Ian Ford (Trophy Officer); Roger Stratford (Exec Member); Karin Lythell (Exec Member & Gloucestershire Music Liaison)

2. Apologies

Robert Morgan (Vice Chair)

3. Confirm Minutes of Previous Executive Meeting 14th October 2018

Proposed Mike James

Seconded Samantha Ford

Accepted

4. Matters Arising for Executive Meeting

- Previous actions discussed
- Covered safeguarding at WEBBA; more information and support needed for bands
 - **ACTION:** *Samantha* to publish child performance link to GBBA website (webmaster) **SF**
- Safeguarding workshop with Gloucester Council representative for member bands included at AGM
 - **ACTION:** *Samantha* to organise AGM date **SF**
 - **ACTION:** *Karin* to email Gloucester Council representative to come in and talk to member bands at AGM once date is decided **KL**
- Need to notify Gloucester Council about GBBA contest
 - **ACTION:** *Karin* to contact Gloucester Council about GBBA contest for safeguarding and performance license **KL**
- **ACTION:** *Future action* we need to elect safeguarding officer for GBBA prepared to be at GBBA contest **Future action**

5. Financial Position (01.01.2019)

- HSBC Current Account: A healthy balance was reported
- HSBC Deposit Account: A healthy balance was reported

6. Lydney Workshop, October 2018

- Successful with Tom Davoren
- Made a loss but GBBA's contribution was much appreciated and helped run the event
- Severnbanks to be booked as venue with a different date in October 2019
- Put up GBBA banners for event next time
- Kevin requests GBBA support for £100 for next workshop; to apply to GBBA for funding; to be discussed at next AGM
 - **ACTION:** *Samantha* to investigate form for applications for funding from GBBA **SF**

7. GBBA Contest, November 2018

- Maintained a number of band entries and organisation was successful
- Great feedback from bands who entered
- Toilet paper ran out – on-duty receptionist/site manager is supposed to manage
- Results to be announced after each section at next contest to heed feedback from bands from outside Gloucestershire having far to travel
- £10.00 for practice room from Lewis Merthyr as yet unpaid
 - **ACTION:** *Kevin* to chase up payment from Lewis Merthyr **KF**
- Discussed potential of using other hall for training bands but there are a few issues including a broken lift, fire doors, and extra manning of the room
- How to manage Forest of Dean Brass' (FoD Brass) refreshment sales; it was suggested that FoD Brass do not charge GBBA for refreshments
 - **ACTION:** *Sharon* will discuss arrangement of refreshments at GBBA contest with FoD Brass **SS**
- Loss for contest discussed; accepted by GBBA
- Put out donation box for programmes

8. Gloucestershire Youth Brass Band (GYBB), January 2019

- Very successful with full band and content staff and helpers and visitors
- GBBA banners to be put up at event next time
- More tutors needed for smaller sectionals – use GBBA committee members who turned up
- All GBBA committee members supported event on both days and were well represented
- Suggest to GM to provide better mouthpiece for Morris, Philip Harper's son, on bass
- Increase in members registered for band resulting in an increase in pay for staff, which was covered by Ian Evans' addition for percussion sectional
- GBBA ring-fence £100 for next GYBB event
- Suggested that Steve could ring-fence GYBB's profit for brass; decided that effort by Steve means we should not worry about profit

- Events for GYBB discussed from Steve Legge:
 - Friday 5th July is Music For Youth event at Symphony Hall, Birmingham; youtube recording of GYBB put on GBBA/GM website; transport provided at a cost; bursaries available; rehearsal, travel, play in slot in the tent outside MFY, and hear bands on main stage
 - Joint concert with Brass for Africa and Winton Marsalis on Saturday 13th July for GYBB, GYJ, and GM Brass Ensemble, through collaboration between GM, Brass for Africa, and Cheltenham Music Festival, with Gloucestershire Youth Jazz ensemble performing pre-concert and in interval, afternoon rehearsal and evening concert, DO NOT RELEASE THIS ON SOCIAL MEDIA
 - GYBB to be a bi-annual workshop
 - For the above events, there is no funding required from GBBA, except for the January course
- GBBA accepts Steve's proposal for future GYBB events
 - **Proposed** Karin Lythell
 - **Seconded** Kevin Ford **Accepted**
- Piet Visser wants to come back to conduct at next GYBB workshop; supported by GBBA
- Max Ireland wants to set up percussion ensemble with GYBB

9. Forum: Youth Development Day, January 2019

- Conducting workshop was successfully managed by Ian Porthouse stepping in for Tom Davoren's absence due to funeral
- More structure needed for discussion with Netherland and Lithuanian representatives and more engagement needs to be encouraged from audience
- Survey to send out to delegates who attended event for feedback
 - **ACTION:** *Karin* to give Steve a head's up for survey feedback **KL**
 - **ACTION:** *Samantha* to create survey and send out to delegates via Steve Legge, GM **SF**

10. Brass Bands England AGM

- Propose Robert Morgan attends; vote by proxy
 - **ACTION:** *Robert* to attend BBE AGM or vote by proxy **RM**
- BBE funding for future GBBA support for GYBB or forum event
 - **ACTION:** *Robert* to try to get BBE funding **RM**
- Concerns raised over brass band associations having fewer members joining whilst BBE gains power with free incentives
 - **ACTION:** *Samantha* to pitch GBBA membership to James Bryant, band manager of Filton Concert Brass for social media exposure and representation at WEBBA **SF**

11. WEBBA Meeting, 19th January 2019

- GBBA's support for GYBB and Youth Development Day admired by other brass band associations
- Future of Rivera Centre is unknown but booked by WEBBA until 2024
 - **ACTION:** *Karin* to confirm dates for future contests on WEBBA website (from 2020)
- KL**
- Spring Military Academy course details to be forwarded to Associations
 - **ACTION:** *Samantha* to distribute information/advert about Spring Academy for marching bands to GBBA member bands and share on social media
- SF**
- More publicity for public given to Area contest:
 - Radio Devon 'Sounds of Brass' asks for phone-in chat about Area
 - Making Music newsletter named 'High Notes' that GBBA are part of, which can be accessed through BBE
 - **ACTION:** *Karin* to chase up access to High Notes
- KL**
- WEBBA may give money to GBBA from September 2019
- Advertising slots available in the WEBB Area programme
 - **ACTION:** *Samantha/Kevin* to ask member bands
- SF/KF**
- Payment via card machine at Area was so successful last year Treasurer has purchased a second machine; both available to Associations to borrow
- Safeguarding Policy to be placed on website shortly. Bands' responsibility to ensure they have a DBS Chaperone in place for Vulnerable people during the contest. Bands should also have details relevant to their county for Child Performance Licenses. Each band must submit a chaperone name and their chaperonees and a copy of their DBS certificate to satisfy wristband entry checks if chaperone is not a bandsman
 - **ACTION:** *Kevin* to notify member bands that if they are competing they need to submit the name of their chaperone and the chaperone/s and a copy of the chaperone's DBS check in order to enter backstage with chaperonee
- KF**
- Trainee adjudicator in fourth section will have own box and is not involved in decision-making but will learn from adjudicating process
- Looking into a new company to trial all recordings, with each band being emailed a copy of their recording before the end of the weekend.
- Draw and start times would be placed on WEBBA website.
- Requested again that it is made known at the draw if the lift is required on the Saturday. Also mark on the stage plan if a wheelchair will be used.

12. Website/Social Media

- GBBA Twitter followers have doubled from 60 to 120 since last AGM
- Good engagement with Facebook posts across page and group
- Blog is updated frequently
- GYBB and Youth Development Day publicity via 4barsrest, Brass Band World magazine, GBBA website, Gloucestershire Music Facebook, GBBA Facebook and Twitter
- **ACTION:** *Samantha* to sort out member zone on website to release by end of 2019

SF

13. Newsletter

- **ACTION:** *Karin/Ian* to sort out newsletter to include GBBA events, WEBBA meeting, and other news from member bands
- **ACTION:** *Kevin/Samantha* to send Karin and Ian noteworthy engagements for member band to feature in newsletter

KL/IF

KF/SF

14. Next Steps

- **ACTION:** *All* to consider next steps and future directions of GBBA by end of January 2019
- **ACTION:** *Kevin* to compile list of next steps to discuss in the next meeting

ALL

KF

15. AOB

- Proposed AGM at Colwell Arts Centre, Sunday 21st April 2019, and contact Steve Legge for booking
- **ACTION:** *Samantha* to contact Steve Legge regarding AGM at Colwell Arts Centre on Sunday 21st April

SF

Executive Committee meeting to be arrange via email.

ACTION: *Kevin* to sort out arrangement for next meeting

KF

Meeting closed at 12.30

Minutes agreed as accurate by the Chairman and members of the GBBA Executive Committee

Action Summary > by member:

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

All Executive Members:

- **ACTION:** All to consider next steps and future directions of GBBA by end of January 2019 **ALL**
- **ACTION:** GBBA to adopt the safeguarding procedures from BBE once discussed and edited for own organisational intents and purposes, and to then be displayed on the GBBA's website and at hosted performances. The policy will be mentioned in the constitution when it is changed at the next AGM.

Future Action

- **ACTION:** Elect safeguarding officer for GBBA prepared to be at GBBA contest

Future action

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**
- **ACTION:** Samantha/Kevin to investigate form for funding application **KF/SF**
- **ACTION:** Samantha/Kevin to ask member bands about advertising slots available in the WEBB Area programme **KF/SF**
- **ACTION:** Kevin/Samantha to send Karin and Ian noteworthy engagements for member band to feature in newsletter **KF/SF**
- **ACTION:** Karin/Ian to sort out newsletter to include GBBA events, WEBBA meeting, and other news from member bands **KL/IF**

Robert Morgan (Vice-chair):

- **ACTION:** Robert to chase the funding request to BBE for finances towards foreign bands explaining how they get their youth programmes to run successfully **RM**
- **ACTION:** Robert to attend BBE AGM or vote by proxy **RM**

Samantha Ford (Secretary / Webmaster / Minutes):

- **ACTION:** Samantha to distribute information/advert about Spring Academy for marching bands to GBBA member bands and share on social media **SF**
- **ACTION:** Samantha to contact Steve Legge regarding AGM at Colwell Arts Centre on Sunday 21st April **SF**

- **ACTION:** Publish and publicise link to BBE safeguarding and Child Performance Licenses to member bands **SF**
- **ACTION:** *Samantha* to create survey and send out to delegates via Steve Legge, GM **SF**
- **ACTION:** *Samantha* to pitch GBBA membership to James Bryant, band manager of Filton Concert Brass for social media exposure and representation at WEBBA **SF**
- **ACTION:** *Samantha* to create password protected members only area on website including the following items and publish by end 2019: **SF**
 - Newsletters
 - Minutes inclusive of financial position information
 - Bursary/grant application form
- **ACTION:** *Samantha* to correct current funding statement on website with capitals for 'band' and add 'up to a maximum of £100' **SF**

Kevin Ford (Contest Controller / Vice Secretary):

- **ACTION:** *Kevin* to notify member bands that if they are competing at the Area Contest that they need to submit the name of their chaperone and the chaperone/s and a copy of the chaperone's DBS check in order to enter backstage with chaperone **KF**
- **ACTION:** *Kevin* to design form for financial applications **KF**
- **ACTION:** *Kevin* to ask bands to contribute toward newsletter **KF**
- **ACTION:** *Kevin* to sort out BOPA form and send it to Gloucestershire County Council for GBBA contest **KF**
- **ACTION:** *Kevin* to chase up payment from Lewis Merthyr **KF**
- **ACTION:** *Kevin* to send dates to WEBBA about GBBA contest 2019 **KF**
- **ACTION:** *Kevin* to compile list of next steps to discuss in the next meeting **KF**
- **ACTION:** *Kevin* to sort out arrangement for next meeting **KF**

Sharon Stratford (Treasurer):

- **ACTION:** *Sharon* will discuss arrangement of refreshments at GBBA contest with FoD Brass **SS**

Karin Lythell (Member):

- **ACTION:** *Karin* to confirm dates for future contests on WEBBA website (from 2020) **KL**
- **ACTION:** *Karin* to notify Council of contest for safeguarding and performance license **KL**

- **ACTION:** *Karin* to email Gloucester Council representative to come in and talk to member bands at AGM once date is decided **KL**
- **ACTION:** *Karin* to contact Gloucester Council about GBBA contest 2019 **KL**
- **ACTION:** *Karin* to give Steve a head's up for survey feedback **KL**
- **ACTION:** *Karin* to chase up access to High Notes **KL**