

**Minutes of Mind and Soul Choir AGM  
111 Denmark Hill  
24 August 2011  
18.00 - 20.00**

**Present:**

Mark Cronin	(MC)
Frank Tate-Sutton	(FTS)
Debbie Wells	(DW)
Nina Whitehouse	(NW)
Kay Bodfiel	(KB)
Evonne Charen	(EC)
Laura D'itaua	(LD)
Miranda Hitch	(MH)
Anthony Enright	(AE)
Karon Carter	(KC)
Audrey Harrison	(AH)
Sheila Woodward	(SW)
Claudia Fullalove	(CF)
Sara Martin	(SM)

Item No	Business Item	Action by	Date
	<b>Minutes of the last Meeting</b>		
	<ul style="list-style-type: none"> <li>- Amendments – Nina’s name not on minutes and also add surnames that are missing</li> <li>- Minutes agreed</li> </ul>		
	<b>Agenda Items</b>		
	<p><b>Amendments to the constitution</b></p> <p><i>various typing errors were corrected</i></p> <p><b>1</b> Page 2 -10 members not 9                      -Chairperson not man            Page 3 -June not August                      - Quarum: Important when comes to decision making.            Agreed and signed – Attached new constitution</p>		
	<p><b>a) Chairperson Report - Attached</b>  <b>b) Treasure Report – Attached</b></p> <p><b>2</b> Added to the report - As at last week we are the recipients of a £ 15,000 grant, £ 5000 from Kings charitable fund. It is a match fund so we have to raise £ 5000 ourselves each year.</p> <p>Thanks to Lea – musical director for being so patient for</p>		

	<p>payments</p> <p><b>c) Secretary `s Report Attached</b></p> <p>Have had approximately 9 committee meetings in last year- All are welcome to see minutes</p> <p><b>d) Membership Secretary</b></p> <p>From Aug 10- Aug11 – £1136.60 was raised via donations from attendees. There was an increase in attendance to workshops and events compared to the previous year. There are 70 people currently registered on our emailing system. Anyone who wishes to receive emails, please give their email address to Mark as we send out a lot of information this way.</p> <p><b>e) Musical Director</b></p> <p>"From a musical point of view, it has been a year of firsts for M&amp;S choir. Not only have we continued to provide weekly workshops that can be dropped in on for one or more sessions, but we have also made our debut at the QEH With a full orchestra and chorus (and impressed some top singing names with our performance) as well as being the pre-dinner gig for the Florence Nightingale foundation.</p> <p>I am pleased that choir members felt able to lead workshops in my absence at the Royal Bethlem.</p> <p>This coming year, I would like to see the membership of the choir opened out to the surrounding local community and the staff/patients at King's across the road, and to forge stronger links with the South Bank Centre. Also, to work on links with clinical psychotherapy students with us as a research project.</p> <p>We have continued to work on a broad range of musical styles and genres and have fun and gain musical confidence in the process."</p> <p><b>f) Choir Member's Report – attached</b></p> <p>Störm has taken some of the feedback from various Choir Members and made it into an unofficial report so we can hear what the Choir Members have felt about the past year.</p>		
<b>3</b>	<b>Elections</b>		
	Chair taken by Sara Martin Minutes by Debbie Wells		

	<p>Sara began by introducing herself as an ex official member. The committee stood down. The nomination process was explained by Sara as in the constitution.</p> <p><b>Chair</b></p> <p>Storm nominated herself and was seconded by Mark. Storm was elected unopposed.</p> <p><b>Vice Chair</b></p> <p>Carol nominated by Storm, Carol has agreed to be the vice chair, seconded by Nina. Carol was elected unopposed.</p> <p><b>Secretary</b></p> <p>Sheila nominated by Nina, Frank seconded. Sheila was elected unopposed.</p> <p><b>Treasure</b></p> <p>Frank nominated Abigail, Storm seconded. Frank was elected unopposed.</p> <p><b>Membership Secretary</b></p> <p>Mark nominated by Frank, seconded by Sheila. Mark was elected unopposed.</p> <p><b>Other Members</b></p> <p>5 members needed as required by the constitution.</p> <ol style="list-style-type: none"> <li>1. Storm nominated Joan Russell seconded by Mark</li> <li>2. Frank nominated by Sheila</li> <li>3. Nina nominated by Abigail</li> <li>4. Claudia nominated by Sheila seconded by Abigail</li> <li>5. Laura nominated herself</li> </ol> <p>Minutes of the committee meetings will now be made available once they have been ratified to workshops.</p>		
<p><b>5</b></p>	<p><b>AOB</b></p> <p>30/9/11 – Celebration of Mind and Soul sponsored by Sheila on Battersea Barge</p> <ul style="list-style-type: none"> <li>- Flyers will be brought next week</li> <li>- Unemployed free</li> <li>- Concession £ 5</li> </ul>		

	<p>- Employed £ 10  - Rich £ as much as possible</p> <p>Free food – Pay Bar</p> <p>Mind and Soul will be performing</p> <p>Transport will be provided to the event for those that need it, please request your name to be put down by any committee member</p> <p>Newsletter</p> <p>Sign off sheet for photos</p>		
<p><b>6</b></p>	<p><b>Date of Next Meeting</b>  22/9/2011 6-8 pm at 111 Denmark Hill</p>		

## Appendix One - Mind & Soul Chairperson's Report

I was entrusted with the role of Chairperson for the Mind & Soul Management Committee during this first year and I have to say it's been a pleasure. That's not to say it hasn't been tough but with the whole committee supporting each other, I think we've done a great job and I hope you do too. I think the reason they've done such a good job is because they, like you (I hope!) love the Choir! They have gone above and beyond to ensure Mind and Soul's continuation and I would like to thank each and every one of them for their contributions over the past year. I would particularly like to thank Lea, whose patience and generosity have played a major part in us being able to continue with the workshops this year.

It has been a year of ups and downs, from struggling to gain funds and having to deal with some dissatisfied audience members at the SLaM AGM (albeit we weren't the reason for their dissatisfaction!) to performing on stage at the Queen Elizabeth Hall at the Southbank Centre! In fact we've performed at many great events over the past year and been invited to perform at many more, which for various reasons we've been unable to commit to so we're obviously in demand. We've also had a good rise in our workshop attendance so our popularity seems to be growing as well which is excellent.

I won't go into any more detail as you will be hearing more about funding, events and membership from the other Committee office holders.

Finishing on a poignant note, I would like us to take a moment to remember Nicholas. For those of you who didn't know him, he was a founding member of the Mind and Soul Choir and he was very passionate about it. Sadly he passed away at the end of last year but I know if he were here today, he would be incredibly excited about everything we have achieved this year and I know he would have been in his element at both the Nightingale gala dinner event at the Victoria Park Plaza hotel and, of course, the Nightingale Sang event at the Southbank Centre! If it wasn't for Nicholas, we might not be here today. So thank you Nicholas, I hope you're as proud of us as we are of ourselves.

## **Appendix Two - Mind & Soul Community Choir Annual Meeting 24 August 2011**

### **TREASURERS REPORT**

#### **Background**

The choir was constituted as an unaffiliated association at an Inaugural Meeting on 4 August 2010. At that time the choir inherited £720.37 which was a combination of the residue of a one off grant from Guy's & St Thomas' Trustees (2008), voluntary donations collected at workshops and funds raised at a fund-event in June 2010. The debt of £1,320 of unpaid fees to the choir leader was also inherited.

#### **Income from August 2010 to August 2011\***

The choir has raised a total of £4,052.97 (add the figures for April/August and subtract pre-assoc). This includes voluntary donations from choir members attending workshops, grants for a World Mental Health Day event, a payment for costs from the Nightingale Institute, a grant from Make Me Smile Again funds for an evaluation project. The choir has also been the grateful recipient of a £1,000 anonymous donation.

#### **Expenditure from 2010 to August 2011\***

The choir's principle expenditure is the fees of the professional choir leaders (£2,400). Because of the limited funds available to the substantive choir leader agreed to defer submitting invoices until the choir had achieved some financial stability on the condition that: any deputies were paid from existing funds and the pre-association debt was cleared and this has been done. Fees have also been paid to the professional musicians who have accompanied the choir performances. Miscellaneous expenditures have included a memorial tree, refreshments for workshops and taxi's to performances.

#### **Fundraising**

It has been the principle occupation of the choir committee over the past twelve months to establish an income for the choir that would provide financial stability in the short term and plan a sustainable future. The key tasks were to draft a business plan required for the choir to open a business bank account and make grant applications.

The business plan was drafted in early 2011 and in May 2011 the choir opened a Community Business Account with the Cooperative Bank. The business plan was also used to support a grant application to SLAM Charitable Funds for £5,000 a year for three years which was submitted in May 2011. On 16 August the choir were informed that they had been successful in their application and the Treasurer would like to thank David Blazey (Job Title) and Patrick Gillespie (Service Director and Choir Member) for their assistance.

#### **Future Plans**

Although the grant represents a great step forward in securing the financial future of the choir there is more to be done. The grant is conditional on the choir achieving 'match' funding from other sources. Therefore it is crucial that choir members continue to contribute as much as they can to pay for the

weekly workshops, that the choir fundraising events are fully supported and that plans are made for future grant applications to fundraising bodies such as Comic Relief and The Big Lottery.

Choir members who would like to make a standing order can make it payable to:

**The Cooperative Bank**  
**Acc Name: Mind and Soul Community Choir**  
**Acc No: 65481282 / Sort Code: 08-92-99**  
**Ref: Members Donation**

## **Appendix Three - Mind and Soul Choir Secretary Report** **August 2011**

### **Committee Meetings**

The committee had met regularly (every 4-6 weeks approximately) since the inaugural meeting on the 4<sup>th</sup> August 2010.

The decisions made at the meeting have influenced the performances the choir do, choir fund raising and many other aspects of managing a choir. If you would like to see the minutes from the meeting please ask Sheila.

### **Performance Through The Year**

- October 2010 – Trust annual general meeting – Glaziers Hall
- Wednesday 20<sup>th</sup> October – World Mental health Day – Montgomery Hall
- December – Singing round the wards at Christmas
- March – Florence Nightingale Ball at Victoria Plaza (fundraiser)
- Monday 18<sup>th</sup> October – Black History Month – Bulls Garden Community Centre Peckham
- May – The choir gave a performance in conjunction with the Kings College Choir, Nightingale School and a local community choir. At the Queen Elizabeth Hall on the Southbank. The theme of the evening was centred on mental wellbeing.
- July – The Bethlem Sunfayre

All the above performances gave the choir and all performers the chance to develop as individuals and as a choir. Members of the choir commented on how different the performances were. The sense of achievement and equality were always the same.

### **Audit**

Funded by Make me Smile again. What we are going to do, when we are going to do it, how we are going to do it.

**Business Plan Goal 2** – to evaluate outcomes in terms of the benefits of community group singing on mental health and well being of the participants:

The strategy for achieving this goal is:

- Use audit methodology to develop a questionnaire targeted at evaluating the experience of choir members.
- Questionnaires to be circulated to all active choir members.
- Questionnaire to be analysed and a brief report of the findings to be sent to choir members.
- Questionnaire to be circulated at regular intervals to provide a longitudinal body of evidence.



In the long term this may provide evidence for a formal research project.

**Goal 3** – To consolidate and increase membership

The strategy for achieving this goal is:

- Build awareness within South London and Maudsley NHS Foundation Trust and the community it serves through liaison with clinical services, communications departments and local media.
- Produce and circulate a quarterly news letter to members, supporters and sponsors.
- Publish a planned program of performances for 2011/12.
- Secure a local celebrity as a patron.

In the long term this would allow the choir to provide additional workshops in the community and at other inpatient facilities by developing the skills and confidence of members of the choir to facilitate workshops in the wider community.

**News Letter**

Ongoing progress – lead Frank Tate-Sutton

**Future Plans**

- Celebrity endorsement
- Fundraising 'in kind' from supermarkets
- Celebration of the choir – September 30<sup>th</sup>
- Performance/presentation at the Trust annual general meeting
- Plans for Mental health Day celebration
- Singing round the wards at Christmas