**Cambridge University Musical Society**

**Management Meeting, Music Faculty Board Room**

**Thursday 12th October 2017, 13:00-14:00**

**Minutes**

**Present:** Edward Reeve (Chairman, ER), Laura Alexander (LA), William Barnes-McCallum (WB), Ellen Berry (EB) Adam Phillips (AP), Chris Lawrence (CL), Isaac Barkway (IB), Ed Liebrecht (EL), Lawrence Wragg (LW), Martin Richardson……. (other chorus member-surname please!!), Chloe Davidson (CD), Katharine Ambrose (KA), Nick Shaw (NS)

**1. Apologies**

1.1. Tom Else, Naomi Woo (there are other names on the Management committee who didn’t come neither sent me an email. Do I include them here?)

They are only included if they sent their apologies. Add Sam Barrett who sent them after the meeting.

When you send out the next agenda stress that people should send their apologies

**2. Approval of the previous minutes**

2.1. All approved. ER signed.

**3. Report back on the recruitment of players at the Freshers Fair and audition weekend. EL**

3.1 It was largely successful.

3.2 It would be helpful to share the 12 hours of time on the stall of the Freshers Fair more evenly next year. Idea to assign people two-hour slots (college reps/presidents of orchestras).

3.3 Some items needed to be bought in a rush which wasn’t ideal (black table cloth and bowl). Action needed- update list/handbook in advance of next year.

3.4 Lots of pianists came to the stall, and they just had to be sent away as there was nothing to offer them within CUMS. However, this has to be the case as there is not enough capacity within CUMS to accommodate pianists.

3.5 A clearer way of describing both CUO and CUS to potential members would be helpful. A popular suggestion was to emphasise that there is a crossover between personnel of the two orchestras so as not to differentiate them as the better or less good orchestra.

3.6 A discussion was had over players accepting a place in CUSO rather than CUMS. Reasons include timing of auditions (but it wouldn't be possible to make the CUMS auditions any earlier) and people not answering phone calls telling them about their success and position in an orchestra. A solution would be telling auditionees upon leaving their audition/the building that they will be receiving a phone call and what time that will be so that they make themselves available.

3.7 There was a problem with getting recruitment flyers distributed around colleges due to college reps not answering emails. Action needed- alter plan for next year.

3.8 Alice Clarke (Chorus Student President) didn't have enough resources (paperwork and people) to promote the Chorus at the Freshers Fair. Action needed- more next year. There was a suggestion that members of Chamber Choir could promote singing at the Freshers fair.

3.9 Erin Barnard's Audition report. College reps need to be decided on before the summer vacation. They need to have more presence within the college so new students find out about CUMS earlier.

3.10 CD reported that a standard number of 2nd and 3rd years auditioned.

3.11 IB reported that mostly, auditions ran well, but there was some disorganisation with regards to shepherding people to audition rooms. CD suggested it needs one person more in charge. Another solution would be assigning each of the three reps present at the welcome desk the task of shepherding to and from one of the three audition rooms.

3.12 Violin first-round auditions need to be longer than two minutes. Possibly four minutes. Action needed to decide on this.

3.13 Gratitude was given to everyone who put a lot of time into the auditions.

**4 Member forms/payments KA**

4.1 Owen Petrie has put the membership form online. LA will take over the management of the information that comes in through the membership form. Each ensemble will have a secretary that will take the information at the first rehearsal and remind people that they need to fill in the membership form and make their payment. They will report to LA. It is on Google form which makes it manageable. Important to get each member's payment, CRSID, and their home email address.

4.2 Membership cards will be issued by the secretaries after payment.

4.3 Question raised by NS as to where the membership money goes. Action needed to determine this.

4.4 Membership is now £20 (last year it was £15). It was discussed that guest players should not pay membership. Upon playing in more than one CUMS concert, the student will be asked to pay membership.

**5 Upcoming Season Launch concert ER**

5.1 Come to the Season Launch concert at 8pm on Saturday 21 October!

**6 Dress code for concerts ER**

6.1 The dress code for CUMS concerts has been agreed. No jeans and black socks should be worn.

**7 Proposal of CUMS social event LA**

7.1 The best timing of the event would be in Lent term, most probably in February. The idea of Formal Hall followed by a Ceilidh was popular. Action needed- LA to ask college reps whether their college hall would be possible.

**8) Away morning**

8.1 Away morning will be 10.00-13.00 on Saturday 4th February 2018. Opportunity for longer/more creative discussions. Please let ED and LA know of things to discuss. CD said it would be good to discuss three-year plans for each ensemble. A main point of discussion will be concerning how the new orchestras of CUO and CUS are working.

**9) Any other business**

9.1 NS reports back on the financial position of CUMS. Last year was a good financial year. He would like invoices to be sent in sooner after the event concerned (especially in relation to rehearsal expenses). Action needed- a system in which invoices are chased up would be good for all concerned.

9.2 The date of the next meeting will be sent out in due course.