



Meeting Held at The Band Factory

Sunday September 12th 7:30- 9:00pm

Record of Proceedings of the Meeting

Version: Draft 1.0



Attachments

Attachments to the minutes: (hardcopies filed for the records and available for review and inspection)

1. Presentation Charts used during the meeting
2. Attendance Sheet
3. Accountant's Financial Report for year ended 31 March 2010

The meeting was Chaired and minuted by Roy Kruze.

The meeting was generously punctuated with humorous video-clips which are not recorded here, but available on request.

Record of proceedings and decisions made by the meeting.

Documentation of the material presented and reviewed by the meeting is recorded in the Presentation Charts included in the minutes. The following notes, comments, and decisions were recorded during the meeting.



Slide 2



Slide 3



1. Admin & Formalities

Agenda was as shown in Slide 2. 17 members attended the meeting achieving the quorum required for decisions to be made.

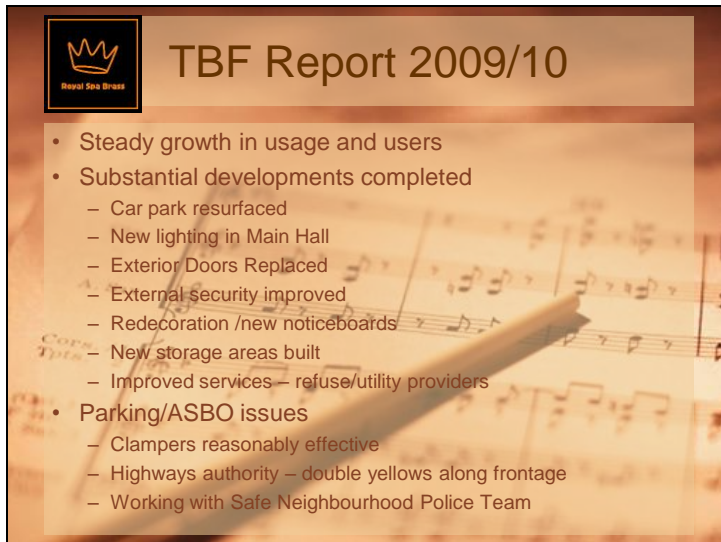
The meeting expressed thanks to all those retiring from their posts. The remaining committee members resigned their posts and put themselves forward for re-election.

Previous AGM 2009 minutes were agreed.



Slide 4

2. Chairman's Report (Roy Kruze)



The Band Factory

Very significant progress across a number of fronts has been achieved over the last year. An increase in regular users groups and occasional hires has almost doubled the revenue over the previous year. This has funded some major developments including the new Car Park, new lights in the Main Hall and a number of functional and cosmetic improvements to the building. Progress has also been made in solving the parking violations by our neighbours including the introduction of yellow lines and restrictions. However, issues still exist with speeding cars and unauthorised parking. The safety aspects have been raised with the Safe Neighbourhood Police team who will be working with us over the coming weeks to improve the situation. Hybrid Arts have now terminated their lease arrangement and vacated the space upstairs. Potential new partnerships with Warwick University and new TBF based activities were described.



Slide 5

The slide titled 'RSB Report 2009/10' features a background of musical notation and a pen. In the top left corner, there is a small version of the Royal Spa Brass logo. The main title 'RSB Report 2009/10' is in a large, dark font. Below the title, a bulleted list details the achievements of the year.

- We've had a very busy year!!
 - New Musical Director recruited
 - Steady growth in Membership of both RSB and BB
 - Successful, varied programme of musical events
 - New Management System
 - New Subscription Policy
 - New Child Protection Policy
 - New logo, image, uniforms
 - New leaflets, adverts, website developments
 - Performing Rights exposure fixed
 - Accounts restructured and split

Royal Spa Brass

A very good year for the band was reported with the appointment of a new Musical Director and major advances in the development of Policies and Practices for Child Protection, Subscriptions, and Management Systems being achieved. All the key strategic proposals defined at the 2009 AGM have been implemented and the administration of our affairs is now in good shape. The restructure of our accounts to separate Factory and Band finances is complete and reflected in the Accountant's Report. Marketing, image and public profile of RSB has been much improved with the introduction of new uniform, logo, advertising, leaflets and website developments.

All groups within the organisation are now thriving with a healthy and steady growth in membership. Total membership now exceeds 60. A busy programme of successful and enjoyable Concerts and Events has helped to restore confidence and pride in our performances. Morale is good and the range of activities is growing.



Slide 6

3. Musical Report



Iain Masson

Iain described the very good progress of the main band over the last year. Since his appointment, a healthy influx of new players has rejuvenated the band and although there are still a few vacant seats we are nearly back up to full strength. Musically, the players have progressed and teamwork and commitment has noticeably improved. Iain is thoroughly enjoying his role and proud to be associated with Royal Spa Brass. All musical events and Concerts have been very successful. The meeting noted that players have responded well to Iain's style, direction and positive approach and the rehearsals are now much more enjoyable and purposeful. The meeting formally thanked Iain for his efforts over the previous year and we look forward to another year of musical progress and achievement.

Hugh Rashleigh

Hugh described the activities of the Buddin Brass group and again presented a very positive picture. Buddin Brass is now a competent band in its own right



and continues to progress rapidly. There are now in excess of twenty regular members of Buddin Brass. The recruitment and advertising campaign has also been rewarded by the introduction of 12 new starters this term - sufficient to form a new and separate beginner's group which will be called **Brass Roots**. This will be the entry point to the organisation for beginners and the feeder group to Buddin Brass. Hugh thanked all members of Royal Spa Brass who have helped with support and tuition during the last year. The meeting formally thanked Hugh for his efforts, commitment and enthusiasm which continue to inspire our young players.

The occasional ensemble (10 piece) continues to develop and has proved invaluable in promoting the organisation at events where a full band is not practical (e.g St.Peter's School Barford), and developing our collaborative relationships with other musical organisations such as Village Voices.

4. Treasurer's Report (Jon Lambdon)

Slide 7



Both the Band and the Band Factory accounts are healthy and show a slight surplus for the last financial year. However, the increased turnover has allowed us to invest in a number of areas. Occurring after March 31st, some of the expenditure will not be recorded until the next financial year. The Band Factory is now self sufficient with income exceeding running costs, allowing for a



significant level of investment in improvements to the building. The going rate of the band is more than covering its costs with increased subscription and performance revenue. In terms of assets, total cash reserves increased slightly over 2009 despite the capital expenditure and increased spending on band items such as new music, advertising, uniforms, and instruments. The meeting formally thanked Jon for his diligent management of the organisation's finances.

Slide 8

The Band P&L 2009/10

Income 2009/10		Expenditure 2009/10	
Subscriptions	3346	Sheet Music	319
Performances	1941	Post/Stat/Misc	227
Raffles	323	Advertising	326
Interest	3	MD Fees	1370
Donations	0	Social	62
		PRS Licence	56
		Accountant fees	470
		Insurance	1707
		Transport	105
Total	5613	Total	4642
		Surplus	971

Slide 9

TBF P&L

Income 2009/10		Expenditure 2009/10	
Room Hire	9726	Light & Heat	676
		Water Rates	881
Total	9726	Maintenance	1255
		Exterior Doors	1286
		Resurface CP	5000
		Refuse services	135
		Total	9233
		Surplus	493



5. Trends and Analysis (Roy Kruze)

Slide 10



Total revenue shows a healthy growth over previous years. More members are now paying subscriptions. The decline in subscription revenue going rate has been reversed although the increased annual total will not be apparent until next year. Due to the small number of performances in 2009 until Iain was appointed, Concert and Performance revenue declined. This will be a focus for 2010/2011 but Heroes & Villains, a full summer programme and forthcoming Concerts such as Spooky and Warwick Castle will all be included in next year's total and the forecast is very healthy. Band Factory usage continues to grow and income from Room Hire increased by almost 60% over last year.

Our books are balanced on both the Factory and the Band accounts and running at a slight surplus of income over expenditure. We have no loans or debts.

Total cash reserves as of March 31st show a slight increase over last year despite much higher levels of expenditure. As an organisation we continue to enjoy massive benefit from our assets which include the remaining 90 years lease of The Band Factory (at peppercorn rent) and 40% ownership of the



freehold. The value of our instrument and equipment stock is also significant although most are now fully depreciated.

Slide 11

Assets/Bank Balances

- As of 31st March 2010
 - Deposit account £10,003
 - Band account £3,765
 - Factory account £6,771
- Total cash reserves £20,539
- (31st March 2009 - £19,684)
- Massive instrument stock
- 90 years lease (peppercorn)
- 40% of the value of TBF

Slide 12

Time for a cuppa

The slide features a background of a musical score with a pencil resting on it. A semi-transparent text box at the top contains the text 'Time for a cuppa'. Below this, a white mug filled with dark coffee is shown, with a small blue duck figurine floating in the liquid.



5. Plans and Proposals (All)

Slide 13

The slide is titled "What's next then?" and features a background image of musical notes and a pen. In the top left corner, there is a small version of the Royal Spa Brass logo. The main content is a bulleted list of proposals:

- Band Factory
 - Upstairs toilets to be refurbished (Oct)
 - Kitchen area to be refitted
 - Security cameras
 - Interior painting and decorating
 - Car Park barriers
 - Apply for Lottery Awards for All grant for Disabled toilets/ access improvements
 - New Main Entrance
- Partnership with Warwick University

The Band Factory

The programme of improvements to The Band Factory will continue as far as finances allow. Replacement and refurbishment of the toilets upstairs has already been commissioned and this work will be done in early October. Further electrical work to provide new plug sockets and light switches is scheduled to be complete in the next couple of weeks – partly funded by Cubbington as part of their recent storage build-out. A kitchen refit remains a high priority and car park barriers are being investigated as a solution to the parking issues. Improvements to ground floor toilet facilities are badly needed and an application for Lottery funding to completely rebuild the toilet block to provide accessible facilities is being prepared.

Negotiations are underway with the University of Warwick to provide practice and rehearsal space in The Band Factory for students living locally. This will potentially greatly increase the use of the building during the daytime and also provide funding for a new Entrance and improved 'badge reader' access to the building.



Slide 14

Plans and Proposals

- RSB
 - Increase Performance Revenue
 - 2 major concerts per year (Spring, Autumn)
 - Xmas opportunities - All Saints, Mayor's Town Hall Concert
 - Regular jobs – Myton Hospice, Warwick Castle
 - Summer Programme, Kenilworth Show, Bands in the Park
 - 'Specials' – eg Edinburgh Festival, Baltic trip, Collaborations
 - Fill the remaining vacant seats in the band
 - Purchase some new instruments
 - Extend uniform with white summer shirts
 - Develop Brass Roots, Buddin Brass, Percussion, Ensembles

RSB

The plans for next year's Concert and Performance schedule were described as shown in Slide 14. This shows an increased emphasis on larger scale events rather than the smaller, informal 'jobs'. Attendees confirmed that this was a reasonable and manageable programme of activities. Some of the Summer and Christmas Events were seen to be ideal for Buddin Brass to take on and raise their public profile.

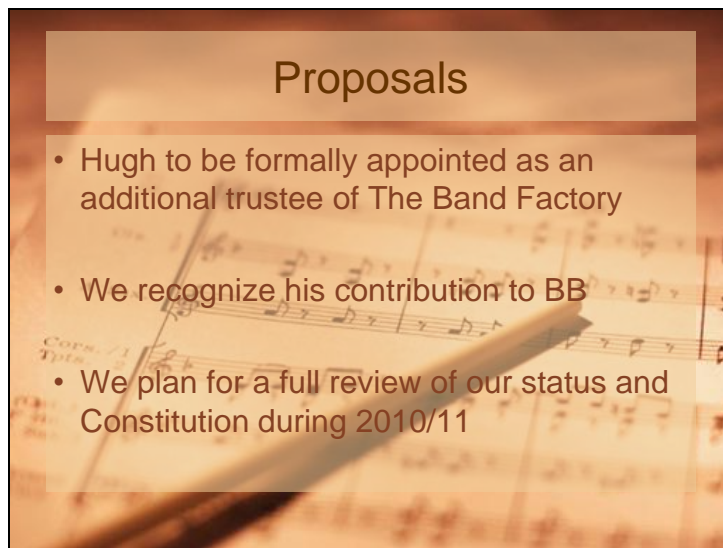
Additional ideas raised were an 'Open Day' or 'Festival' at The Band Factory – possibly to coincide with the local Canal Festival; a foreign exchange visit with another band; collaborations with other local musical groups (e.g Warwick University Band). These will be explored by the new Management Team.

We also have plans to reinstate a Percussion Ensemble under the guidance of Matt Belcher who has now made a welcome return to Royal Spa Brass.

We plan to purchase some new cornets and trombones to cater for the new players joining Brass Roots and Buddin Brass. The uniform will also be extended with white, short sleeved, logo'd shirts and blouses for next Summer.



Slide 15



Three important proposals were formally put to the vote:

1) Hugh Rashleigh to be formally appointed as an additional Trustee of The Band Factory in recognition of his long term commitment and devotion to the organisation. **This was unanimously approved.**

2) Hugh continues to provide his services as Conductor of Buddin Brass free of charge. It was proposed that he receives a monthly payment from the Band to compensate him. Also, he has requested that he hires the 'Studio Room' on the first floor as dedicated space to develop as a Trombone Studio. **These were unanimously approved.**

3) The Organisation's Constitution has not been revised since it was first adopted in 1995. It was proposed that during the coming year it is fully reviewed and changed to reflect the current broad and modern nature of Royal Spa Brass. This would include a review of our legal status as an Unincorporated Association and consideration of whether we should apply for Charitable Status. Proposed changes will be brought back to a General Meeting of Members for review and approval before adoption. **This was unanimously approved.**

These proposals will be actioned by the newly elected Management Team



6.Election of Management Team for 2010/2011

Slide 16



Slide 16 is titled "Management Team" and features a list of roles. The slide has a background of musical notes and a small illustration of a ballot box with a checkmark. The Royal Spa Brass logo is in the top left corner.

- Treasurer/Subs
- Librarian/Asset Mgr
- Marketing/Communications
- Welfare Officer
- Recruitment and retention
- H&S/Fire
- Secretary
- Social secretary
- Events Manager
- Factory Manager
- Musical direction

Slide 17



Slide 17 is titled "Candidates for Mgt Team" and features a list of candidates. The slide has a background of musical notes and a pencil. The Royal Spa Brass logo is in the top left corner.

- Re-election
 - Hugh Rashleigh
 - Richard Hartshorn
 - Jon Lambdon
 - Roy Kruze
 - Lynne Rowcliffe
- New candidates
 - Alice (proposed Welfare Officer)
 - Shane

The Candidates for Election and Re-election to the Management Team for 2010/2011 were as shown on Slide 17. The meeting voted unanimously to support their appointments. Roles and responsibilities will be agreed at the first meeting on Thursday September 23rd and published on the website.

The meeting closed at 9:00pm.