

Minutes of meeting #21 of trustees of The West Gallery Music Association,

Registered Charity No. 1171664,

conducted via Zoom, at 16.00 on Wed. 10.07.2024

Present: Gillian Warson [Chair], Mike Wilson-Smith, Heather Flockton, Paul Guppy, Pete John, Richard Percival, Jacqueline Patten.

1. Apologies.

Mike Bailey.

2. Minutes of meeting #20

a. Agreed for accuracy

b. Actions reported as discharged, other than as noted below under items 11 and 12.

3. Matters agreed outside meetings.

None.

4. Membership database update.

MW-S was able to report that this is now complete, and in a state that was as good as was attainable. GW expressed gratitude on behalf of the trustees.

5. New directory.

HF reported that the revision was essentially complete, and asked for confirmation that – for this iteration at least– no quire information would be included, and that the cover could be of white card. Both points were confirmed by the meeting, noting that quire information is readily-accessible via the website. HF will circulate a final draft for approval before release to the membership. MW-S commented that content of future editions should be able to be derived via MailMerge from the membership database. **ACTION: HF**

6. Membership secretary.

As the directory and database are now in good shape updating of the latter is particularly important, and that this should be regarded as the principal role of this post. RP and HF have agreed that any changes in details they encounter will be passed promptly to the membership secretary. It is also incumbent on all members to keep their contact information up-to-date, and to inform the membership secretary of any changes. JP having noted that she was likely to be away from home for defined periods MW-S confirmed that e-mails to her address can be diverted elsewhere.

JP added that she considered that the post-holder should be regarded as the primary point of contact for members on Association matters generally.

It was agreed that as a means of inspiring confidence in the work of the trustees minutes should be posted on the website, as would agendas in good time before meetings. **ACTION: PJ**

7. Safeguarding.

GW noted that we do not have a safeguarding policy, and tabled a typical policy statement used by another organisation. The desirability of having such a policy, for use by quires and for events, was agreed, and GW offered to adapt her sample to meet our purposes. **ACTION: GW**
HF declared that, from her work in schools, she was already qualified to Category 3, and thus willing to act as safeguarding officer for WGMA. This offer was accepted.

8. Appointment of Musical Director.
MCB was confirmed in this role by general agreement. GW commented that it would be prudent to have a second person to shadow this role: her offer to assume this position was accepted.
9. Members' survey.
It was agreed that the trustees could usefully survey the membership to seek views on what people actually want out of the Association. PG pointed out that we need to give members the opportunity to raise their own topics, and suggested that trustees could send GW ideas on content of such a survey, and its nature. GW undertook to draft a questionnaire, for agreement by trustees before release to the membership. **ACTION: GW**
10. Website/webmaster.
Noting that MW-S wished to step back from running the website, and to retire from webmaster by the end of the year, GW suggested that she approach Graham Lee [Immanuel's Ground], as he may be willing to take on the roles, but not as a trustee. He has already indicated that he would prefer that the website be migrated to another platform. This would not be without cost: GW was asked to obtain a quotation. **ACTION: GW**
MW-S commented that a problem in maintaining relevance of the website is ensuring information flow from members.
11. Communications and calendar.
It was agreed that we should hold a national singing event at Claverdon over the weekend 17/18 May 2025. To be booked by PJ, and the deposit paid by RP. **ACTION: PJ & RP**
This event will include the AGM, and there is scope to include an informal singing session on the Friday evening, and a ceilidh on the Saturday.
12. Anthems database.
In the absence of MCB there was no information **ONGOING: MCB**
13. Storage of scores etc. in CPDL.
As previous item. **ONGOING: MCB**
14. Any other business.
HF suggested that publication dates of the Newsletter might usefully be changed: it was agreed that January/April/July/October would serve the Association's purposes better. **ACTION: HF**
PJ asked that all correspondence should be to the agreed 'wgma.org' e-addresses.
15. Next meeting.
Agreed that it would be advantageous to meet face-to-face at least once annually. GW offered to circulate a Doodle Poll in order to find a suitable date in September, and to investigate venues in Birmingham. **ACTION: GW**

PGLJ 11.07.24; minor corrections from Draft incorporated 20.07