



## Surrey Brass

*... the innovative and  
entertaining brass ensemble*

**Musical Director**  
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### **Minutes of Surrey Brass Committee Meeting held on 1<sup>st</sup> June 2005 in The Bear, Oxshott**

Present: Steve Dawes, Simon Schofield, Michael Straker, Huw Evans, John Goodwin, Will Spencer

Apologies: Michael Chapple

### Agenda

1. Organisational Improvements
2. 2005/6 programme development
3. financial planning
4. grant applications
5. audience development and publicity
6. appointment of high profile non-exec

### Organisational Improvements

- Agreed improvements were needed to reduce dependence on single person and to achieve more equitable workload, and in long term reduce risk to survival of ensemble.
- AGREED we should hold a meeting the first Weds after every gig (when we don't normally rehearse) in order to finalise planning for forthcoming show(s).
- Roles were discussed IN ADDITION TO THE COMMITTEE and the following roles and volunteers were identified as key to the process:

1. Concert Coordinator – overseeing all activities for a specific concert
2. Music Librarian – POST VACANT
3. Front of House – Michael Chapple does this with support team
4. Publicity and Marketing – John +more needed
5. Programmes – Richard does this very well indeed
6. Audio Visuals – Will
7. Band Fixer – Steve volunteered to fill this role. Thanks!
8. Grants – Huw, supported by Treasurer
9. MD – by Committee appointment

- Secretary tabled idea of business process model to describe all activities needed to plan, do and follow up concert. This identifies all processes prior to show, on show day, and to follow show up. This had previously been published at <http://www.surreybrass.co.uk/minutes.htm> - comments and suggestions welcomed!
- NOTE that at any given time, all processes in process model will be simultaneously active (e.g. planning the one ahead, doing the current one, and following up the one we just did). So there is a lot of work.
- Secretary will update process model will be to accommodate agreed roles with draft terms of reference, and include key meetings and circulate on paper for comment.
- AGREED repertoire for each concert needs to be fixed at least six months ahead to permit music to be sourced and publicity to be effective, not to mention more effective use of rehearsal time.
- SUGGESTED we have SHORT monthly planning meetings after rehearsals (1<sup>st</sup> Weds of each month) to keep on top of things.

## 2005/6 programme development

1. October 2005 Film Concert
2. December 2005 Christmas Concert
3. March 2006 Spring Concert
4. Joint concert with Bourne Concert Band
5. Summer concert 2006
6. Elstead Village Concert Summer 2006
7. Autumn 2006
8. Christmas 2005

### October 2005 Film Concert

- AGREED to commission John Hughes to do arrangements of Ben Hur, Love Theme Medley, Bond with extra bonus for good trombone writing.
- AGREED to ask Mike Chapple to do arrangements of 1941
- AGREED to ask Mike Chapple to ask kids to provide a part of the programme together with joint finale number, to aid audience numbers and promote our collaboration.
- Many other suggestions for material include Empire of the Sun, Soul Bossa Nova, The Incredibles, Apollo 14, Crazy Frog, Spongebob Squarepants, Mambo No. 5, TV Soap Medley, Dallas/Dynasty.
- Forces prob 4/4/4/2/2
- Robin to MD

### December 2005 Christmas Concert

- AGREED choral forces have been too weak and need to bolster
- AGREED to ask Reeds whether they would like to join in this year
- AGREED to ask for role at their Christmas service in Guildford cathedral as quid pro quo – JG to contact Iain Carnegie
- AGREED new music – Praetorius In Dulci Jubilo, Randol Bass Gloria?
- AGREED Robin to be MD
- Need to contact choir to sort out terms etc. JG to approach.

### March 2006 Spring Concert

- Good deal fixed by Steve Dawes – thank you!
- Constitutional issues need finalising – like hire of Electric, L of L on downside risk share, etc. JG/SD to determine.
- Bill show as “Versatile Brass” and put on programme of what we do best from pre-baroque to film. Large range of music selected, JG to assemble draft programme and circulate for comment.
- Lev Parikian suggested as initial MD to approach. Failing that, try Richard Ward or Tom Hammond.
- Sally would be rehearsal conductor.

### Joint concert with Bourne Concert Band

- AGREED to aim for weeks prior to spring festival in Guildford, doing half programme with much the same music.
- Risk share agreement expected.
- AGREED Favourite date 18<sup>th</sup> March 2006.
- Venue TBD in Woking area.

### Summer concert 2006

- “Pictures” theme [see previous White Paper]
- JG to write to Surrey College of Art and Design principal to elicit interest.
- AGREED 30/30/30 SB, Artists, and Charity payout.
- Need budget to test feasibility of this proposition.
- Landmark venue? JG to test
- Royal Holloway College venue alternative.
- Concert should happen just before end of college term to maximise interest.

### Elstead Village Concert Summer 2006

- No date yet, flexible not to clash with other activities
- Medieval theme
- Will to get more details asap

### Autumn 2006

- No plans yet
- No venue yet
- No MD yet

### Christmas 2005

- Don't change a winning formula
- Need NEW MUSIC
- But improvement is always possible!
- Since this is our bankroll job, in 2006 may it be possible to do 2?

## financial planning

- AGREED Treasurer to produce budget for each gig
- AGREED Treasurer to produce letters for each commitment, including specific request for invoice (or reply slip or similar to make it easy to obtain invoices promptly).

## grant applications

- Approach Odeon Guildford for support to October film concert.
- Approach local businesses for sponsorship and to sell space in programme
- Secretary pointed to <http://www.surreybrass.co.uk/sponsor.htm> which contains menu pricing for sponsorship including a definition of value proposition for sponsors.
- AGREED need at least one form letter to send to local businesses to set out sponsorship proposition.
- AGREED need list of prospects to approach for relevant concerts
- Need help to deliver this, VOLUNTEER NEEDED.

## audience development and publicity

- Use Making Music more to help publicity
- Need paper mailshot to complement email
- JG to compile postal mailing list suitable for mail merge
- Need assistance with marketing and publicity!
- AGREED to ask every player for a £10 sub before each concert – they get a ticket and have to place it!
- AGREED to use Family Tickets wherever possible since they proved possible
- AGREED to retain current bar price tariff. It works.
- AGREED to offer a “2006 season ticket” price TBD to Friends.

## appointment of high profile non-exec

- AGREED to ask Martin Schofield, ex-Mayor of Elmbridge to support in a role to assist promotion. Perhaps “Patron of Friends”
- Remind him we played for his inauguration and he has been a loyal supporter ever since – we are grateful!
- Use him to help make introductions to local businesses

## AOB

- Need to source players and rehearsals for Quintet gig in Hampton on 26<sup>th</sup> June. JG to confirm. Michael Straker can play trombone for this gig.
- JG to respond to Wedding invitation in December to clarify and also to suggest alternative.
- JG to write to BFI to request information about making a DVD of the Hepworth concert.