

**Notes from Nelson Civic Choir Committee
Meeting 12 January 2023**

Present: Elizabeth, Todd, Kay

Apologies: Mary, Robert, Jason

1. Lucy Davies (CMM), to be asked to present brief financial state to the Committee monthly. And invited to attend the committee meeting, if appropriate.
2. Organisation for MMMM concert underway. Jason contacting instrumentalists and soloists. Bill boards, scores, organised. Jill and Lucy working on grants.
3. Need to find appropriate person to be responsible for finding sponsors, maybe a paid position, i.e. proportion of sponsor donations.
4. Volunteer help was crucial to the committee in 2022. Elizabeth in discussion with past and possibly future volunteers for 2023.
5. Todd is compiling a comprehensive checklist for the jobs the Committee must get through for the successful running of a concert.
6. All Committee need to become familiar with the NZ Companies Office Constitution Builder.
7. Discussed the possibility of combining the AGM with a social evening, perhaps watching the JTTW recording.
8. Agreement for Todd to purchase and donate a tool kit for the NCMA risers.
9. Keeping track of past, present, and dormant members a continuing challenge. Todd has explored the availability of suitable data bases, but most have a hefty annual hire charge.