

Minutes of Nelson Civic Choir Committee Meeting

Date: Wednesday, 11 February 2026

Time: 10:30am – 11:31am

Location: Inga Lane's home

Chairperson: Todd Padgett

1. Attendance / Apologies

Present: Todd Padgett (Chairperson), Inga Lane (Deputy Chair), Gretchen Howard (Treasurer), Jason Balla (Music Director)

Apologies: Irene de Jong (Secretary)

2. Confirmation of Previous Minutes

Previous meeting: Wednesday, 4 February 2026

Resolution: That the minutes be accepted as a true and correct record.

Moved: Todd Padgett **Seconded:** Gretchen Howard

3. Matters Arising from Previous Minutes

- Preparation and emailing of AGM materials to members for the **AGM on Tuesday, 24 February 2026** (noted as completed)

4. Correspondence

- Correspondence was received from Alistair Webber regarding Annual Choir Subscription fees, and the matter was deferred for in-depth consideration.

5. Financial Report

- Treasurer's report (Gretchen Howard). A draft of the Annual Performance Report that has been prepared by our Accounting Firm Cooper & Savage has been accepted and we are expecting the final of this report within the next week.

6. Current Projects

AGM Preparation (Tuesday, 24 February 2026):

- Printing / collating AGM materials.
- Chairing arrangements for AGM voting (noted: **Ann Briggs** to chair during Chair election, if required).
- Committee Member Nomination Forms were sent with email sent out to choir on 9 February/
follow-up actions:
 - Follow-up with another email to choir members reminding prospective new committee members to submit their nomination form along with a 50-60 word bio about themselves.
- Constitution progress update:
 - Joe Waller provided updated forms/checklists; forwarded to Alex Reith.
 - Current communication with Alex Reith and expected timing for completion by Friday, 20 February.

7. General Business

- Todd to talk with Kim Maylls at NCMA regarding setting up a 3 hour sectional rehearsal in the NCMA Recital Theatre on the weekend of Saturday, April 25th (after 10:00 and before 5:00) or Sunday, 26th (1:30 - 4:30).
- Todd to talk with Kim Maylls also about reserving the NCMA Auditorium for 7:00 pm on Friday the 8th of May.
- Todd and Inga to finalise and email AGM agenda and voting forms by 17 February.
- Have Mary Bronsteter put together a list of deadline dates for when Grant applications are due for the grants bodies that we generally apply to.
- Set-up FaceTime or Zoom meeting with James Wilson of Funding HQ for around 11:00 am the 25th of February at our NCC committee meeting.

8. Other Business

- No additional items raised.

9. Next Meeting

Proposed: Wednesday, 25 February 2026

Time: 10:30 am

Location: Inga Lane's Home.

10. Meeting Closure

Meeting closed: 11:30 am

Signed: Todd Progett
 Chairperson

Date: 12 February 2026