

Minutes of Nelson Civic Choir Committee Meeting

Date: Wednesday, 1 April 2026

Meeting Title : A meeting was held to discuss several key points related to internal management and event planning. The main topics included the transfer of database management, the status of a credit application, the treasurer's receipt of financial statements, the distribution of budget documents, and changes to concert scheduling. Decisions were made regarding the development of a conflict of interest form, event logistics, and the communication of new concert times, in addition to assigning various actions to participants.

Date: 1 April 2026 **Time:** 11:00 am **Location:** Inga Lane Residence

Chairperson: Todd Padgett **Minute taker:** Irene de jong

1. Attendance / Apologies

Present: Todd Padgett , Inga Lane , Irene de Jong , Gretchen Howard., Jason Balla , Ian Buick,

Apologies: John Potter

2. Confirmation of Previous Minutes

Previous meeting: Wednesday, 18 March 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

- The need to transfer management of the choir's friends list database was raised.

4. Financial Report

- A credit application with Print House is awaiting approval.
- The issue of the treasurer not directly receiving financial statements from NBS was addressed.
- The distribution of the budget document excluding GST for grant applications was discussed.
- Requested approval to pay 2 invoices, one for Jodie Thomas (our Bookkeeper) for March services and one for me(Gretchen Howard), reimbursement for signboard bookings for the December concert.

Moved: Gretchen Howard *Seconded:* Todd Padgett

5. Current Projects/ Concert Planning

- The Music Director requires 4-6 weeks of personal time to take care of health/medical issues. This would need to be in the June/July months and right in the middle of rehearsals for the August concert weekend. In light of the fact that the NCMA have invited the choir to participate in the September celebration concert along with the Nelson Symphony Orchestra, it was decided that the August concert and rehearsals would be postponed/cancelled in favour of a series of rehearsals and choral workshops in preparation for the NCMA Celebration concert. This would include several Tuesday evening choral workshops inviting anyone to participate as a way of growing the membership. The period August 11th to September 26th would include seven Tuesday rehearsals/choral workshops and the NCMA concert. Rehearsals for

the Christmas concert would begin on September 29th as planned. This means that the 2026 rehearsal schedule would only be reduced by a total of three rehearsals.

- August concert schedule will be posted on the website and communicated to members.
- A meeting has been scheduled with Susan Cooper (our Accountant), Joe Waller, Mary Bronsteter and Todd Padgett on Tuesday 7 April 2026 to finalize the wording of the sponsorship package.

6. General Business

- The conflict of interest form will be developed.
- Attendees of the April 26th event will be encouraged to bring their own cups.
- Sturdy paper cups will be obtained.
- Small plates are needed for cookies or cakes.
- The new August concert schedule will be posted on the website and communicated to members.

7. Other Business /Announcements

- Ian will assist with catering for the Choral Kaleidoscope after-party.
- It needs to be verified if the bar will be open as part of the venue rental for the May 10th after-party.
- Todd will consult with meet with Kim Maylls of NCMA regarding kitchen use and other events in he building for the April 26th event.
- The problem of the treasurer not directly receiving financial statements will be addressed.
- The budget document excluding GST for grant applications will be distributed to committee members.
- The August concert schedule change will be communicated to NCMA to cancel or change previous room and venue dates.
- A meeting has been scheduled for next Tuesday with Susan Cooper, Mary, Joe, and Todd Padgett to finalize the wording of the sponsorship package.
- Production Meeting every week starting 14 April 2026 at 5.30, then weekly through to 5 May 2026.
- Dress all black for the concert... there will be light effects etc to brighten the stage.

8. Next meeting

Date: 13 May 2026 Time: 10:30 am Location: 6 Montrose Drive

9. Meeting Closure

Meeting Closed : 11:50 am

Signed: _____

Todd Padgett

Chairperson

Date: 1 April 2026