

Minutes of Nelson Civic Choir Committee Meeting

Date: Monday, 11 May 2026

Meeting Overview : A meeting was held to discuss the recent concert's outcomes, review the current financial standing, and plan for upcoming projects. Key discussions included a new \$1,000 donation, issues encountered with the concert venue's ticketing and technical services, and the ongoing financial reconciliation process. Plans for future choral workshops and a celebration concert were outlined, alongside feedback on catering and strategies for member engagement and grant applications.

Date : 11 May 2026 **Time :** 18.00 PM **Location :** Irene de Jong Residence
Chairperson : Todd Padgett **Minute taker :** Secretary

1. Attendance / Apologies

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

2. Confirmation of Previous Minutes

Minutes of the meeting held on Wednesday, 1 April 2026 were confirmed as true and correct record.

Moved by: Todd Padgett Seconded by: Gretchen Howard

3. Matters Arising from Previous Minutes

No matters arising from previous meeting.

4. Financial Report

- Bills are paid upon receipt.
- Alan Glasson's donation requires an invoice follow-up.
- Kim Maylls invoice for the corner sign requires negotiation.
- Norwich Books invoice needs correction via Tim in England.
- Outstanding payments include Print House, Bollard stickers, and Jody's ongoing costs.
- FICO Finance and Alex Reith payments require confirmation by Wednesday.
- Rehearsal hours for Louis and Kyoko need finalization before payment.
- Ian will submit an invoice with bank details for direct payment.

5. Current Projects/ Concert Planning

Christmas Concert Planning

- Sponsors will be greeted at the door.
- Green Gables is under investigation as a potential reception venue.
- Ticket sales figures will be shared for budget reconciliation.

Choral Workshop Promotion

- Promotional emails launch next week.
- Flyers emphasize free admission for distribution at Tim Wayne Wright's workshop on June 6th.
- John Potter will write an editorial for Nelson Weekly/Mail in late July or early August.
- Susie Peacock will receive content for billboards.

6. General Business

Catering and Reception Feedback

- Positive feedback was received on the catering and the professional appearance of the reception.
- A huge thank you was extended to Ian and Sue for their excellent catering and reception planning.
- Compliments were received regarding the free and well-managed parking at the concert, which will be passed on to Ted, the Parking Coordinator.

7. Other Business /Announcements- Choral Workshops:

- Four weeks of choral workshops are planned for August and September (August 11, 18, 25, and September 1).

Historical Records and Archives

- Alouise is working on a Civic Choir history project, researching its origins which preceded NCMA.
- Previous secretary, Gretchen Howard had compiled some historical dates and information, including the choir's earlier name (Harmonic Society).
- A 100th-anniversary book for NCMA, which includes early history and links to the choir, has been shared with Eloise.
- Records from Eseele Park and NCMA's librarian (Susie) may also be available.
- A "big wooden box" of historical documents is believed to be in the Harry Potter library upstairs.

Conclusions and Next steps

- Follow up with an invoice for Alan Glasson's donation.
- Reach out to Monica Buckland.
- Negotiate corner sign items on Francine May's invoice.
- Share ticket sales figures for budget reconciliation.
- Provide contract information to Jody on Wednesday.
- Contact Tim in England to re-do the Norwich Books invoice.
- Send email listing planned payments for review.
- Suggest cutting Jason Balls opening comments from the YouTube recording.
- Express disappointment to Nick at NCMA regarding lighting.
- Escalate booking system concerns to Jan Trey.
- Greet sponsors at the door for the Christmas concert.
- Submit invoice via email with bank details — Ian
- Pay Print House, Bollard stickers, and Jodie's costs.
- Finalize Norwich invoice and Louis/Kyoko's rehearsal hours.
- Confirm FICA Finance and Alex Reid payments by Wednesday.
- Create and distribute workshop flyers — Suzy
- Write editorial for Nelson Weekly/Mail — John Potter
- Provide billboard content — Susie
- Investigate Green Gables as a reception venue.

8. Next meeting

Date: 8 June 2026 Time : 18.00 PM Venue : 6 Montrose Drive

9. Meeting Closure

Meeting Closed : 20.30 PM

Signed: _____


Todd Padgett - Chairperson