

Friends of Merton Young Musicians Committee Meeting: 27 November 2016

Present

Hilary Nicholls
Kate Hoole
Maria Priestland
Wei Ling Miyake
Sarah Hetherington
Ian Newman, Chair of MMF Trustees

Apologies

Lucy Bond
Ian Bond

1. Chair of MMF Trustees Input/Feedback Opportunity

Hilary welcomed Ian Newman to the meeting. Ian outlined his role as the Chair of the MMF Trustees, and gave a summary of the roles that other trustees played. He also explained the history of MMF funding and some of the challenges that the organisation faced. Ian invited comments on the move to Harris Academy. These were identified as:

Challenges:

- *Parking* - it was noted that initially there had been some challenges with parking on a Saturday morning but these seem to be largely resolved.
- *Lack of cafe facility for parents who are waiting* - this had been addressed by the creation of the "Pop Up Cafe" which is currently taking £80-£100 per week, but is labour intensive and requires a commitment from parents to be able to staff it. It was acknowledged that there is limited space for parents to be able to sit within the current set up, but it was felt that the current location close to the entrance hall gave the cafe visibility as parents and students arrived at Harris Academy.
- *Lack of WiFi* - this was something that had been appreciated by parents at the Chaucer Centre. Hilary understands from Lis Wigley that a guest wifi is being actioned.
- *Lack of storage for FMYM* - there is little secure storage at Harris Academy for the FMYM to use. A theft of a £10 float and a significant amount of stock for the trolley has occurred, and so as a result all valuable stock is now stored in the percussion cupboard.
- *Acoustic Issues* - all were aware that the main hall has a range of acoustic issues. These are being addressed by the installation of heavy duty acoustic curtains in the main hall. Hilary has been advised by Lis Wigley that the quote for these is £4000, Ian was aware that a parent who is a builder has offered to install them for free.

Working Well:

- *Access to MMF Office* - the location of the MMF office at the front of the building was seen as a very positive change from the Chaucer Centre, providing parents with much easier access to office staff

Ian asked whether it would be possible to canvass student views on new venue and the facilities at Harris Academy. It was suggested that the student helpers may be worth approaching for their views, as they are all involved in a range of activities and see the building being used both in the week and on a Saturday morning.

Ian also asked whether FMYM could assist with finding a parent representative to sit on the Board of Trustees. Parents have not previously been involved in this way, but Ian agreed to devise a job description to outline the role that he would be looking for. A discussion was had regarding the financial liability of parents involved in the MMF board, and Ian agreed to check whether FMYM would be covered by the insurance liability that MMF trustees currently had.

Action: Ian Newman to provide a job description for the role of Parent Representative on the Board of Trustees; and to check whether FMYM can be covered by existing MMF insurance liability.

2. Introduction of New Committee Members

Wei Ling Miyake was introduced as the new Treasurer for FMYM and Sarah Hetherington as the secretary.

3. Accounts/Fundraising Review

The latest set of accounts prepared by Wei Ling were considered - these demonstrate clearly the income that the "Pop Up Cafe" is making each week.

A range of other financial issues were considered:

- There was agreement that FMYM needed to be clear on what we were fundraising for so that we can build support and that this should benefit a wide range of children and young people - rather than simply focusing on raising money to support the MMF tour.
- Decision taken to get proper mugs for the "Pop Up Cafe" rather than paper cups. This will reduce costs in the long term and will be more environmentally friendly. A number of people offered mugs. This will start after Christmas.
- Lis Wigley has discussed with Hilary how to reduce the costs of the MMF Tour in the summer by using cheaper accommodation and the costs of the Albert Hall by not providing coaches to take performers up for rehearsals. This was supported by all.
- Lis Wigley has asked if FMYM will consider supporting a range of funding requests:
 - a) a small amount of money from FMYM to go towards purchasing sheet music. As it was unclear how much was required Sarah will follow up.
 - b) £500 towards "Speak Up, Speak Out". This was supported.
 - c) contribution towards acoustic curtains. This was supported.
 - d) fundraising for a grand piano. This is likely to be a longer term project as @£20k will be needed for the purchase.
- Hilary has discussed the possibility of MMF being supported by the Waitrose Green Token Scheme with Lis Wigley. This is something that Lis was already looking into. Hilary will pursue this further and will discuss with Lis.
- Hilary is continuing to investigate the use of Estate Agent Boards as a form of sponsorship. She will discuss this further with John at Hawes and Co in Wimbledon.
- The possibility of looking into sponsorship from other local companies was discussed. Wei Ling has contacts at the Good Earth Chain that she may be able to approach to discuss this - she will pursue.

Actions: Sarah to clarify the request for purchase of sheet music, Hilary to pursue contacts at Waitrose and Hawes and Co. and Wei Ling to investigate sponsorship via the Good Earth Chain.

4. 3rd December Concert Arrangements

The logistics of operating three concerts (morning, afternoon and evening) across two different sites was discussed. Refreshments for the morning concert will be organised as usual from the MMF trolley, and raffle tickets will be sold. The afternoon/evening concerts in the Harris Academy main hall will have tea/coffee/mulled-punch stall, cake and mince pies stall, 'Bric a Brac', tombolo and raffle.

More donations for the raffle, cake stall, 'Bric a Brac' and tombolo are needed. Kate has emailed Louisa in the MMF office to request that an email was sent to all parents at the start of the week asking for raffle/Bric a Brac/tombolo contributions to be brought in during the week; and for cakes and mince pies to be brought on Saturday morning.

It was agreed that:

- Wei Ling would sort 5 floats for the afternoon/evening event - recognising that it may be possible to use some of the takings from the morning for this.
- Hilary would sort the setting up of tables for the afternoon concert during the morning.
- Hilary would sort signage for stalls.
- The tombolo would be filled with lower value items and sweets, and would be priced at 50p a ticket.
- Wei Ling and Sarah agreed to collect small items for the tombolo, and Wei Ling will also prepare some sweet-bags to be included and will purchase chocolate to sell at the afternoon and evening concerts.
- Kate will organise the hampers for the raffle once donations have been received.

Actions: all committee members to check what they have agreed to do.