

Revelation Rock-Gospel Choirs UK

Trustee Meeting Minutes 14th June 2008, West Kirby

Attendees:

Alex Kipling (Chair)
Hannah Collins (National Co-ordinator)
Kevin Alty
Amanda Hibbs

Apologies:

Alice Smith

1. Last meeting's minutes
 - **Hannah** to check with charities commission to check if we've sent in charity annual return.
 - Website trustee section to be done with website overhaul.
2. Financial Update. Hannah introduces concept of Trustee checking of accounts – easier now this is available on line. **Alex** accepted the responsibility for checking every two months – end of each other month (28th). Forms to enable it are signed today.
 - Hannah says there should be hand-over to new Financial Coordinator with Alex and new and old Financial Coordinators – agreed.
 - Hannah thinks using one Rev account (rather than individual accounts) is a better solution – Trustees happy with this.
 - Recent computer issues have caused problems with some accounts being lost and having to be recreated. Either emailing information around or saving stuff to Google Documents is the solution.
 - More money is being spent on travel expenses.
3. Insurance
 - WiM has flagged Rev's lack of insurance. The WiM venue asked us about our insurance and there is an increasing reluctance from venues to accept uninsured groups.
 - The Trustees agreed with Hannah that insurance is necessary. However, because it is more a question of having the insurance than being able to make large claims on it – in other words, low cost is more important than high levels of cover.
 - The Making Music insurance is part of a wider package (including other services in addition to insurance) and therefore more expensive – discussion of whether the other services are worth the additional value.
 - Discussion of whether getting insurance to cover non-university-affiliated choirs is worthwhile. However given Revelation's remit to promote gospel music at institutions of higher education this is not within mandate.
 - To get consistent quotes, it is necessary to agree the answers to the various questions asked by insurance companies:

- a. Members: 400
 - b. Employees: 0
 - c. Active Volunteers: 40
 - d. All volunteers: 40
 - e. Active members: 150
 - f. Assets: £100
 - g. Low level for cover for public liability insurance, legal costs, personal accident
 - h. Trustee Liability: get a quote with and without. Also investigate buildings insurance further (questions are not clear)
- **Amanda** volunteers to obtain quotes and propose insurance package at next meeting, which must take place before the October/November weekends away.
4. Child and VA protection
- Hannah offered to email a friend who has access to another charity's Child Protection Policy to cross-check.
 - CAVAPO will replace "Child Protection Office" to highlight link to Vulnerable Adults which are perhaps more relevant for Rev events.
 - Amanda will amend the definition of a "Vulnerable Adults" to focus on the fact that they are unable to protect themselves from harm or exploitation.
 - Hannah will make all volunteers at Rev events aware of the C&VA Protection Policy. Briefing will be at two levels: all team members must be aware of the policy but the CAVAPO will be directly responsible for its implementation (not the NC, as currently drafted – the NC will be a CAVAPO and will appoint other(s) jointly).
 - A Trustee will be designated to be on call for each National Event.
 - **Alex** will update the policy reflecting our discussions.
 - Thereafter, **Kevin** will update the training material accordingly.
5. Choir Update
- Hannah updated the Trustees as to the progress of the choirs
 - Bilateral and trilateral choir relationships are encouraged as a means of enticing people into the Rev National scene. This is particularly appropriate for struggling choirs who need a "splint"
 - Alex pointed out that different university's approaches result in different results in terms of membership, activity and the strength of the choirs. Where possible, recognising constraints such as venues, union rules etc., sharing of best practice should be encouraged between the choirs, taking examples of activities or approaches which generate success and promoting them to other choirs.
6. Patron Rev. Basil Meade
- Hannah asked to re-establish contact with Basil and update him about Rev.
7. Revelation's Charitable Status

- Alex introduced his thoughts on the future of Revelation. Given the resignation of Alice from the board and the imminent resignation of Jennie, we are down to just three Trustees, the minimum permitted by our rules. The Trustees were asked to consider the value of being a charity at all.
 - The original motivation for becoming a charity was to be able to apply for more grants and raise money through gift-aid from tax-paying donators (the Friends-of-Rev scheme). However, Alex voiced his concerns that these amounts might not be material enough to justify the charitable status.
 - Review of the accounts proved that this is not the case – in the last financial year almost £1,000 was raised through gift aid, grants and other sources which would not have been available to Rev had it not been a charity.
 - In addition, Trustees provide the long-term oversight and vision compared to the supposedly relatively short term of NC at two years.
 - Alex once again expressed his frustration that the Friends of Rev scheme is providing limited income with only a handful of donators (many of whom are Trustees!). Given what a reliable source of income this is, this is the means to grow the charity's income to be able to grow the choir network and reach out to more students in more institutions of higher education.
 - It was agreed to target Revelation leavers, with a view to getting them to sign up to monthly donations when their first jobs start paying them a salary in the early autumn.
 - A number of strategies were discussed to recruit ex Revvers to FoR using online media where possible.
 - A number of websites offer online donating website which we may be able to tap.
 - FoR coordinator to be supported to allow for the additional work needed to achieve this.
 - **Hannah** put on agenda push for choirs to gather contact details of leaving members for 'Ex-Rev club' to promote FoR that could be national and/or choir related.
 - A general agreement to "up the ante" was made in order to try to grow Rev in terms of choirs, members and turnover in order to make the most of the Charitable status.
8. Trustee numbers
- Given the resignations, we need more trustees – 5 or 6 seems like the right number.
 - Trustees should not have ongoing links to or allegiance with any one Rev, but could still be involved. Need a balance of trustees with various skills, but also not with specific areas within Rev.
 - **All** agreed to seek new Trustees.
9. Minutes
- Minutes approved from last meeting – no closed minutes

10. Next Meeting

- Midday 27th September, in The Globe pub opposite the station in Sheffield