



Executive Meeting

Sunday 10th December 2017

Due to adverse weather conditions the meeting was not convened but members emailed comments mainly regarding the recent Own Choice Contest.

Kevin Ford – Contest Controller

1. Kevin created a list for future use hoping that everything would be covered should there be a new Contest Controller.

GBBA CONTEST MARCH & OWN CHOICE

TASK LIST

The following has been created to assist the Contest Controller and Contest Team. For the 2017 Contest (November) there was very little to go from the previous Contest Controller ie Tasks lists, diary of events, supporting documents, files, proforma, etc. Fortunately, Karen sent files, etc. that were so useful. Very much a steep learning curve with assistance and advice from more experienced Committee members. The details below are a list of tasks and things to consider. It is not prescriptive but covers many considerations that might be forgotten.

Initial tasks

ALL DOCUMENTATION IS ON A MEMORY STICK - REQUIRES AMENDMENT EACH YEAR

Year/Date, Adjudicator, Bands entered, Prize money, Schedule, Timings, etc.

| | |
|----------------------|--|
| Arrange Venue | <ul style="list-style-type: none">- Executive Committee to agree venue & dateCurrently All Saints Academy, CheltenhamAgree opening time/access as part of contract - 8.00amASA Contact 07794 008 064 Jamie Burns Site Manager |
| Adjudicator | <ul style="list-style-type: none">- Agree list of adjudicators & commence arrangements- Suitability, experience, proximity to venue, etc. |
| Compere | <ul style="list-style-type: none">- Currently using Dave Hayward |
| Venue considerations | <ul style="list-style-type: none">- Hall size, changing rooms, warm up room, parking (coach/car),location ie central to potential bands, health & safety, kitchen facilities |
| Contest entry fee | <ul style="list-style-type: none">- Currently £100 non-members, £80 members, £25 Training/Un-registered |

- | | |
|---------------------|---|
| Entry Closing Date | - Agree when Contest Date confirmed |
| Advertisement | - Create poster, write to all bands (email & letter), email other Associations, use social media - facebook, twitter, GBBA newsletter, Radio (Triangle), WEBBA & SWBBA, Wessex websites |
| GBBA Website | - Update with rules, entry forms, advert/poster - Mark Lythaby |
| Stage Plans | - Seating & Percussion - send to Bands but also on website. |
| Pre Contest meeting | - Executive Committee members to meet in order to finalise arrangements |
| All Saint Academy | - Directions (Sat Nav problem) - Mark Lythaby to highlight on website - Kevin Ford to advise Bands |

Items needed for Contest Day

- | | |
|---------------------|--|
| Adjudicators Box | - Agree position. With Robert Morgan |
| Stands (GBBA stage) | - With Robert Morgan |
| Stands (Warm-up) | - Set needed. Used Lydbrook's for 2017 |
| Pull up Banners | - With Robert Morgan |
| Stand Banners | - With Kevin Ford |
| Printer | - With Kevin Ford |
| | Print Class D certificates (G/S/B per band) to use as required |
| | Purchase frames |
| BBP Registry | - Ensure receipt of Registered Players list from BBP |
| Paperwork | - Adjudicator remark sheets, Prize listing form, compere forms for prize presentation, Certificates for Class D, Draw sheets |
| Programme | - Commence design based on previous years - Mark Lythaby Quotes - Whitehouse & others - Sharon Stratford Print numbers, currently 100 off (Sale price £1 each) |
| Percussion | - Supplied by Lydbrook Band (£200 fee) 4 Timps incl. stool, Drum Kit incl. stool, hi-hat and 2 cymbals, Glock, Xylophone, Vibraphone, Tam-Tam, Bass Drum with Stand, Tubular Bells and two trap trays |

| | |
|-----------------------|---|
| Trophy (Ian Ford) | - Ensure return of all trophies in time for contest day |
| | Purchase special prizes ie soloists prize |
| Jobs on the day | - To be allocated. It's an Association event so all bands should be encouraged to supply helpers. <u>Names in brackets are 2017 allocation</u> |
| Draw | - 2 people (Kevin & Kerry Ford) |
| | Borrowed players, Illness, Scores |
| | Circulate Draw on posters |
| Door marshals | - 2 people (Sharon and Mum) |
| Entrance £5 | - Programme £1 |
| Wristbands | - Bands - Green.. In envelopes - 30 off |
| | - Public - Blue |
| Stage Management | - Seating and Percussion - 3 people |
| | (Robert Morgan, Paul A, Daffi) |
| Registration | - 3 people (Barbara Morgan, Jenny Higgins |
| | Roy Smith) |
| Doors & corridor | - 3 people (Sally Joyce, Roger Stratford, Ian Ford) |
| Bands (changing/reh.) | - 2 people (Lyn & Alice Ford) |
| Catering | - FoD Brass (main kitchen not available, used Dom. Science room-Hygiene Cert.) |
| | n.b. Dietary requirements re Adjudicator (vegetarian/water/etc) |
| | Free refreshment for Committee/helpers |
| Signage | - Changing rooms, Draw, Phones, Noise, etc. 2 people (Kerry&Sammy Ford) |
| Photography | - Mark Lythaby |
| Prize money | - To be agreed. Dependant on number of entries per Class |
| | Class A - 3 or more .. £200 Less than 3 .. £100 |
| | Class B - 3 or more .. £200 Less than 3 .. £100 |
| | Highest placed 2nd & 3rd Section - Cups |

Class C - 3 or more .. £200 Less than 3 .. £100

Class D - Winners .. £50 Music Voucher

Timings - To be agreed. Dependant on number of entries per Class. See 2017 below

CLASS D - 3 Training Bands - City of Bristol Learners, Lydbrook Training , Lydney Training

Draw - 10.00am

Start - 10.30am (first Band plays National Anthem)

Finish - 11.20 approx (including Adjudicators comments & results)

*CLASS B/C - 7 bands (6 Class B & 1 Class C - Malvern) - **NOTE - Swindon withdrawn***

Draw - 10.40am

Start - 11.20 am (approx) .. After Class D is complete (incl. adj. comments & results)

Finish - 2.30pm - NOTE- results will be after Class A is complete (this should keep an audience for Section A)

CLASS A - 2 Bands - FoD Brass, Wotton

Draw 1.30pm

Start - 2.30pm (approx) .. After Class B/C is complete

Finish - 3.10pm

RESULTS OF CLASS B/C and A - Presentations, Closing remarks by Chairman.

ALL Trophies to be signed for

Adjudicators Remarks, Scores available in the Draw room

Kevin's thoughts from the day:

Class D -

a) Best instrumental prize - Went to 'senior' player! City of Bristol main band Sop. How do we prevent this? People mentioned it on the day however I let it continue as he was a registered player with CoBB ie not borrowed. Of course, we must remember that the section also includes Un-registered bands which could be full of adults. **Mark** – how can this be avoided in future?

ALL

b) Number of Under 14 - Many people queried this. I trusted Conductors to say how many. I have amended the registration sheet which now needs a tick against players' names 'Under 14' and 'Date of Birth' against youngest player. **Karin** – what if all players do not turn up on the day? Is there a better way of recording this on the day? **ALL**

c) Signatures - On the day I didn't require player signatures - I believe SWBBA do this for their Youth/Training section. I required just the conductor's signature verifying accuracy of list.

Registration Listings -

Lack of forms from BBP - It related to file size not able to be fully sent/received. BBP & I have done a set of test emails and file transfers to ensure process will work next year.

Borrowed Players -

I was concerned that the rules state a player can play for their registered Band plus as a borrowed player for one other Band yet a player was 'borrowed' in 2 bands as his own band was not playing. The rules need reviewing and points such as this highlighted to bands.

Stand Banners

I forgot therefore my fault.

Adjudicator tent -

Robert - I was a bit concerned with having to put the adjudicator's tent at the side but I didn't hear anyone complain. **Kevin** - Position was the only option. I gather adjudicators were in same position at the NCB Festival the following week. Karin – yes they were but that was in the open. Is the tent just too big for 1 person?

Assembly Room numbering -

Needs to be more efficient with details on front desk to tell players where to go. Should be listings on wall at the Changing Areas.

Draw room needs to be decided immediately thus ensuring relevant material is kept safe.

Karin – rather than numbers just put the name of the band on the room as you can get all the bands in one section in at one time. A poster in the corridor saying which section is where?

Catering -

Initially could not have Domestic Science room. After many emails and sending of Food Hygiene Certificates from FofD Brass it worked out well.

Karin – I suspect this will have to happen each year but now you know how to get round it.

Stewards -

Excellent help to make the day go really well.

Toilets -

I have had comments how bad the toilets were ie cleanliness and inappropriate graffiti (crude and rude). Needs mentioning to ASA perhaps. **Mark** - Thoughts? What do band members think? **Karin** – was anything mentioned to the chap on duty? Would it have been possible to close that toilet or was it more than one? **ALL**

Trophies -

Needs a review (or a cull). Too many so meaning is lessened, perhaps due to number of bands. Personally I don't agree with Best Conductor, etc. Even Malvern (Class C) wondered why they had so many!

Karin – More bands need to enter for 4th section then Malvern would not have been inundated. I think there is too much family history involved in the trophies to drop any of them.

Photographs -

Well done to Mark. Really good job. Some Bands used them for their websites.

Date next year -

Already agreed and booked. Thanks to Karin. There will be a poster to circulate before January.

Karin – November 18th booked. It was the only date available in the month. It does clash with BiC again so Dave Hayward probably will not be available.

Other -

Results - Issue of results on social media (facebook, twitter, instagram, etc.) Needs to be quick ie straight after presentations.

Results - Need to be posted around venue immediately. Plus they were not on adjudicator notes much to Ruth's disgust. **Karin** - With 3 sections in one they were never going to be.

Publicity - There will be a poster to circulate before January 2018. Publicity is key to getting Bands on board as other contests around same dates.

Training Bands - Whilst the Training Bands are together I would love to have a mini workshop/masterclass (60 minutes) after Class D finishes. Another room/hall maybe? Similar to BiC. **Karin** – we have access to the Drama Room upstairs (lift Available). It would need a second set of stands, music & a conductor. Great idea.

It was a great success and I had lots of favourable comments that it was a 'friendly' contest.

Ian's comments on the contest are:

The adjudicator tent and position needs sorting out once and for all. Due to its size, it was to the side of bands, affecting the sound heard by the adjudicator.

Due to the new position of the tent, we moved the trophies to the other side, stopping us using one of the doors. This meant that bands and audience had to use the same door, causing congestion. We could move the trophies out into the corridor. **Karin** - We've used one door before as they had a problem opening it last year.

We need to publicise Triangle Radio more. How many competitions can claim that bands can hear their performance afterwards, using the internet? **ALL**

Robert

With regards to the contest it all went very well - Kevin has already mentioned the problems with the registry print outs, however Jenny and Barb seemed to get through without any problems.

I was a bit concerned with having to put the adjudicators' tent at the side but I didn't hear anyone complain. See KF reply above.

We had plenty of helpers and everyone worked well together I thought.

Well done Kevin for your first time as contest controller - never easy I know.

I see you've booked the 18th for next year Karin - is that BiC day again? See reply above.

Can we get Dave Hayward booked as well please. Not available – would like to attend BiC.

Most importantly we need to get that date out immediately to bands by whatever means possible - I know at Lydbrook we look at contest dates soon after Christmas and the sooner we can get it out the better. Hopefully we can get the same bands back and maybe a few more for next year.

All in all though an excellent day.

Treasurer's Report

GBBA CONTEST 2017 (2016)

| | | |
|------------|-----------------|--------------------------|
| Entry Fees | 975. 00 | 980. 00 |
| Door Entry | 310. 00 | 420. 00 |
| Programmes | 65. 00 | 61. 00 |
| Mr Tuba | 50. 00 | <u>100. 00 (Trevada)</u> |
| | 1420. 00 | 1561. 00 |

| | | |
|------------------|-----------------|-----------------|
| Hall Hire | 300. 00 | 300. 00 |
| Prize Money | 450. 00 | 450. 00 |
| Steve P-Jones | 258. 00 | 280. 10 DT |
| Programmes | 96. 00 | 138. 00 |
| Perc. Hire | 200. 00 | 250. 00 SB |
| D. Hayward | 130. 00 | 120. 00 |
| Trophies | 51. 28 | 49. 99 |
| Stat, etc. | 56. 99 | |
| Helpers Refresh. | <u>31. 40</u> | <u>62. 50</u> |
| | 1573. 67 | 1650. 09 |

LOSS £ 153. 67 89. 09

Karin – wondering why Dave H fee was more? Nothing was said about it being raised. What is Stat, etc?

Correspondence

Presentations to 2 members of Berry Hill requested for 50 and 70 years of service. RM to attend.

Safeguarding

This still requires attention. Performance in a licenced venue requires a lot of information to be collected on children taking part in an event (such as a paid concert/workshop) in order to apply for exemption or chaperones. Exemption can take 3 weeks. BBE advise that the Arts Council are looking to get clarity but individual LEAs are interpreting the rules themselves. GCC is very strict on this.

Any Other Business

Karin - The Forum Training group is looking at ideas for further training of Adults and Youth in innovative ways. Is there an affordable budget they should be working with?

AGM date? As far as I am aware this has been suggested as Sunday April 8th 2018 but not agreed. Venue? Time?

Forum – March 18th 2018. Do we have a format for this or are we expecting DH to come up with the ideas again? He has said after this second meeting he thinks it should be led by the Committee.

Karin – I would like to advise that I will not be standing for Secretary at the AGM though I am happy to continue on the Committee and in the roles of GM liaison and WEBBA Rep to help in any way I can.