

Iminster Ukulele Club Working Group

Minutes of Meeting 7th March 2023

This was the first meeting of the Working Group (WG), set up following discussion with the IUC members. The meeting was primarily to agree the purpose of the WG, to allocate roles and identify priorities for further discussion. These notes are comprehensive to ensure we are all in agreement about how to take the group forward. In future notes will be in a shorter format.

Present: Ian, John, Polly, Marck, Tony, Elaine

- 1 Chairing Meetings:** Agreed to rotate the chair. **Marck** volunteered to chair the first meeting.
- 2 Notes:** **Elaine** agreed to write up minutes.
- 3 Administration:** **Ian** agreed to be point of contact for general enquiries, coordinating information between working groups etc. He will also set up an email address for management group communications.
- 4 Website:** **Zoe** has volunteered to manage the website.
- 5 Purpose of group:** Agreed to keep things as informal as possible but some structure needed as the club has grown and we are being asked to play more and higher profile gigs. The WG will, in consultation with the members, agree and share the tasks required to help IUC continue to run as an inclusive, creative and enjoyable club. Members are encouraged to work with WG team on the various tasks.
- 6 Membership & Data List:** **Polly & John** to design and distribute a membership form to be signed by all existing (and new) members. This will seek permission to share data between members (e.g. email addresses), and include guidance (yet to be written) regarding the group ethos and 'behaviours' (inclusivity, respecting differences etc) and a process for resolving any disputes.
- 7 New songs:** agreed we need a better way to introduce new songs into our repertoire. **Elaine** agreed to draft a proposal.
- 8 Songbook:** needs to be kept up to date and include changes to songs agreed by members. **Marck** agreed to take on this task.
- 9 New members:** The gigs we play and 'word of mouth' bring in enough new members. Agreed we needed to improve how new members are helped to join the group, especially if they are total newbies. The original 6.30pm to 7.00pm newcomer slot isn't working. Suggestions: buddy system, develop an 'intro' pack with chords, finger positions etc. Separate session? **Marck** to work on starter pack. Members to be asked to volunteer to be a buddy.
- 10 Running the Wednesday sessions:** we acknowledged the amazing job that David W has done of running the group since its beginning. Going forward, agreed to draw up a list of members to run the sessions on a rota basis. We discussed the fact that some members report being unhappy with aspects of the Wednesday

sessions. Sessions need to be planned with a mix of new songs, gig rehearsal and playing for pleasure, taking account of different levels of ability. Leaders will need to keep the group reasonably focused so everyone can be involved. **To be discussed with members**

- 11 Publicity and marketing** This is mainly about producing flyers and posters plus content for social media. This was a big task for last year's show. We now have a poster design and photos that can be used/adpted when required. **Marck** to look at website content, **Polly** to forward the group photos taken last year.
- 12 Shows** All agreed the September 2022 Warehouse set list worked really well. Show set lists are not just about which songs to play. They need a structure and to be tailored to the audience. Agreed to ask the core group involved previously to take on this task for future shows. Other members are free to join too. Proposed set lists will be discussed with members and amended if needed, based on 60% or more majority vote.
- 13 Assets:** Most 'assets' are owned by individuals and loaned to the club when required. There are occasional costs when batteries need replacing. To date this has mainly been covered by the asset owners. The WG rejected idea of the group having its own funds (it becomes too complicated). Further discussion needed if funds are needed in the future e.g. to purchase further equipment.
- 14 Future meetings:** date and venue to be agreed at each meeting.
Next meeting 28th March 2023 at 7pm

To do:

New song process	Elaine
New member resource	Marck
Membership form	John & Polly
Admin for WG	Ian
Request buddies/leaders	Polly