

Item	Inception	Item	Responsible	Status	Closed	Notes
202102	04/10/2021	Open Day Sept 2022	AW	Ongoing		September 2022 - Aiming for performance type event hosting a variety of A Capella singing groups. Excom Agenda item March
202104	04/10/2021	Allocating Parts	BT BC	Ongoing		Range checks All new members to be checked and allocated to a provisional part All current members to be checked by end of February 2022
202105	04/10/2021	Community Events	Any member	Ongoing		We have 5/6 songs ready to perform at informal events (scores permitted where needed) Members are reminded to bring forward suggestions
202106	06/12/2021	Christmas Song	BT	Ongoing		Let It Snow to be started in September 2022
202111	06/12/2021	Welcome Pack	AW	Ongoing		Andy to draft a welcome pack for new members Information to include: • ECC • Barbershop Singing including ranges
202112	06/12/2021	Data Security and Privacy	AW LA	Ongoing		Our Policy is published in the small print on the website Moving forwards: • E-mail communications will have members e-mail addresses hidden • Chair(s) and Secretary's contact details will be added to the bottom of all e-mails • Sharing permissions will be added to the membership forms
202113	06/12/2021	ECC Policy	AW	Ongoing		Andy to update our Policy and send to all members in the New Year
202114	06/12/2021	Convention 2023	BT AW BC WH	Ongoing		We will need to start rehearsing a suitable repertoire from May 2022 Ben will start to investigate in collaboration with Andy, Brian and Wendy
202115	04/10/2021	Christmas Social 2022	LA			Christmas social - Excom Agenda item June (Format, date, cost/payment plan)

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202104	04/10/2021	Members	BC BT	Standing Item		Range checks -All new members to be checked and allocated to a provisional part BC/BT -BC to continue to update current members as needed -BT to continue to support individual members as needed
202207	06/06/2022	Repertoire	BT AW BC	Standing Item		Next batch of potential songs to be shortlisted -Choose Top 3 off website +1 -Agenda item Mar 23 -New Christmas song for 2023 to be chosen ready to start rehearsing in Sept/Oct 23
202205	06/06/2022	Formal Attire	LA	Ongoing		LA to order turquoise shirts Jan 23 Then dress trial to see if having some people in alternative clothing works
202114	06/12/2021	Convention 2023	LA BT AW	Ongoing		-Confirm membership of all individuals -LA to organise registration and booking -BT/AW to plan and book extra rehearsals -AW to email members with an update
202214	12/12/2022	Teaching Resources	AW BT	New		Bring proposal to March ExCom
202213	12/12/2022	Fundraising	AW	New		Plan Quiz
202212	12/12/2022	Events/ Excursions	AW	New		Plan Summer BBQ 2023 Consider potential excursions
202211	12/12/2022	Recruitment	BT KB	New		BT-Contact University in Ipswich re organising Concert/Workshop KB-Publicise Sing Outs and events as appropriate
202210	12/12/2022	Sing Outs	BT LA BC	New		Various avenues to explore -BC Hadleigh Choir -LA busking at buttermarket every few months
202204	06/06/2022	Music Day 16/10/2023	BT AW LA	New		AW-Check date with Hall! Start issuing invitations Jan 23 -BT as last year -LA Stellar Acappella; Chorus Icen; Felixstowe Harmonies; Sound Tradition

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202208	05/09/2022	Monthly Fees	AW	Annual - AGM		Start charging a monthly fee £12 from 1 Jan 23 and £5 per rehearsal for non-members -Fee to be reviewed annually at AGM