**Body Of Sound: Minutes of Steering Group Meeting**

**Held on Tuesday 29th March 2022 at 5.30 p.m.**

**On Zoom**

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| **1** | **Present:** Gill Dean, (Chair), Kate Thomas, Izzy Price, Carol Adams, Liz Scanlon, Judy Harris, Anna Goss, Lisa Heller, (minutes).**Apologies:** Liz Koe | ***Action/******Who*** |
| **2.** | **The minutes of the meeting of the Steering Group** held on 1st February 2022 were approved with one amendment: The minutes of the meeting of 5th January 2022 had been approved | ***Lisa*** |
| **3****3.1****3.2****3.3****3.4****3.5** | **Membership:** Anna asked about a number of women who had not attended for a while. Kate would send an email to any women where we were not sure if they intended to return.Some women had taken time out because of Covid or for personal reasons.Anna and Kate would share the finalised listsKate would send final list to Izzy and Lisa in order for them to keep an eye on big birthdays.(Anna left the meeting) | ***Kate******Kate/Anna******Kate*** |
| **4****4.1****4.2****4.3****4.4** | **Retention Fees:**The policy before Covid had been to charge a retention fee for women taking time out of attending sessions.During Covid, several people had not attended, and these people had not been charged.Liz S explained that next year the fees might need to be increased as the BoS finances were running low.It was agreed to write to women who were not attending, explaining that we would understand that not everyone could afford to pay a retention fee, but that if they were able to pay up to half of the middle rate fee, this would help BoS finances, but this was optional. | ***Liz S.*** |
| **5****5.1****5.2****5.3****5.4****5.5****5.6****5.7****5.8****5.9****5.10** | **Covid Survey:**Liz had collated and circulated the results of the recent survey of BoS members, which she also shared on screen.28 people had responded.It was decided as a result of the feedback from members recorded in the survey, that we would keep three basic measures in place for BoS sessions:* People encouraged to stay at home if at all unwell
* Windows and doors to be open to provide maximum ventilation
* Chairs to be at 1 metre distance.

It was decided that we would place the chairs in more of a horseshoe shape – people could opt to be behind others if that felt safer for them.Tea break- 15 minutes. People could make hot drinks inside if they wished.Everyone encouraged to go outside to allow the air in the room to clear a bit during the break.Kate would prefer to have a longer session: It was decided that the session would run from 7.30 – 9.30p.m.Face coverings optional.Decided to continue with Zoom for the next term and review before September.Gill and Kate would send an email to BoS members explaining these decisions. | ***Gill/ Kate*** |
| **6****6.1****6.1.1****6.2****6.3****6.4****6.5****6.6****6.7** | **Lockerbrook:****Money:**Liz S had done a brilliant job of working out the money.She shared the results on screen.Liz would send out an email to people coming asking for payment by the end of April.**Sub-group to plan** the weekend: Gill D. Judy, Kate, Liz S. Lisa **Transport:** Carol would need a lift – everyone would be invited to consider sharing cars. Liz would ask if anyone needed a lift when she emailed about payment.**Workshop:** Izzy would liaise with Rose**Food:** Gill and Lisa would start to think about and plan this.**Date for meeting of Lockerbrook sub-group**: Tuesday 19th April 7p.m.Gill mentioned that the recent Clothes swap at Lesley’s barn had been a really lovely event, and it had been so good to see people in person. Lockerbook gave us an opportunity to spend time together. | ***Liz S******GD, JH, LS, KT, LH******Liz S.******Izzy******Gill/Lisa*** |
|  | **Date of next Steering Group Meeting: TBC** |  |