



BERKHAMSTED  
**JAZZ**

www.bjazz.org

**AGM 2023 Wed 8<sup>th</sup> November 2023**

- 1. Apologies for Absence**
- 2. Minutes of previous meeting (9<sup>th</sup> Nov 2022)**
- 3. Matters arising not on the agenda**
- 4. Chairman's Report (Larry)**
- 5. Treasurer's Report & approval of Accounts for Season 2022/23 (Peter)**
- 6. Prices for 2023/24 Season (Peter)**
- 7. Website & Publicity Matters (Andrew)**
- 8. Changes to the Constitution (Steve)**
- 9. Election of Officers & Committee Members**
- 10. Appointment of Hon Auditor**
- 11. Any Other Business**



# 4.1 Chair's report - *concerts*

- **Great concerts:**
  - no cancellations
  - wide variety
  - Big Band
  - Younger players: Big Band, Support Act
  - **Thanks** to *Civic Centre staff, Paul Cusack & Dacorum*
  - **Thanks** to *Maggie Procopi & her team on the BJazz Bar*
- **Innovations:**
  - Successfully applied ideas from last year's AGM:
    - **Candles & beer mats** on tables
    - **Background music**
  - Regular good value **CD & Jazz magazine sales**
  - **More publicity** in online listings, Jazz Guide & sponsorship
  - Continued collaboration '21 with **BoilerRoom** Live Streaming



## 4.2 Chair's report - *growth*

- **Attendance: 956**, 19% increase on 21/22
- **Membership: 155** Members from 99 Membership subscriptions
  - **30% up** on this time last year
  - About **40% new** to BJazz last Season
- **3 New Committee Members** incl our youngest Membe, Arran Shanghavi, **welcome**
- **Substantial reserves** & 21/2 loss turned into **profit**
- **Evaluated** & decided against being **Community Interest Company**
- **Challenges**
  - Aging Membership
  - Publicity – always more to do
- **2023/4: Steve** has booked another great Season
- **Thanks** to **Steve** for his fantastic contribution over the years



# 5. Treasurer's Report & Approval of Accounts, 2022/3 Season

Income:		Costs:		Result:
Concert Income	+40%	Concert Costs	-10%	Profit in 22/3 vs loss in 21/2
Memberships Income	+22%	Admin Costs	+14%	
<i>Total</i>	<b>+38%</b>		<b>- 7.5%</b>	

- **12 BJazz Concerts**
- **956 (+19%) concertgoers: 622 (+21%) Members, 334 (+16%) Non-Members**
- **Bank Balance adequate to handle losses in 23/4**
- **Cost increases for 2023/4 Season were below inflation**
- **We are ready for cost increases for 2024/5 Season**
- **Opportunities such as raffles, joint working....**
- **Thanks** to *Sandra* for timely and efficient Audit

# 6. BJazz Prices for 2023/4

## Committee Proposal:

Following net profit in 22/3 Season and sound reserves:

- keep prices **unchanged**
- plan for **small loss** in 23/4
- Expect prices to **increase in 2024** for 24/5 Season

## Memberships

Single Adult **£12**

Joint **£20**

## Tickets

Member **£13**

Non-Member **£18**

Dacorum Card Holder **£13**

Junior (under 16) **£6**

Student (over 16 & in full time education) **£9**



# 7.1 Website & Publicity: *growth in website continues*



**2022/23 website users vs 2021/22:** Steady growth trend in website use continues

Occasional outages in service and not the very easiest to use – but we use industry standard website hosting and software and ticketing, membership and payment applications, all suitable for our low budget

## 7.2 Website & Publicity: *shift to email & listings*

- **Monthly emails:**
  - Nov 226 recipients (+27% on '22),
  - 65-75% opened
  - People click through the links to order, £356 highest click-through orders from an email (Nov 22)
- **Yellow Programmes & Orange Flyers:** continue to rationalize to save time & cost
- **Posters:** Berko, Tring, Chesham mainly, plus 1 in each of Wendover & Aylesbury
- **Listings:** Tring & Berko “Living” online & physical copies; BerkoArtsTrust, Event Hub, Boxmoor Direct, BerkoBeerFest (sponsorship)
- **Trialing “Jazz Guide”:** monthly copy & website, devoted to advertising live jazz, £50 pm
- **Stopped:** rationalize Orange A5 distribution; stopped Twitter
- **To do more:** eg social media, more towns for posters eg Hemel, more listings... needs more resource

# 8. Changes to the Constitution proposed - *Steve*

## 1 **Change abbreviation from B.J. to BJazz**

To keep consistency with the website. Impacts several section of the Constitution.

## 2 **Delete Membership Secretary as an Officer, combine Website & Publicity into a single role**

Membership is largely enacted & monitored via website, so Membership Secretary role has disappeared. Publicity takes place using the website and it's links with social media. The number of officers is reduced from 7 to 6: Sections 5.1 & 6.2.

## 3 **Reduce Committee Quorum from 6 to 5**

To reduce the risk of meetings being cancelled due to low attendance: Section 4.1

## 4 **Revise number of ordinary members of the Committee from 6 to "up to 6"**

To reflect the fact that we normally run with vacancies: Section 4.1

## 5 **Reduce AGM quorum & Special GM quorum from 12 to 10**

To ease any issues with meeting attendance, reflects the above change in Committee Quorum Sections 9.2 & 10.2



# 9, 10: Election of Officers & Committee and Appointment of Auditor

Post	Holder	Re-election	Other Candidate	Proposer
Chair	Larry Walker	Yes		
Vice-Chair	Brian Whitehead	Yes		
Treasurer	Peter Gould	Yes		
Secretary	Steve Duffy	No	Andrew Sangster	Steve Duffy
Programme Sec	Steve Duffy	No	Nigel Ormiston	Steve Duffy
Website/Publicity	Andrew Sangster	Yes		
Ticketing	Alan Parr	Yes		
Committee	John May	Yes		
Committee	Julian Ashbourn	Yes		
Committee	Vacancy		Carolyn Downer-Smith	Larry Walker
Committee	Vacancy		Arran Shanghavi	Andrew Sangster
Auditor	Sandra Lawman	Yes		Peter Gould



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**10 Any Other Business**

