

CIRCULAR KEYS CHORUS

ANNUAL GENERAL MEETING

Wednesday, 30th April 2014

DRAFT MINUTES

Meeting opened at 9:30 pm

1. Apologies

Apology was received from Jo-Anne Brice.

2. Minutes of previous AGM (24 April 2013)

Motion: That the minutes of the AGM on 24 April 2013 be accepted as a true and proper record. Moved Barb Morris, seconded Karen Tucker. Carried.

3. Matters arising from the minutes

There were no matters arising from the minutes.

4. Management Committee reports

Reports were circulated to members prior to the meeting and are attached.

The Team Coordinator, Liz Perry, presented her report to the meeting on behalf of the Management Committee.

5. Election of Management Committee

- a. Team Co-ordinator – two nominations, Dianne Jenkins and Alison Anderson.
Alison Anderson was elected by secret ballot.
- b. Secretary – one nomination, Barb Morris elected
- c. Finance Manager – no nominations
- d. Membership Chair – one nomination, Liz Perry elected
- e. Public Relations Chair – one nomination, Kate Hawkins elected
- f. Performance Coordinator – one nomination, Judith Bourne elected

6. Any other business

There was no other business.

Meeting closed at 9:55 pm

DRAFT

Appendix: Management Committee Reports

Music Director (Vicki Dwyer)

Each year I read over the Director's Report that I have written for the previous year and years prior to that.

This time last year we had a new team of section leaders and changes in place for re-energizing the music program for CKC.

Our coaching program included Betty Clipman, Darlene Rogers, Karen Breidert and Dale Syverson.

Part way into the year we sadly accepted resignations from Vicki Sutton (vocal coach and previous bass section leader) who transferred to Endeavour Chorus, Sarah Greaves, our Baritone section leader, who was re-locating to Melbourne and this year Krista and Jan have both switched to associate membership for personal reasons.

In the meantime, our remaining music team members have stepped up and taken on larger roles to ensure that our music education program and support for members continues to take priority.

What might have been a difficult time for our sections has by contrast become our strength. Bases have taken ownership of their section and have risen to surpass every challenge. Jenny DoRozario, as bass section leader has been instrumental in unifying our beautiful bass section.

For our baritones, Karen Magno has stepped into the role of baritone section leader and also audition coordinator, guiding and supporting our newest members through the steps to becoming full members.

I want to thank all the music team members for their work with the sections, PVIs, visual coaching, assisting directing – I am so very grateful for your input and your dedication to CKC.

Team Coordinator (Liz Perry)

We have had another productive year, which has seen the Music and Management Teams work more closely together in further growing our chorus and encouraging it to strive for excellence.

I thank Vicki again, for being a great educator and encourager. She has done much to revitalize the Music aspect of chorus life this year in bringing out great coaches such as Dale Syverson, and in introducing new Section Leaders who have stepped up to the mark with such enthusiasm and competence. The PVI program is in full swing thanks to Karen Magno, Di Jenkins and Amanda Andrews.

Vicki, once more, has chosen superb, modern though challenging songs, and our love of them is plain to hear.

Cathy Bartley, has done a wonderful job as Finance Manager all on her own but she is stepping down this year. Our finances are in a healthy state despite our large expenditure on new pants as part of the new (upcoming) costume, something to really look forward to. Thanks go to Karen Tucker, who is the Costume Chair, for outfitting us all with such ease and good humour.

Our Membership Chair, Yasi, has shepherded us so competently, but unobtrusively, is stepping down. She and Alison Anderson played a major part in our last Membership Drive/Six week singing course that was very successful. We had over 30 women sign up for the course. In all, we have 11 new members and we warmly welcome all of them. We have also had some members who have either left, or become Associate Members and we wish them all the best for their future. Krista has taken time off chorus to look after Lianna who is only several weeks old. We hope that Krista returns soon.

Kate is not only working as PR Chair for CKC but is also the Chair for Regional Convention. A busier lady you will not find. She does wonders in promoting the chorus in every possible way – singing at Crestwood Fair or singing on 702 for Linda Mottram and listeners. She works closely with the Fundraising Committee to ensure good publicity for all our fundraising events.

Kate is very ably assisted by Kaitlyn Dwyer in promoting the chorus on social media. Heather Finch, with connections to SMH, has put CKC in that publication. She is also the keeper of CKC photographs on Photobucket and we thank her for this invaluable work.

Judith, our Performance Coordinator, has again arranged fun gigs for us in the city, and one at the Royal Sydney Yacht Squadron. This is always fun, though they cancelled one event at the last minute.

Under the leadership of Lyn Howells, the creative ladies of the Fundraising Committee have done very well this year with sausage sizzles, garage sale, jewelry party and the stall at the Convention. Not only has Lyn organized the stall, she and Cheryl Benson have organized the 25th Celebration Party at the Convention which will bring \$500 into CKC's consolidated revenue. \$1000 dollars more will be for the organization of the Harmony Bazaar.

Two more Management Team members, who are stepping down are Francis Gurto and Deborah Martin, and I would like to thank both for all their hard work and the meetings that they attended. A special mention has to be made of Deborah. She has been on the Management Team for at least 12 years (that's how long I've been with the chorus), and she has done every job on the team. She is a truly selfless and dedicated member of the chorus. She is still the manager of our website, and edits hours of coaching tape to make it

palatable for us. Thank you, Deborah. You are a treasure, and we value you for who you are.

The Social Committee has organised two successful events under the leadership of Elizabeth Przeklasa-Adamski, our Christmas Party and a Social Lunch at Ros Lumsdaine's home.

There are two more people that I would like to thank who have played a pivotal role in the chorus : Heather Wills, whom I have always think of as Twinkle Toes, and Di Jenkins.

Heather, with her huge smile and warmth has managed to teach us choreo without too much angst. Thank you, Heather, for your patience but your insistence that we do it right.

Thanks go to Di who has put in an enormous amount of time and effort into organizing CKC for Convention.

Then there are those wonderful ladies on the Hospitality Team, under the leadership of Inese who ensure that we are always well fed and watered.

And so I step down as your Team Coordinator. I have loved being the TC, but mainly I have loved the people with whom I have worked so closely. Without their support and good humour the three years would not have been as rewarding.

Lastly, I can truly say that if it were not for you wonderful women who share my love of singing and the camaraderie, my Wednesday nights would be far duller.

[Finance Manager \(Cathy Bartley\)](#)

ASSETS:

Current bank balances:

Transaction account	\$37,509.28	
Provisions account	\$51,619.38	
Total assets		\$89,128.66

LIABILITIES & PROVISIONS:

Escrow account	\$9,908.97	
Accommodation etc for Convention 2014	\$16,500.00	
Provisional for future costs (eg coaching, costume)	\$20,000.00	
Provision to keep chorus running if financial hardship threatens our continuation	\$15,000.00	
Total Liabilities and provisions		\$61,408.97

AVAILABLE FUNDS		\$27,719.69
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Financial transactions and records have been audited and certified as per SAI regulations.

[Membership \(Yasi Wickremasinghe\)](#)

The past year has been a very exciting one for CKC.

Looking back to 2013, we have had several voice coaches visiting us.

Although CKC lost quite a few members in the 1st half of the year we had an extremely successful Membership Drive in August which pumped up our membership numbers greatly. One of the best so far, if I may add.

September saw us performing with Sydney Harmony at Barker College and Crestwood Idol which is a community based event.

In November we had our annual City of Sydney Carols and the Royal Sydney Yacht Squadron performance.

In February 2014 we had the amazing Dale Syverson at a residential retreat at St. Joseph's where we also had the privilege of meeting Para-Olympian Liesl Tedsch as the guest speaker.

We have had 3 more Coaches since then and we are looking forward to the Sydney Convention which is just round the corner.

Current members - 72

Associate members - 4

New members since May 2013 - 11

Resignations - 7

I would like to thank both the Management & the Membership Team for their support.

[Public Relations \(Kate Hawkins\)](#)

2013/2014 saw an increase in members on the PR Committee. Two committee meetings were held during the year which determined the focus of the PR Committee was to:

- increase membership
- create performance opportunities
- encourage participation, both within the chorus and in the general community, at fund raising events
- encourage audience attendance at performances
- increase our success in winning donations and grants

A successful PR campaign was run during July and August to promote the membership drive. This included a social media campaign driven by Kaitlyn Dwyer, an interview and

performance on ABC 702 Mornings Show with Linda Mottram and articles appearing in the Hills Shire Times, Northern District Times, Hornsby Advocate, Rouse Hill Times, Galston, Glenorie and Hills Community News, Kenthurst and Community News and Alex Hawk's (local MP) Newsletter.

During August, CKC sponsored the People's Choice Award of Crestwood Idol in return for acknowledgement on all Crestwood Fair promotional material and website.

Acknowledgement, signage and the opportunity to hand out flyers during the heats held on the main stage at Castle Towers and the final held at Crestwood Fair.

Thanks to Steph Wallbank, contributions were made to OzChords during the year and to Judith Bourne for our Family and Friends Newsletter.

Flyers were created for fund raising events during the year – Blue Illusions fund raiser, the Jewellery Party and Garage Sale.

Thanks to Heather Finch, a great array of photos from the year's chorus activities have been added to the PR portfolio.

I would also like to note a vote of thanks to Heather Finch from the Regional Management Team for her part in instigating an approach to Sweet Adelines Australia by the Sydney Morning Herald Picture Editor.

I would like to thank all the members on the PR Team for their contribution and assistance during 2013/14.

[Performance Coordinator \(Judith Bourne\)](#)

Thanks to Kate Hawkins, we enjoyed a pleasant evening at Crestwood Fair in September 2013, singing our Fireworks Medley.

Chorus Members enjoyed another two carolling evenings for the City of Sydney in November/December 2013, as well as one evening in early December 2013 performing for the Royal Sydney Yacht Squadron. Unfortunately the second of these pre-booked performances was cancelled without refund; I have suggested to the Management Team that in light of this, we should ensure that future bookings with RSYs do not occur on Thursday evenings, which is the weeknight for City of Sydney performances.

Unfortunately, the groom who was looking for a chorus to sing for his bride at his wedding has pulled out (not of the wedding, we hope!).

Performing in public is great rehearsal for Convention, as well as a joy unto itself. It also provides an opportunity for mixing with your fellow chorus members, especially for those who usually have to head off early after Wednesday rehearsals.

Should you have any ideas for performance opportunities, please let your PC know. Remember, we may not always be able to oblige, especially during the working week when it is difficult to get sufficient numbers for barbershop singing.

With thanks to you

[Fund Raising \(Lyn Howells\)](#)

This year's fundraising has comprised of the following events:

- Three Bunnings Sausage Sizzles on 29th June, 7th July and 2nd February 2014. We had a good number of volunteers to help on all these occasions and I would like to thank those members of the Chorus who were able to assist and make them so successful. We made a total of \$3269.44.
- Our annual Garage Sale held at Lorraine Barlow's house in September was also a great success. We had a wide variety of goods for sale from clothes and shoes to kitchen appliances, camping equipment to Christmas decorations. Fortunately we had perfect weather and the event was very well patronised by a variety of customers all with the eye for a bargain, some more than others!!! The proceeds of this, together with a raffle we held at the same time were \$2744.60. Thanks go especially to Lorraine for her generosity in opening her home to us and also to all those members and their spouses and partners who were able to help with contributions, setting up and selling and clearing on the day.
- Our next fundraiser was a Jewellery Party held in November at the home of Alison Anderson's friend, Stacey, who makes beautiful and unique pieces of jewellery. Stacey kindly opened her house and did all she could to make this day a successful and profitable one for us. Her pieces were very popular and the event was well patronised giving us a profit of \$520.00.
- Our final fundraiser for the year was our Christmas Raffle. Thank you to all of you who sold and no doubt bought tickets. Our first prize was the BBQ donated to us by Bunnings as reimbursement for our performance at the opening of their Castle Hill store in 2012; thank you to Caroline Watt for storing it in your garage for so long, I'm sure you were very glad to finally see someone take it off your hands! We made a total of \$1090.00.

So once again, with the help of a wonderful team and with the support of all the Chorus we have been able to add \$7624.04 to the Chorus coffers this year. I would like to thank everyone on the Fundraising Committee for their support, encouragement, assistance and friendship over the past 12 months and urge you all to consider joining us in the year to come.

[Social \(Elizabeth Przeklasa-Adamski\)](#)

During the year we have organised two functions. We have found during the year several other Committee's were active and required our participation. It was our intention to have

a few more fun events however, taking into account our additional coaching weekends etc. in the busy schedule we managed to organise:

- A Melbourne Cup Party at Roslyn Lumsdaine's home. It was a very successful happy event with approx. 30 members attending. There was a variety of home-made delicious dishes to eat. The desserts were especially yummy. We toasted the races at every opportunity and a good time was had by all as the pictures verify. I would like to sincerely thank Roslyn and Robert allowing us to invade their home for this occasion.
- The Christmas Party was at St. Joseph's with 50 members attending. The Party was entertaining with various ladies volunteering their many new talents as well as each Section giving us more joy. We selected a menu provided by the chef at St. Joseph's, which consisted a variety of both hot and cold dishes "Buffet". Everyone came with their own drink of choice. I believe a good time was had by all.

I wish to take this opportunity to sincerely thank very much the ladies assisting me on these occasions.