

CIRCULAR KEYS CHORUS
MANAGEMENT COMMITTEE
MINUTES

Thursday, 13 February 2014
At the home of Liz Perry-Windhorst

1. PRESENT

Director	Vicki Dwyer
Team Coordinator	Liz Perry-Windhorst
Secretary	Deborah Martin
Treasurer	Cathy Bartley
Public Relations Chair	Kate Hawkins
Membership Chair	Yasanthi Wickremasinghe
Performance Coordinator	Judith Bourne
Committee member	Lyn Howells
Committee member	Frances Gurto
Visitor	Diane Jenkins

2. APOLOGIES

Alison Anderson (Committee member)

3. SYDNEY CONVENTION

Di reported the following:

- 64 members have indicated that they are attending Convention on the CKC website, but only 23 have registered. Some members have organised their own hotel accommodation. Di is sending out a final accommodation list and members need to pay CKC the total accommodation cost before 25 March.
- Liz has not received the Chorus Competition e-packet for registration, which should have arrived late January. Registration is due by 18 March.
Action: Liz will check with Sweet Adelines International.
- CKC will bring the riser chair to Convention. The chorus is responsible for setting it up on the risers before we perform, we could get a couple of volunteers to do it for us.
- There is limited onsite parking, the hotel charges \$25 a day.

- Di will prepare the chorus information booklet and organise confirmation of copyright for our two competition songs
- The group breakfast was booked for the Newington Armory but it's a 45 minute walk from the hotel. **Action: Kate will cancel this booking and Di will book breakfast at the Novotel.** Cost of breakfast will be paid by members when they pay CKC for their accommodation.
- Committee approved spending \$600 to book a rehearsal room at the Accor Novotel for half a day on Saturday morning
- Di needs someone to coordinate photo orders. **Action: Di ask Cathy Sugar or Karen Totaro to organise photo orders**
- Judith Bourne, Lyn Howells and Cheryl Benson will pick up the registration tags
- Committee agreed Doris Ward should be the CKC banner bearer for the opening ceremony on Friday morning. Judith Bourne will be responsible for taking the banner to and from Convention.
- Vicki Dwyer will organise the gift to members.
- Di Jenkins and Vicki Dwyer will organise the 'First Time Competitors Survival Gift Pack' for 8 first time competitors
- Committee noted that Bev Hermens has had a fall and may not be able to compete. Carolyn Watt has applied for Associate Membership because of illness. Verne Mantova has been unwell and may not be able to attend the weekend retreat. Linda Basic will need assistance with transport to chorus after surgery.
- Maria Priestley is putting makeup packs together for Convention. Committee approved disposing of obsolete makeup. After this Convention we are switching pancake brand to Ben Nye so rather than buy new panstick for each member we will ask them to share.
- Di Jenkins will send Cathy Bartley a list of what payments need to be made.
- Steph Wallbank is working on a DVD presentation of chorus history; Vicki Dwyer will provide flat screen with built in DVD player.
- Suggestions for Harmony Bazaar stalls are coming in from chorus members. We are also looking for suggestions for what to sell on the CKC stall – e.g. products from alibaba.com
- Information about our Showcase package has not been requested yet.

Committee thanked Di and invited her to stay to observe the rest of the meeting.

4. PERFORMANCE COORDINATOR REPORT

Judith Bourne requested permission to present the Performance Coordinator report as she needed to leave the meeting early.

- We didn't perform for Australia Day
- The cancellation of the second Sydney Yacht Squadron performance meant we lost \$1000 in performance fees as we could have performed an extra night at City of Sydney Carols. Committee agreed that Judith would advise the Yacht Squadron that we are not available on Thursday evening in 2014.
- We have been invited to perform at St Josephs on 8 or 9 May for 30 minutes. Judith will ask for a \$200 fee as it is for a polio group.
- Committee agreed that the Family and Friends performance will be in the afternoon of Sunday, 4th May (subject to availability of a performance space)

5. MINUTES OF PREVIOUS MEETING

Motion: That the minutes of the previous meeting on 31 October 2013 be accepted with the following corrections:

- Replace Kate Hawkins by Judith Bourne in Performance Report.

Moved: Liz Perry-Windhorst. Seconded: Vicki Dwyer. Agreed by consensus.

6. BUSINESS ARISING FROM THE MINUTES

WHO	WHAT	OUTCOME
Vicki Dwyer	Edit recording of Fireworks medley for publication on public CKC website (with payment of copyright).	Not done – copyright is too expensive
Maria Priestley	Investigate copyright for publishing Fireworks on CKC website	Vicki has briefed Maria on copyright procedure. See above.
Liz Perry	Remind members via SCB that they have to pay hotel deposit and are required to say in the chorus hotel for Sydney Convention	Done
Alison Anderson	Follow up with Federica, who was one of the Harmonics	Not required

WHO	WHAT	OUTCOME
Vicki Dwyer	Ask Karen Magno (audition coordinator) to let Deborah Martin know when people pass audition and become probationary members so they can be given access to the website	Done
Vicki Dwyer	Meet with Karen Tucker to discuss new costume	Deferred
Vicki Dwyer	Talk to Costume Committee about new t-shirt for Convention.	Deferred to 2015 Convention
Deborah Martin	Ask Bridie Taylor to update the banner photo on the public website so that the people displayed are current members	Bridie has resigned. Rachael Moessis (PR Team) is reviewing website content
Deborah Martin	Remove Cathy Bartley from the Venue Closer sub-group on the website	Done
Vicki Dwyer	Talk to Lynne Smith and the Makeup Team about Lynne doing a session with the Makeup Checkers while she is here	Done
Kate Hawkins	Coordinate support for family affected by bushfire	Not required
Kate Hawkins	Attend "Consultation about Cultural Activities" with Hills Shire Council	Done
Deborah Martin	Talk to Karen Tucker about a grant application for a new sound system	Vicki says we may be able to source the recommended brand at a 'school' rate. She will send details to Karen Tucker for grant application.

7. CORRESPONDENCE

Correspondence In

- APRA/AMCOS, email 4/11/13, invitation to consult on Alternative Dispute Resolution
- Sharon Cartwright, Sweet Adelines Australia, email 14/11/13, International Update
- Sweet Adelines International, email 28/11/13, Membership Renewals
- Sweet Adelines International, email 5/12/13, 2014 Global Open House

- Hills Shire Council, email 17/12/13, Lunar Festival
- APRA/AMCOS, email 19/12/13, Newsletter
- Sweet Adelines International, email 31/12/13, Membership Renewals
- Jessie Ventila, via website 9/1/14, Tour the Camino invitation
- Linda Wareham, email to Vicki, Rotary Convention 2014 daytime performance May-June 2014

Correspondence Out

- Vicki Dwyer to Linda Wareham, email 13/2/14, declining Rotary invitation

8. RATIFICATION OF DECISIONS MADE OUT OF COMMITTEE

- Approved Leave of Absence for Maria Priestley 27/11/13 - 11/12/13
- Approved Leave of Absence for Roz Blair 13/1/14 – 5/2/14
- Confirmation of coaching: Alex Morris on 12/3/14, \$200; Lea Baker REF on 23/4/14, no cost
- Approved individual online registration for Sydney Convention
- Approved transfer of \$60,000 to Westpac Term Deposit (see Finance report below)

9. REPORTS

Finance report (Cathy Bartley)

Opening balance = \$75,149.43

Oct-Jan receipts = \$

Oct-Jan expenses = \$

Closing balance = \$

The financial reports reconciled with the bank statement for January 2014 and Cathy will circulate them.

Cathy reported that:

- We missed the deadline for the Westpac Term Deposit.
- She is looking for an assistant to do data entry and write receipts
- We can now get a credit card for the CKC account, which would be useful for overseas payments instead of using a personal credit card.

Action: Cathy to investigate.

Motion: That the October - January finance report be accepted and payments for October – January be ratified. Moved: Lyn Howells. Seconded: Kate Hawkins.

Membership report (Yasanthi Wickremasinghe)

Yasi reported that:

- Janet Dunn, Bridie Taylor and Amanda Stamm have resigned
- Jan Bird has become an Associate Member
- We have seven new members, and Kellie is a probationary member
- Several members have been absent due to illness: Verne Mantova, Linda Basic, Carlyn Watt, Rosie Cariola, Bev Hermens, Jo-Anne Brice.

Action: Yasi to send cards

- We have two new ladies, Lyn and Sarah

Music team (Vicki Dwyer)

Vicki reported that:

- Riser placements have been done
- She has lost several members who were singing the Fireworks overlay
- She has lost several of the Lead riser checkers, and is introducing a new system of pod riser checking doing live risers
- Mass Sing repertoire is being revised at end of rehearsal and this also gives Assistant Directors practise at directing
- Vicki and Di Jenkins will workshop the ballad story with the chorus at rehearsal
- Chorus expectations about where we might place at Sydney Convention may be unrealistic, as we have not been working hard enough
- CKC has lost 50% of its Music Team over the past 12 months
- Vicki is aiming for CKC to shine at Hobart
- Alex Morris is visiting us
- The PVI program has started
- Choreo for the uptune is under way
- Steph is organising CDs for warm up vocal exercises
- Lynne Smith is coaching us
- Vicki will put recordings of CKC singing competition and show songs on the website so members can practise at home
- Choreo for Everything is coming
- Vicki and Steph are working on the schedule for Retreat

- Chorus members will have the opportunity to do PVI with Dale on Wednesday and Thursday, 1 hour for \$85
- Some chorus members have indicated they will not be available on the Sunday afternoon of retreat. If not enough chorus members are there, Vicki will ask Dale to work with the Music Team from 3 pm to 4 pm.
- Vicki has planned a New Member Drive for June 2014 with two contest songs (What Kind Of Fool Am I? Ball and the Jack) and The Climb.
- We will not be entered McDonalds Performance Arts Contest this year
- We are invited to perform on the men's show, 22 June at Independent Theatre, North Sydney. Vicki proposed that we use the fee they pay us to subsidise the cost of tickets to members to watch the show, which includes TLA Quartet.
- Our Family and Friends Performance will be on Sunday, 4th May
- Vicki suggested a joint Christmas Show with Sydney Harmony at which we could sing some 8 part songs.
- Theme of this year is 'happy'
- Competition songs for Hobart will be "What'll I Do?" and "Ball and the Jack"
- Steph, Doris and Karen are available to direct small group performances during the day if opportunities arise
- Director coaching is happening
- Dede Nibler is doing an Australian roadshow and will be running a workshop at St Josephs on 2nd August
- Maria Priestley has taken on the role of Copyright Manager
- We will have a Faculty visit from Lea Baker on 23 April
- Vicki will talk to chorus members about personal commitment at the end of next rehearsal

Public relations (Kate Hawkins)

Kate reported that:

- An article has been sent to OzChords
- Rachael Moessis is reviewing content on the CKC website that needs to be updated
- PR team met to develop PR Plan
- Liz Van Miltenburg is looking for photos from the Barker College performance for the History Book
- We could promote CKC by supporting a charity – Kate suggested a Womens Shelter in St Marys and Committee approved.

Fund raising (Lyn Howells)

Fundraising since the September Garage Sale took the form of our annual Christmas Raffle which raised \$1662.75. The Bunnings BBQ which was scheduled for 1st December had disappointingly been double booked so we missed out on that fundraising opportunity. However we were given the chance to sell raffle tickets on a further occasion instead.

Unfortunately the number of Bunnings BBQs that we have been allocated this year has been reduced to 3 and we have only two left on the first two Sundays in June. Profit from the BBQ on 9th February at Castle Hill was \$1258.30.

The Fundraising Committee are currently focussing on our stall for Harmony Bazaar at Convention. We will have a meeting during our retreat week-end and endeavour to come up with some novel ideas for items we can sell which will be different to those of other stallholders. I have sent out an email via the website to all members requesting their input.

Fundraising activities post-convention have yet to be discussed and organised.

10. GENERAL BUSINESS:

8.1 Suggestion Box

No suggestions were received

8.2 Quiet Achiever Award

Nominations for Quiet Achiever should be emailed to Kate Hawkins.

Committee agreed to have a social dinner pre-convention at which awards could be presented.

8.3 Sydney Convention

- Committee had previously agreed to use fee for organising Celebration Party to subsidise cost to CKC members. Because of online registration this is too difficult, so instead we will subsidise the cost of breakfast by \$5 per head.

Next meeting 7:30 pm, Thursday 13 March, Liz Perry's home