

CIRCULAR KEYS CHORUS
MANAGEMENT COMMITTEE
MINUTES

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

1. PRESENT

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

2. APOLOGIES

Treasurer	Cathy Bartley
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3. MINUTES OF PREVIOUS MEETING

Motion: That the minutes of the previous meeting on 13 February 2014 be accepted:

Moved: Judith Bourne, Seconded: Lyn Howells. Agreed by consensus.

4. BUSINESS ARISING FROM THE MINUTES

WHO	WHAT	OUTCOME
Liz Perry	Check with Sweet Adelines International about Chorus Competition e-packet	Done
Kate Hawkins	Cancel Newington Armory breakfast booking	To be done
Di Jenkins	Book breakfast at Novotel	Done

WHO	WHAT	OUTCOME
Di Jenkins	Ask Cathy Sugar or Karen Totaro to organise photo orders	Cathy Sugar doing
Vicki Dwyer	Send information about new sound system to Karen Tucker for grant application	In progress - researching
Cathy Bartley	Investigate getting credit card for CKC account to use for overseas payments	Awaiting report from Cathy
Yasanthi Wickremasinghe	Send sympathy cards to Verne, Linda, Carolyn, Rosie, Bev, Jo-Anne	Done

5. CORRESPONDENCE

Correspondence In

- 24/2/14 – email from Kate as Chair of Regional Convention Committee to request use of CKC risers
- 26/2/14 – email from Natalie Grimbas, Brisbane City Sounds re return of costume items from Jill Wardrop – purple jacket and green shirt received
- 28/2/14 – letter from A Cappella West re 25th Anniversary badges – Liz Perry will circulate information to members

Correspondence Out

6. RATIFICATION OF DECISIONS MADE OUT OF COMMITTEE

- Approve loan of risers for Sydney Convention (email 24/2/14)
- Flash Mob for wedding at Observatory Hill, 3 May (email 21/2/14)
- Increase cost of weekend retreat to cover meals (meeting after rehearsal 19/2/14)
- Appointment of Barb Morris to Web Admin team

Committee agreed to label risers as CKC property. **Action: Judith Bourne.**
 Liz Perry will ask Ros Lumsdaine if she can be at St Josephs to supervise pick up and return of risers (Kate will liaise with Ros re timing). **Action: Liz Perry**
 The timetable for CKC rehearsals at Convention will be worked out once we know when we are performing. **Action: Di Jenkins and Kate Hawkins**

7. REPORTS

Finance report (Cathy Bartley)

No Finance report received for February – deferred to March meeting

Membership report (Yasanthi Wickremasinghe)

Yasi reported that:

- Thanks to Liz for hosting Dale and Alex
- Get Well cards have been sent to sick members and we look forward to having Verne back
- Sarah McDonald is a prospective member

Vicki noted that we might receive an enquiry about membership from Narelle via Vicki's singing student

Music team (Vicki Dwyer)

Vicki reported that:

- She loved our coaching with Dale Syverson and has been reviewing the recording
- It was fun to work with Alex Morris on our Showcase songs
- We need to work on choreo in preparation for Lynne Smith's visit
- The Family and Friends performance planned for Sunday 4th May clashes with a Young Women in Harmony rehearsal. Committee discussed options given limited time, and decided to combine a dress rehearsal with the Polio event at St Josephs on Friday 9th May. **Action: Judith Bourne to contact Polio Australia re changing performance time to 8:30 pm, to give us time to do makeup and warm up**

Public relations (Kate Hawkins)

Kate reported that:

- A Family and Friends eNewsletter will be sent out early April, among other things, this will be used to promote the Family and Friends Show on 4th May.
- Rachael Moessis is reviewing and updating the wording on the public pages of the website.
- Rebranding of logo, website and marketing collateral will be looked at in conjunction with the new costume.

Kate presented a proposal for publicity for our 2014 recruitment drive from 27 August to 1 October 2014. There is a St Vincent de Paul Women's Shelter, "Our Lady of the Way", at Merrylands. Kate proposes we attract media

interest by doing a one day workshop on 10 or 11 August with the women at the refuge. We could ask Holroyd Council to provide the venue. We would promote the positive effects of singing. We would then invite the women to sing with us at the Family and Friends Performance at the end of the recruitment drive, and donate the gold coin donations to the refuge. This would also provide an entry point for a performance at the CEO Sleep Out at the Carriage Works. Vicki is thinking of The Climb, Miley Cyrus, as the song for the recruitment drive.

Committee discussed how we might provide ongoing support for the refuge, e.g. donation of goods, Christmas gifts, so it's not just a once-off media event.

Kate noted that we need some up to date publicity photos and suggested paying a professional photographer. Di Jenkins recommended Carol, a professional photographer from Quakers Hill who did the RMT photos who was very good, lives at Quakers Hill. **Action: Di Jenkins to send Kate the link to Carol's website.** Judith also knows someone. We could do a shoot on location in the city and make a day of it – we don't need the whole chorus.

Fund raising (Lyn Howells)

A brief meeting of the Fundraising Committee was held on March 1st whilst at our "retreat" to discuss our stall at Harmony Bazaar. We felt that we wanted to have items available that would be different from the normal wares that one sees at Convention. Several items were considered, and taking into consideration the relatively small area we will have to work in and to display our goods, the following items were decided upon:

- White aprons with musical iron-on transfers - this will require some assistance from members of CKC but it is a relatively easy job. These would cost about \$8 for materials and we would sell them for \$15.
- Shoe Bags - these are simple drawstring or elasticated top bags sewn using material with a musical theme - again we will be asking members of the chorus to assist with this. We haven't priced these as yet so I'm not sure what we will charge for them.
- Origami gift boxes - my husband makes these and is happy to supply these free of charge - we would hope to sell them for about \$5-7.50 each.
- "Knitted necklaces" - we have 24 of these left from the 30 we ordered. They cost us \$8 each and plan to sell them for \$12 each.
- We have a large number of knitted scarves which Steph made and I think we can sell these for about \$10 each.

- There is also some Guritno still left and Liz Van Miltenberg has some wooden bowls that her husband made and which she is happy to donate.
- There is also the possibility that Stacey, Alison Anderson's friend who makes jewellery, may utilise part of our stall to sell some of her smaller items on a commission basis.

We will need to organise a roster to man the stall once Harmony Bazaar opens at 3pm on Thursday afternoon and I will be sending an email out to the Chorus shortly asking for volunteers.

Performance Coordinator (Judith Bourne)

We have two upcoming performances:-

- Family & Friends Concert Sunday 4th May has been cancelled because of conflict with Young Women in Harmony (see above)
- Polio Australia at St Josephs on 7.30 pm, Friday 9th May – Judith will ask if we can put this back to 8:30 pm
- Sunday 22nd June – guests at Sydney Harmony Concert at Independent Theatre

Judith was contacted by Peter Fisher from Entertain OZ re the possibility of singing at a wedding at Observatory Hill, and confirmed by email a provisional booking for 5pm on Sunday 3rd May for a fee of \$800 plus GST. However, he has not replied to Judith's so this may not be going ahead. **Action: Deborah Martin to amend website to say that we can do weddings.**

The contact for performances on the website should be Judith Bourne. **Action: Deborah Martin to check website and correct.**

8. GENERAL BUSINESS:

8.1 Suggestion Box

Suggestion Box has not been checked.

8.2 Sydney Convention (Di Jenkins)

- Sixty four members have confirmed attendance on the website and all but four have registered. However, some members may not be competition-ready. (Vicki confirmed that the next evaluation process will be live risers, done by standing next to a riser checker with the whole chorus singing.)

- Showcase songs and MC script are due by 1 April. **Action: Di Jenkins to discuss with Vicki Dwyer. Action: Judith Bourne to draft MC script before 27 March.**
- Rooming list has been finalised.
- We need to remind members about chorus protocols for rehearsals. **Action: Liz Perry will remind chorus.**
- We need to explain Convention protocols to newer members. **Action: Di Jenkins will circulate the current protocols to the Committee for comment**
- We are responsible for setting up and removing the riser chair for the competition. **Action: Di Jenkins will check with Sandy O'Neill whether we can use our own volunteers from Sydney Harmony. Action: Judith will make a bag for the riser chair bars.** The chair could be transported with the risers to the Tennis Centre. **Action: Di Jenkins and Kate Hawkins will discuss transport.**
- Sweet Adelines International is checking that all members registered to compete are financial members of SAI. **Action: Liz Perry will ask Cathy Bartley to check all members are in good standing**
- Vicki Dwyer has asked Cathy Bartley to check copyright has been paid on our two competition songs and showcase songs. **Action: Vicki Dwyer will order Ed Waish arrangement from the Barbershop Harmony Society.**
- The Convention Shirts order form has been provided to members. **Action: Lyn Howells will pick them up with the Convention Registrations.**
- The Convention Registration desk is open Thursday 4 to 6 pm **Action: Lyn Howells to pick up CKC registrations on Thursday and tell CKC where and when to collect them.**
- Doris has agreed to parade the banner. **Action: Judith will bring the banner to Convention, give it to Doris before the parade, and collect it from her afterwards.**
- CKC needs to record a 10 second video message saying Happy Birthday Sweet Adelines Australia. We will do it on 26 March (when Lynne Smith is visiting), singing along with Happy song. Chorus will wear polo shirts and dark pants. **Action: Di Jenkins to record on iPad**
- Di has inspected our Novotel rehearsal room. **Action: Vicki Dwyer and Lyn Howells to bring flood light and bat light for makeup checking.**
- First timers gifts will be organised by Di Jenkins and Vicki Dwyer.
- The Leaders Lunch is on the Thursday of Convention.
- 25th Anniversary Celebration Party: we need volunteers to be rostered on the door in 20 minute shifts between 8 pm and 9:30 pm, and to hand

out cupcakes; also help with clearing up streamers at the end. Balloons will be used on Sunday for Showcase.

- We need volunteers on our CKC Harmony Bazaar stall. There are 22 stalls so far, and no other chorus stalls.
- Di will prepare the Convention Handbook for CKC members
- Re medals: **Action: Kate will ask Maria to thread medals on ribbons and pin the ribbons**

8.3 Quiet Achiever Award

Kate has received 8 nominations for the Quiet Achiever Award.

8.4 AGM

AGM will be on Wednesday, 30th April. The Committee appointed Lyn Howells and Alison Anderson to the Nominating Committee. **Action: Liz Perry to approach Lorraine Barlow to be third member of Nominating Committee.**
Action: Deborah Martin to send information about Nominating Committee to Lyn and Alison.

Next meeting 7:30 pm, Thursday 10 April, Liz Perry's home