

CIRCULAR KEYS CHORUS
MANAGEMENT COMMITTEE
MINUTES

Thursday, 31 October 2013
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	Alison Anderson
Committee member	Frances Gurto

2. APOLOGIES

No apologies

3. MINUTES OF PREVIOUS MEETING

Motion: That the minutes of the previous meeting on 12 September 2013 be accepted with the following corrections:

- Correspondence received from Sydney City Council was addressed to Judith Bourne
- Lyn Howells' name is spelled with one n

Moved: Kate Hawkins. Seconded: Cathy Bartley. Agreed by consensus.

4. BUSINESS ARISING FROM THE MINUTES

WHO	WHAT	OUTCOME
Vicki	Edit recording of Fireworks medley for publication on public CKC website (with payment of copyright).	In progress. Maria Priestley to investigate copyright.
Yasi	Prepare 13 audition packs for Harmonics	Done
Kate	Print sheet music (Harmonise the World, How We Sang Today, How Many Hearts) and handouts	Done
Vicki	Correct sheet music	Done
Judith	Provide Kate with handout on 'Ten Things I Wish I'd Known'	Done
Vicki	Ask Steph Wallbank to copy audition CDs.	Done
Alison	Phone Harmonics who weren't at last rehearsal re their intentions.	Done
Liz	Talk to Christine about smell of incense from Yoga room	Done, and incense is no longer used
Kate	Document publicity for Harmonics Drive and what worked, including radio gig	Done
Deborah	Put all the documents for the Harmonics on the website under Membership drive	Done
Lynn	Report back to Elizabeth Przeklasa-Adamski on Committee's views re Christmas Party	Done
Liz	Liz Perry will contact St Josephs about a quote for catering.	Done

5. CORRESPONDENCE

Correspondence In

- i. Crestwood Fair Committee, 23 August, re sponsorship
- ii. Kate Hawkins, Chair of Regional Convention, 19 Sept, re Sydney Convention tasks
- iii. Cecilia Connors, Brisbane City Sounds Chorus, 19 Sept, re sound bites on website
- iv. Alex Vargas, 19 Sept, re joining chorus (Yasi replied)
- v. Kerry Voronoff, 24 Sept, unsubscribed from Friends of CKC

- vi. Michelle, Parramatta City Council, 26 Sept, booking for Kids Christmas Concert (Judith replied)
- vii. Sweet Adelines International, 28 Sept, renewals and membership
- viii. Kathy Naughton, 3 Oct, enquiry about booking for funerals (from 702 radio) (Judith replied)
- ix. Sweet Adelines Australia, 7 Oct, Education Webinar
- x. Debbie Proctor, 15 Oct, re membership (Yasi replied)
- xi. Gaynor Corfield, Hills Shire Council, 28 Oct (see agenda)

Correspondence Out

- i. Friends of CKC, 23 Sept, re “Sneak Peek” concert
- ii. Endeavour Harmony Chorus and Hi Jinx quartet, good luck messages
- iii. Sweet Adelines International re vote for International Board, submitted by Liz Perry

6. RATIFICATION OF DECISIONS

- a. Verne Mantova, leave of absence approved 16 Oct – 13 Nov 2013
- b. Frances Gurto leave of absence approved 2-16 October

7. REPORTS

Finance report (Cathy Bartley)

Opening balance = \$74,432.60

September receipts = \$6,036.25

September expenses = \$5,319.42

Closing balance = \$75,149.43

A chorus member asked whether the chorus was paying registration fees for Convention. Committee confirmed that registration fees are paid by chorus members. It was suggested that chorus members be encouraged to start saving for registration and accommodation now.

Action: Liz Perry-Windhorst to remind members via SCB that they have to pay hotel deposit and are required to stay in the chorus hotel for Sydney Convention.

An Associate Member has not attended chorus for several years but is happy to keep paying membership dues. Management Committee agreed not to ask for return of costumes at this time as they are unlikely to fit anyone else.

Motion: That the September finance report be accepted and payments for September ratified. Moved: Liz Perry-Windhorst. Seconded: Alison Anderson.

Membership report (Yasanthi Wickremasinghe)

Leave of absence has been approved for Verne Mantova, Alison Anderson, Ros Lumsdaine

A new prospective member, Debbie Proctor, has attended.

A friend of Anne Harris, Louise, attended rehearsal and will return.

Committee noted that Sweet Adelines International has a scheme to reward members who introduce several new members; they are recorded on the Application for Membership form.

Action: Alison Anderson to follow up with Federica who was one of the Harmonics

Harmonics are passing their auditions to become probationary members. Committee agreed to give access to the CKC Members Only website to probationary members.

Action: Vicki Dwyer to ask Karen Magno to let Deborah Martin know when people have passed audition and become probationary so they can be given access to the website

Music team (Vicki Dwyer)

Vicki is giving the chorus just one new Christmas song (based on progress with the first one).

The Sydney Yacht Squadron performance will be Fireworks, Seasons, Everything, All I want For Christmas (if up to scratch by then). MC work will be shared by Jo Rogerson, Vicki Dwyer and Lyn Howells.

Vicki is writing to Dale Syverson about whether she is available the week either side of our weekend coaching, and hasn't heard back yet.

Lynne Smith will coach us on Wednesday, 27 and Thursday 28 March 2014

Public relations (Kate Hawkins)

The last month saw the following activity from the PR Team:

- Flyers produced for the Garage Sale and the Jewellery Party/Fundraiser
- Notices placed on sydneyexchange.com.au, garagesales.com.au, streetgaragesales.com about the garage sale
- Article submitted to OzChords

A PR Team meeting is being held on Sunday 17 November. Kate has drafted a 12 month PR plan for discussion. Vicki says as Sydney Harmony may be attending the Pan Pacific Convention in Wellington NZ in August, the preferred date for starting the next Membership Drive would be 27 August through to 1 October.

Fund raising (Lyn Howells)

I am pleased to report on behalf of the Fundraising Committee that our Garage Sale on October 12th was a great success. The whole Chorus pitched in with contributions of every type and, thanks to the extraordinary efforts of Ann Keating, plus an army of volunteers over the 2 days in setting up, selling and clearing up, we raised over \$3,000. Cathy Bartley will be able to give the final figure at the MT meeting. A special thanks must also go to Lorraine Barlow for once again allowing us the use of her house/garage/ garden/nature strip to sell our wares.

Our next fundraising venture will be our Jewellery Party at 7 Hampden Street, North Rocks on Saturday, 9th November from 10am to 4pm. This promises to be a fun and profitable day and thanks in advance to Alison Anderson's friend, Stacey, who is generously hosting this event on our behalf together with donating 30% of the proceeds of sales plus an item of jewellery as a raffle prize. Thanks to Kate for organising flyers for this event and also for the Garage Sale.

We had intended having a stall at the Waves Aquatic Centre in Baulkham Hills on 24th November but Liz van Miltenberg has investigated and it appears it is poorly patronised and so we will not proceed with this.

Our last Bunnings BBQ will be on Saturday, December 1st and Liz Vhrovsek has already received dates for 2 sausage sizzles at Castle Hill next year; they will be Sunday, 9th February and Sunday, 8th June. She has not yet heard from the Seven Hills store so she is pursuing that but we will not bother with Dural this year as the volume of sales has declined a lot.

Our Christmas Raffle is now underway with Chorus members receiving their book of raffle tickets last week at rehearsal. We have a lot of prizes to offer together with our 4 burner BBQ as 1st Prize.

We also had a successful raffle at Barker College.

Fundraising events for next year are yet to be finalised but a Car Scavenger Hunt is being considered.

Liz asked Vicki about a new costume. Karen Tucker has been researching options (e.g. buy from the Rivars catalogue, or get it made overseas). The Committee agreed to set up a small Costume Committee. The following people volunteered: Liz Perry-Windhorst, Lyn Howells, Kate Hawkins. The new costume will not be ready for Sydney Convention.

Action: Vicki to meet with Karen Tucker to discuss.

Performance Report (Judith Bourne)

We have four upcoming performances:

- Two for 'City of Sydney Carols':-
Thursday 28th November
Thursday 12th December
- Two for Royal Sydney Yacht Squadron:-
Wednesday 4th December
Thursday 5th December

Judith Bourne is further investigating the possibility of singing for Parramatta Council's Christmas celebrations.

8. GENERAL BUSINESS:

8.1 Suggestion Box

A suggestion was received to reconsider the decision not to provide 15 year longevity pins. Committee feels that it is enough to give 10 and 20 year pins, as they are quite expensive. Members can purchase their own pins for other anniversaries from either Sweet Adelines International or Sweet Adelines Australia.

Committee agree to recognise 10, 15 and 20 year members at the Christmas Party.

8.2 Sydney Convention

Chorus has successfully bid to host the Saturday night party and the Souvenir book.

Harmony Bazaar:

Kate proposed that we also organise Harmony Bazaar (as she will be doing the work anyway). Heino Windhorst, Kate and Liz Perry-Windhorst will coordinate this project. Harmony Bazaar will run from 3 pm on Thursday to 3 pm on Saturday in the Hall of Legends.

- a. Website (Deborah)
- b. Weekend Retreat
- c. Support for bushfire family (Kate)
- d. Hills Shire Council focus group (see email)

Saturday Night Party:

The theme is a night market with food stalls. All meals will be \$10 and we will be using the venue caterer. There will be an open bar. The \$15 cover charge is not intended to make a profit so people will get a free drink or cake.

Committee agreed that chorus would pay the \$15 cover charge for CKC members to encourage them to attend (and to volunteer).

We will have one stage for performers during the evening with microphones and a booking system on the night. CKC will be responsible for decorations, wristbands, people on door checking wristbands, seating and tables, liaising with caterer and photobooth, organising background.

Lyn volunteered the Central Coast team to coordinate the Party (plus Kate).

Souvenir book

The book layout needs to be prepared and approved before Convention then the photographer will take photos to fit the layout. Deborah will coordinate this project and invite other volunteers.

Other Convention issues:

- Vicki will talk to costume committee about new t shirt for Convention.
Action: Vicki to talk to Costume Committee.
- New members won't be measured for pants until they pass probation
- We need to retrieve Pam Vine's costume for new members
- There was a request to have chorus rehearsal on Tuesday night so people can do the harbour cruise. Committee agreed that this is okay only if all chorus members are able to attend rehearsal on Tuesday
- Newington Armory café has been booked for breakfast on Saturday.

8.3 Website:

- It was suggested that we update the banner photo on the public website as some people in the photo are no longer members
Action: Deborah to ask Bridie to update photo (and ask Heather for help finding suitable photo)
- Vicki asked if we could have a photo slide show on the Home page. Deborah thought that the current template doesn't allow this, but when we update to a new template we can choose one that supports this.
- Cathy Bartley asked that she be removed from the Venue Closer sub-group in her profile. **Action: Deborah**

8.4 Weekend retreat:

- The motivational speaker is organised.
- Maria suggested we pay for a professional makeup artist during retreat to teach how to put on stage makeup. Committee decided we didn't want to take time away from Dale's coaching. We have the makeup demonstration video on YouTube, and the Makeup Team is happy to work with individuals to help them learn how to put on the CKC makeup.
- Our current pan stick is no longer sold: Vicki recommended Ben Nye foundation which is proper stage makeup from US.
(www.bennyemakeup.com)
- Vicki will talk to Lynne Smith about working with CKC's makeup checkers while she is here to get greater consistency. **Action: Vicki to talk to Lynne and the Makeup Team**
- We would benefit from having floodlights for when we check make up pre-contest.

8.5 Bushfire Family Support

Committee agreed that the chorus would support a family affected by bushfires while they are in temporary accommodation. They will be asked to give us a list of their needs and we will donate or source what we can. **Action: Kate to coordinate**

8.6 Hills Shire Council focus group

We have been invited by Hills Shire Council to participate in a “Consultation about Cultural Activities”. **Action: Kate Hawkins to RSVP and attend.**

8.7 Directors School

Steph is attending Directors School. The Region will pay \$100 and CKC will pay the balance of her registration.

8.8 Sound system

Old sound system is not working and possible needs new radio mic. Deborah will bring hers for December rehearsals. We could consider applying for a grant for a new sound system. **Action: Deborah to talk to Karen Tucker about a grant application.**

Next meeting 7:30 pm, Thursday 21 November, Liz Perry's home