

CIRCULAR KEYS CHORUS
MANAGEMENT COMMITTEE
MINUTES

Thursday, 12th September 2013
At the home of Liz Perry

1. APOLOGIES

No apologies.

2. MINUTES OF PREVIOUS MEETING

Motion: That the Minutes of the July meeting be accepted, subject to the following corrections:

- Correct spelling of Frances Gurto (Attendance)
- Correct spelling of Alison (Membership Report)

Moved Lyn Howells, seconded Kate Hawkins, carried.

3. BUSINESS ARISING FROM THE MINUTES

All actions from the previous meeting have been completed.

Vicki Dwyer reported that she had investigated getting t-shirts printed for Harmony Bazaar but the cost was too expensive.

Action: Vicki Dwyer to edit recording of Fireworks medley for publication on public CKC website. Committee approved paying copyright cost for publication.

4. CORRESPONDENCE

Correspondence In:

- Janet Dunn, resignation
- Ginny Jorgensen, CAL, 31 July contact form re visiting October 2013
- Heather Finch, request for leave of absence mid Aug to end Sept
- Rosie Cariola, request for leave of absence 25 Sept – 23 October
- Leanne Mason, visiting 28 Aug 2013
- Eva Blanda, fundraising proposal, 6 Sept email

- Sharon Cartwright re Hi-Jinx CD, 13 Aug email
- Andrew re upcoming shows, 2 Aug contact form
- Parramatta City Council to Kate re Australia Day, 31 Jul email
- Sydney City Council to Judith, offering only 28 Nov for Carols in the Mall
- Crestwood Idol sponsorship letter
- Dale Syverson to Vicki Dwyer re coaching, fee is \$1600 for retreat (\$400 for Friday night, \$800 for Saturday, \$400 for Sunday morning) and \$400 for Wednesday night rehearsal, 28 February to 2 March. Note that Vicki has offered to share Dale with other choruses which will reduce cost of airfares.
- Emails to Vicki Dwyer from Harmonics course participants. For those Harmonics who want to perform in concert, we will not ask them to pay for the intervening rehearsals. For Harmonic who want to join the chorus, we will give them the audition pack next Wednesday and ask them to pay \$10 per week until they pass audition.

Action: Yasi Wickremasinghe to prepare 13 audition packs, Kate Hawkins to print sheet music (Harmonise the World, How We Sang Today, How Many Hearts) and handouts, Vicki Dwyer to correct sheet music, Judith Bourne to provide Kate with handout on 'Ten Things I Wish I'd Known', Vicki Dwyer to ask Steph Wallbank to copy audition CDs. Packs to include information about Associate Membership option. Alison Anderson to phone Harmonics who weren't at last rehearsal re their intentions.

Committee agreed to have a membership drive each year around August (except when preparing for International), and to put all documents relating to this drive on the website for future reference.

Committee discussed whether to produce a show at the Concourse, Chatswood in 2014, and invite the Sydney Gay and Lesbian Choir. No conclusion reached.

5. RATIFICATION OF DECISIONS MADE SINCE LAST MEETING

Committee approved leave of absence for Alison Anderson for period 27 Nov to 5 Jan (overseas)

6. REPORTS

FINANCE (Cathy Bartley)

- July and August reconciliations done
- Need to get payment for shoes and accommodation
- Haven't done a budget. Base on previous year adjusted for membership. Coaching is major n expense. Dale is the big one.
- Karen Tucker renewal of Easi grants newsletter approved \$85
- MacArthur room hire agreement November \$440 not moving risers focusing on visual; no supper; includes extra rooms for breakout
- Janet Dunn resigned and escrow refunded.
- Want to check bank details for Sarah before refunding
- Nicki Kemp hasn't returned costumes yet

Alison accepted, Vicki seconded financial report

Smell of incense from next door is a problem for some singers. **Action: Liz Perry-Windhorst will talk to Christine**

MEMBERSHIP (Yasi Wickremasinghe)

Yasi reported that we have had a very busy six weeks for our Membership Drive which came to an end yesterday with 11 certificate recipients all of whom hope to participate at the concert on the 29th of September at Barker College. We are hopeful that some of them end up joining CKC. She thanked the Management team and everyone else for their ongoing support and assistance, particularly Kate for organising publicity.

Leave of Absence:

Lyn Lollback 4th September - 2nd October'13

Rosemary Cariola 25th September - 23rd October'13

Alison Anderson 27th November - 5th January 2014.

The Committee thanked Yasi, Alison and Judith for handling the Harmonics administration and registrations.

Note: The CKC Banner is in Alison's garage.

Action: Kate will document what we did and what worked, including radio gig, and Deborah will put all the documents on line under membership drive

Committee agreed that having a membership drive around August was good timing.

MUSIC REPORT (Vicki Dwyer)

- Vicki apologised as some things have been put on hold over the last four months because of family issues
- Two new Christmas songs will be introduced
- Song 'Gravity' will be given to chorus to learn over Christmas break
- Other music is in the pipeline for long term
- The PVI program has been suspended because of music team absences
- Pod leaders are being reintroduced
- There will be row by row visual assessment and video feedback to increase confidence from November to May
- Coaching by Dale Syverson has been scheduled. Lynne Smith is also a possibility depending on budget.

Committee discussed how we can reinforce what we've learnt from our coaches to get the best value from them.

PERFORMANCE (Judith Bourne)

Judith has organised some Christmas gigs.

PUBLIC RELATIONS (Kate Hawkins)

- Kate will organise another planning meeting with the PR team.
- She placed an Harmonics ad on the Meetup site, and will leave it there until the plan is used up.
- Kate thanked the chorus for doing the Crestwood Idol gig, which was fantastic publicity for chorus. She will email the chorus with details. They will be handing out voting forms to the audience.

Deborah asked whether to continue Facebook ads? They are costing about \$6 a week. Committee agreed to continue for now

FUND RAISING (Lyn Howells)

Fundraising has been fairly low key to date due to the Membership Drive and a desire not to overstretch the chorus members during the winter months. Future events are as followed:

- Raffle at Sydney Harmony Show at Barker College on September 29th.
- Garage Sale, Saturday, October 12th at Lorraine Barlow's house. Goods can be left at Lorraine's from this week-end onwards. Flyers have been prepared by Kate Hawkins and will be available shortly for members to distribute. Thank you Kate.

(Committee recommended that publicity for garage sale doesn't include house number. Kate Hawkins asked Fund Raising Committee to let her know what publicity they want for garage sale.)

- Jewellery Party - Saturday, November 9th. Alison Anderson has arranged for a friend of hers who makes jewellery to hold an "open house" at her home at North Rocks. Members and friends will be welcome to attend and purchase/order the jewellery she will have on display and she will donate 20% of the sales to the chorus together with a piece of jewellery for use in a raffle. There will also be another lady who makes decorative candles who will be selling her products. This will be a good opportunity to do some early Christmas shopping and a pleasant way to add to the Chorus' funds.
- Wave Markets at Baulkham Hills Aquatic Centre - Sunday, 24th November. This will be an opportunity to sell good "left overs" from the garage sale, the Guritono china, tickets for our Christmas Raffle and, if the girls are willing, homemade cakes and savouries. The cost of the stall is \$40 and Lynn has the application form.
- We have some homemade "necklaces" made by a workmate of mine and Cheryl's which I will bring tonight to the meeting. Our suggestion is that we commission the lady who makes them to make 30 to have for sale at the market stall and amongst chorus members and, if they sell well, arrange for her to make more for sale at Harmony Bazaar next year. They will cost \$7-8 each and we envisage selling them for \$12.
- Lynn have been contacted by a former member of EHC, currently CAL and who also sings with SVP. She is an Enjo agent and is suggesting that we become involved in a fundraising project which will benefit both us and the McGrath Foundation. However Lynn feels that the efforts involved by the chorus members outweighs the financial benefits, so personally don't think it's worth pursuing. (Committee agreed Enjo was too expensive to be attractive.)

[SOCIAL COMMITTEE \(Lyn Howells\)](#)

A brief meeting was held last week by the Social Committee regarding dates and venues for this year's Chorus Christmas Party. Liz P-A had done some investigating and proposed that this year we go to "River Canyon Restaurant" in Parramatta. This restaurant offers a smorgasbord for the cost of \$45 per head with plenty of choice of both hot and cold dishes to suit every taste and diet. It is also large enough to accommodate a large party and offers music and in December has an Hawaiian show and DJ. Website: www.rivercanyon.com.au.

Suggestions were requested from the rest of chorus a few weeks ago but none have been forthcoming and, as time is passing, we need to book something reasonably soon. We had originally thought that the date for the party would be Wednesday, 18th December, but as Kate has advised that we have been invited to perform at a large carol concert on that date we are suggesting Wednesday, 11th December, providing Vicki is in agreement.

No other events have been proposed for next year at this time.

Committee decided that it was not worth performing at the Bella Vista farm carols gig for only two songs, so Christmas Party can be on 18th December.

Committee thought \$45 per head was too expensive and suggested having dinner at St Josephs in the Southern Cross Room, with karaoke and chorus skits and performances. The standard of catering has improved.

Action: Lynn will report back to Elizabeth Przeklasa-Adamski on Committee's views; Liz Perry will contact St Josephs about a quote for catering.

7. GENERAL BUSINESS

1. SUGGESTION BOX

No suggestions received this month.

2. SYDNEY CONVENTION

We submitted proposals for Saturday night 25th Anniversary Celebration Party and the Souvenir Book. We could also take on Harmony Bazaar if no one else bids for it.

We need to work out for each job what needs to be done.

3. RIGHTS OF ASSOCIATE MEMBERS

Committee decided this issue which had been raised on SING was not an issue for us.

4. CKC WEBSITE. HANDOVER

James Dwyer is meeting with Deborah and Bridie on 22 September to handover administration of the CKC website.

5. HOSTING COACHES

Committee confirmed that members who host coaches should receive \$50 per diem towards costs.

6. WEEKEND RETREAT

We need to start planning accommodation for the St Josephs weekend retreat, for discussion next meeting

Next meeting 24 October at Liz Perry's home.

Minutes ratified:

Liz Perry-Windhorst
Team Coordinator