

Circular Keys Chorus
Management Team
Thursday, 18th July 2013, 7:30 pm
At the home of Liz Perry-Windhorst

MINUTES

Meeting called to order at 7:35 pm by meeting chair Liz Perry-Windhorst.

1. ATTENDANCE

Members present:

Team Coordinator	Liz Perry-Windhorst
Secretary	Deborah Martin
Treasurer	Cathy Bartley
Membership Chair	Yasanthi Wickremasinghe
Performance Coordinator	Judith Bourne
Public Relations Chair	Kate Hawkins
General Member	Lyn Howells
General Member	Frances Gurto

Members not present:

Director	Vicki Dwyer
General Member	Alison Anderson

Visitor:

Assistant Director	Steph Wallbank
--------------------	----------------

2. MINUTES OF PREVIOUS MEETING:

Correction to item 3, Cathy Bartley to buy 1 x 20 year pin and 2 x 10 year pins

Motion: To approve the minutes for 11th June 2013 with the above correction.

Moved: Judith Bourne, seconded: Frances Gurto. Carried by consensus.

3. MATTERS ARISING FROM THE MINUTES

WHO	WHAT	OUTCOME
Liz Perry	Approach Karen Magno re copyright role	Maria Priestley has volunteered

Kate Hawkins	Draft pro form letter to send to motivational speakers	Not required
Lyn Howells	Ask Barb Morris to approach Liesel Trench as a motivational speaker	Liesel has agreed and will not charge CKC a fee
Vicki Dwyer	Contact Rhonda Crooks to see if Honeysuckle Chorus would like to participate in the show with Sydney Harmony on 29 September	Declined – not enough members
Lyn Howells	Advise Ann Keating about Great Gatsby decision	Done
Alison Anderson	Create box for mobile phone fines	Done
Vicki Dwyer	Make initial enquiries about t-shirt supplier for Harmony Bazaar	Judith has found t-shirt logo with CKC's font
Liz Perry	Put information about new chorus shoes and supplier in SCB	Karen Tucker has sent information to chorus members, Deborah has put on website. All members need new shoes for Sydney (no diamante strip). Action: Liz to brief Karen to organise vendor to visit, or members who have shoes to bring them in for trying sizes
Judith Bourne	Purchase aadvark	Done – hasn't arrived yet
Lyn Howells	Ask Barb Morris if she would be interested in	Bridie Taylor has volunteered but James has not yet handed over the job. Action: Deborah

	taking on role of Webmaster	to chase James to set date
Alison Anderson & Judith Bourne	Liaise with Social & Hospitality Committees about High Tea for Doris' celebrations.	Done. Judith asked whether there is a budget for costs such as balloons

4. CORRESPONDENCE

a. Correspondence In

- From Matt Leslie, City of Sydney, re Christmas Carols
- From Sweet Adelines International re Global Open House webinars and membership incentive campaign

b. Correspondence Out

- From Judith to Australia Day 2014 organiser, Parramatta re performance opportunity
- From Judith to City of Sydney re carols

5. RATIFICATION OF DECISIONS

- 5.1. Approval of absence, Meg Hood, 3-24 July (overseas travel)
- 5.2. Approval to spend \$20.97 to list Membership Drive on www.meetup.com
- 5.3. Approval of absence, Janet New, 4 Sept – 16 Oct (overseas travel)
- 5.4. Approval of absence, Alison Anderson, 27th Nov – 5th Jan 2014 (overseas travel)

Note that cost of advertisement on www.meetup.com was less than \$20.

6. REPORTS

6.1. FINANCE (Cathy Bartley)

The May accounts have now been reconciled.

June income was \$3,133.13 and expenditure was \$6,274.32, total funds are \$74,910.19.

A \$4000 deposit on Sydney Convention accommodation has been paid and this will need to be recovered from members, it should be about \$60 each.

The chorus made profits of about \$2000 on two sausage sizzles.

Motion: That the payments for June be ratified and the Treasurer's Report be accepted. Moved Cathy Bartley, seconded Judith Bourne. Carried by consensus.

6.2. MEMBERSHIP (Yasanthi Wickremasinghe)

We bid farewell to two of our favourite members this month, namely Sarah Morrow and Alison Nicholson, with much sadness.

The Membership Drive, now known as 'The Harmonics', held their first Committee meeting on 10th July under the leadership of Judith and Deborah. Others present were Steph Wallbank, Cathy Bartley, Alison Anderson, Yasi Wickremasinghe and a few of the Committee members.

Topics discussed were:

- Traffic pattern for visitors
- Registration
- Printing of business cards/course notes/contact numbers
- Burning CDs
- Contacting St Josephs

Leave of absence has been approved for:

Alison Anderson (27th November to 5th January

Meg Hood (3rd to 24th July)

Janet New (4th September to 16th October).

It was agreed not to bother with printing labels for CDs.

6.3. MUSIC TEAM (Steph Wallbank)

With Sarah's resignation, Karen Magno is acting as Baritone Section Leader and Steph is helping check Bari risers.

The PVI program is on hold because there not enough coaches at the moment and people can't come early; we will wait for the weekend coaching with Darlene Rogers.

The songs for the Membership drive are Seasons of Love and How Many Hearts Have You Broken.

Vicki is working on arranging some new music for the chorus.

At the Sydney Harmony Show we will be performing the competition songs, Seasons, Fireworks, and Boogie, depending on how much time we are allocated.

It's Vicki's intention to have a membership drive each year from now on.

6.4. PUBLIC RELATIONS (Kate Hawkins)

A PR Committee meeting was held on Sunday, 23rd June.

The action points that arose from the meeting have been superseded by the membership drive, Harmony in the Hills, which has seen the following activity being undertaken by the PR Committee:

- Headers, banners and promotional images designed and produced by Kaitlyn
- Social media campaign being driven by Kaitlyn and Bridie
- Flyers, soft and hard copies, given to the members to promote the workshop
- Ads booked in News Ltd publications
 - Hills Shire Times (\$175.56) – 17, 24 & 31 August = \$526.68
 - Northern District Times (\$237.31) – 17 & 24 August = \$474.62
 - Hornsby Advocate (\$190.19) – 17 & 24 August = \$380.38
 - Rouse Hill Times (\$97.47) – 17, 24 & 31 August = \$292.41
- Press release distribution to suburban publications week commencing 15 July 2013
- Press release sent to 50+ radio contacts on 16 July 2013
- Gareth McCray giving plugs on 2CH
- Judith has organised banner (\$125) which she will collect Friday 19th July and give to Alison who is arranging for its display
- Workshop has been listed on www.meetup.com and to date we have had 7 people 'join' the group and 3 RSVP to attend
- Lorraine secured a write-up about the workshop in Alex Hawke's (local Hills MP) newsletter
- Assistance has been requested for help with:
 - Sending emails to database of singing teachers
 - Sending email to mens' choruses
 - Placing notices on associated websites (A Capella Central, etc)

6.5. FUNDRAISING (Lyn Howells)

Following on from our brainstorming session in April and considering the Chorus' commitments in regard to the Membership Drive, Coaching and various performances leading up to Christmas the FR Committee have determined that we would like to hold the following events between now and Christmas:

Trivia Night – proposed date September 7th – Liz van M is checking the availability of the bowling club at which we had last years's event. Cost would be approximately \$250 for hire of the club and the Trivia guys. Last year we

made a profit of \$1500 approx. We have decided to use this venue again as it is cheap and, while there were problems with it being a little small last year, we felt that a larger venue would not only cost considerably more but it would be more difficult to fill. We plan to limit the number of people per table to 8 and charge \$20 per head with a discount for booking a complete table. We will inform the Chorus that there will be no seats available on the night, tables must be booked in advance. We will probably have a theme too though at this stage we haven't decided what.

Garage Sale as already scheduled on October 12th.

Market Stall at Waves Aquatic Centre, Baulkham Hills on November 24th. We can sell any reasonable leftovers from the Garage Sale together with any other promotional items including the Guritno china. It's on a Sunday morning so we could even consider having home made cakes etc. if the girls are happy to contribute. Cost: \$40.

Bunnings Sausage Sizzle, Dural – December 1st.

We have the 4 burner BBQ donated by Bunnings last year which will be 1st prize in our Christmas raffle. We plan to start selling tickets for this late in October/early November.

We still have plans for next year to have a **Car Scavenger Hunt**, probably in February or March and a **High Tea** at Old Government House, Parramatta, although this will be more of a social event rather than a fundraiser.

Ann has approached **Blue Illusion** at Castle Towers who have offered to run another fashion parade/sales event in conjunction with the Hornsby and Balmain stores. We will look into this next year as we have only just had one of these events at the Beecroft store which netted us \$700.

Unfortunately our last Bunnings BBQ was marred by us running out of gas at the crucial lunchtime shift so we lost about 45 minutes cooking time and probably close to \$250 in sales as a result. However we did make \$1062.00 and this combined with the proceeds of the BBQ at Seven Hills of \$948.00 gave us a total of \$2010 for the two events.

6.6. PERFORMANCE (Judith Bourne)

Performances:

- City of Sydney Carols, one date confirmed and we have offered to do others
- Royal Sydney Yacht Squadron, date to be confirmed
- Australia Day 2014 Parramatta, to be confirmed

7. OTHER BUSINESS

7.1.SUGGESTION BOX

- Suggested that members should have the option not to stay overnight at St Josephs at the February retreat: Committee response is that we need to focus without distractions
- Suggested that we ask St Josephs to install a light at the front gate, as it is easy to miss in the dark
- Suggested that Steph and Lyn be interviewed about the YWIH project for an article for Oz e-Notes.

7.2.PROJECT DORIS

- Invitations have been sent out and so far we have 16 acceptances (Karen Breidert suggested inviting previous members back, and this will be a good opportunity)
- Deborah will find out from Maria who is coming, to help with planning the “This Is Your Life” presentation. **Action: Deborah to contact Maria**
- The plan is to have “This Is Your Life” in the Pacifica, and then High Tea in the Games Room afterwards, and finish with the Doris Ward song

7.3.SYDNEY CONVENTION

Kate is attend a planning meeting for Sydney Convention on Saturday to which Sydney chorus representatives will be invited.

Kate asked if CKC would be prepared to hire our risers for the Convention. Committee agreed, if it’s okay with Vicki and fits in with our rehearsal schedule.

7.4.CRESTWOOD IDOL

Moved: That CKC donate \$100 as a prize for the Crestwood Idol competition which will be on 24th and 31st August and 2nd September. Moved Kate Hawkins, Seconded Judith Bourne, Carried by consensus.

8. DATE OF NEXT MEETING

Next meeting will be on Thursday, 15th August at Liz Perry’s home.