

**Circular Keys Chorus
Management Team
Tuesday, 30 April 2013, 7:30 pm
At the home of Liz Perry-Windhorst**

DRAFT MINUTES - OUTGOING COMMITTEE

Meeting called to order at 7:45 pm by meeting chair Liz Perry-Windhorst..

1. ATTENDANCE

Members present:

Team Coordinator	Liz Perry-Windhorst
Director	Vicki Dwyer
Treasurer	Cathy Bartley
Membership Chair	Ros Lumsdaine
Public Relations Chair	Kate Hawkins
General member	Liz Vrhovsek
General member	Deborah Martin
General member	Rachael Moessis

Members not present:

Secretary	Jenny McPhee
Performance Coordinator	Judith Bourne

Observers:

Yasanthi Wickremasinghe

2. MINUTES OF PREVIOUS MEETING

3.1 Approval of Minutes

- Motion: To approve the minutes for 28 March 2013. Moved Kate Hawkins, Seconded, Cathy Bartley
- Resolved: Minutes from the meeting on 28 March 2013 approved without modification.

3.2 Matters arising from the Minutes

Who	What	Outcome
Vicki Dwyer	Check suitability of Macarthur Girls High and Pennant Hills High as alternative venues for November	Done. Macarthur Girls High agreed.
Liz Perry	Put a request in SCB asking for a volunteer to be responsible for music folders	Done. Meg Hood and one other person volunteered.

		ACTION: Liz Perry to remind them to get folders out.
Cathy Bartley	Contact Linda Wareham about sharing costs for Karen Breidert	Not done
Cathy Bartley	Organise a presentation of figures for AGM to demonstrate costs, e.g. hire of venue at St Josephs, coaching/education	Not done
Cathy Bartley	Calculate number of membership year pins likely to be needed in the future, and organise purchase	ACTION: Cathy to buy three 20 year pins. We discussed also giving 15 year pins, but decided the cost (\$20 each) was too much.
Rachael Moessis	Sort out the music currently stored	Done
Deborah Martin	Upload old music onto chorus website	ACTION: Deborah Martin to get pdf files from Vicki Dwyer
Liz Perry	Ask Liz Van Miltenberg if her husband Wim is able to conduct the current required audit	Done - Cathy recommended internal audit committee for 2014
Judith Bourne	Revisit the cost of signage for cars	No report.

- Saturday night dinner with Karen Breidert - **ACTION: Vicki Dwyer to invite Music Team; ACTION; Liz Perry to let St Josephs know the numbers and find out cost.** We agreed that people attending the dinner will pay \$20 and the chorus will pay the balance.
- Discussed gift of framed 3D stamp for Karen Breidert - **ACTION: Yasanthi Wickremasinghe to locate and purchase three as gifts for coaches..**
- We approved bottle of wine as thank you for Wim Van Miltenberg for doing the audit - **ACTION Vicki Dwyer to provide wine.**

3. CORRESPONDENCE

3.1 Correspondence In

- From Sweet Adelines International, a request for nominations for International Board
- From Sweet Adelines Australia, notification that Regional fees are going up in 2014 by \$12. We discussed this and agreed not to put fees up at this time. Cathy will let people know if they don't have enough in escrow to pay Regional and International fees when they become due..

3.2 Correspondence Out

None

- Premonition quartet is performing for the chorus on 2nd May **ACTION: Vicki Dwyer to purchase card, Liz Perry to purchase flowers and a four-pack of champagne.**

4. RATIFICATION OF DECISIONS MADE BY EMAIL SINCE LAST MEETING

- Leave of absence for Liz Vosburgh 5th June to 15 August approved (Cathy Bartley to remind Liz Vosburgh of requirement to prepay fees when taking leave of absence)
- Leave of absence for Liz Vrhovsek 23 June to 18 August approved.
- **ACTION: Rachael Moessis will show Yasanthi Wickremasinghe how to enter leave of absence on CKC website.**

5. REPORTS

5.1 Finance Report

- Financial report for March not available as books are with auditor.
- Received \$100 grant from Baulkham Hills Council for workshop - thanks to Karen Tucker

5.2 Membership Report

Kaitlyn has passed second stage of audition and is now full member. Cathy will not send off form until May so Kaitlyn doesn't have to pay 2012-13 dues.

We discussed whether youth members (under 25 years) should pay full chapter fees. Currently Regional fees are \$45 (same as other members) and International fees are \$45 instead of \$90. CKC members pay \$31 in chapter fees each month and \$14 to escrow, totalling \$45 per month.

- Motion: To set fees for Youth Members, moved Rachael Moessis, Seconded Ros Lumsdaine, Carried.
- Resolution: That members under 25 years pay \$15 in chapter dues and \$10 to escrow, totalling \$25 per month.

5.3 Music Team Report

See Vicki Dwyer's report, attached.

Vicki Dwyer asked the Committee's views on supporting Rhonda Crooks' prospective chorus, Honeysuckle Suite, by doing a workshop and concert with them later in the year. **ACTION: Vicki Dwyer to contact Rhonda Crooks and propose 26th October for a workshop.**

5.4 Public Relations

Kate Hawkins referred to a ballet documentary called "First Position". She suggested we should record video of coaching and other activities leading up the Sydney Convention so we can document the journey. Committee agreed.

5.5 Fund Raising Report

See Liz Vrhovsek's report, attached.

Liz Vrhovsek asked the Committee's views on having a stall at Harmony Bazaar for Sydney Convention 2014. Committee agreed this was a good idea. **ACTION: Liz Perry to ask chorus to look out for gimmicky things that are novel and will sell.**

5.6 Performance Coordinators Report

No report

6. GENERAL BUSINESS

- Perth Convention - Leadership Breakfast - Kate Hawkins will invite Deborah Martin, Vicki Dwyer, Karen Tucker to attend as CKC representatives. (Kate will also attend.)
Motion: That the chorus pay the cost of the Leadership Breakfast. Moved Kate Hawkins, Seconded Ros Lumsdaine
Resolved: That the chorus pay the \$15 per head cost of the Leadership Breakfast at Perth Convention..
- Committee discussed a proposed special chorus dinner on 3rd August. Date needs to be confirmed as suitable. We didn't come to a decision on whether to have St Josephs cater. **ACTION: Liz Perry to get quote on catering cost from St Josephs.**
- The Incoming Committee thanked Liz Vrhovsek for her substantial achievements in leading the Fund Raising Team and for her service as a committee member.
- Sydney Convention - each Sydney chorus will be assigned a task at Sydney Chorus. The Committee decided that we would like to organise the Gala Dinner which will be held in the Pavilion at Sydney Olympic Park on the Saturday night of Convention, after the Chorus Competition ends. Catering cost is about \$65 per head. CKC will be responsible for theme, decorations, seating, entertainment.

Meeting adjourned at 10.05 pm.

DRAFT MINUTES - INCOMING COMMITTEE

Meeting called to order at 10:05 pm by meeting chair Liz Perry-Windhorst..

1. ATTENDANCE

Members present:

Team Coordinator	Liz Perry-Windhorst
Director	Vicki Dwyer
Secretary	Deborah Martin
Treasurer	Cathy Bartley
Membership Chair	Yasanthi Wickremasinghe
Public Relations Chair	Kate Hawkins

Members not present:

Performance Coordinator Judith Bourne

2. APPOINTMENT OF MEMBERS

Motion: To appoint additional members of Management Team. Moved Liz Perry, Seconded Deborah Martin.

Resolved: That Frances Gurto, Alison Anderson and Lyn Howells be appointed as members of

the 2013-14 Management Team.

3. GENERAL BUSINESS

- The Committee agreed to ask Di Jenkins to be Event Coordinator for CKC attending Sydney Convention.
- The Committee discussed possible roles for appointed Committee members: liaison with committees; understudy for PR Chair and Finance Manager.
- The Committee brainstormed ideas for social activities, and would like to have one activity per month. Social Committee is to be asked to organise “secret friends” leading up to Sydney Convention.
- We agreed to put up lists for Committee sign up on Wednesday night. **ACTION: Vicki Dwyer to ask Cathy Sugar to coordinate this.**
- Deborah asked whether to continue with Facebook advertising - have spent about \$25 so far and had 3 Page Likes. Committee agreed to continue advertising on Facebook.

4. NEXT MEETING

The next Committee meeting is on Thursday, 6th June at 7:30 pm at Liz Perry's home.

Meeting adjourned at 10.25 pm.

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Signed: Liz Perry-Windhorst (Team Coordinator)

SUMMARY OF ACTIONS FROM THIS MEETING

Who	What	Outcome
Liz Perry	Remind people responsible for Guest Music Folders to get them out for visitors	
Cathy Bartley	Buy three 20 year pins	
Deborah Martin	Get pdf files of old music from Vicki Dwyer and save to website	
Vicki Dwyer	Invite Music Team to dinner with Karen Breidert	
Liz Perry	Get quote from St Josephs for catering for dinner with Karen Breidert	
Vicki Dwyer	Ask Cathy Sugar to coordinate sign up sheets for Committees on 2nd May	

ATTACHMENTS

MUSIC REPORT – April 2013

SUMMARY OF MUSIC PLANNING MEETING 16/04/13 (Vicki Dwyer, Janet New & Steph Wallbank)

1. Discussed how to translate base blocks of pyramid into action plans, and how to provide the best way of encouraging members to achieve each building block (esp 'Industriousness', 'initiative', 'intentness' and 'alertness') to progress to the next level, esp the 'skill' area, and particularly in encouraging them to self-evaluate and plan how they are going to improve on an individual level.
2. Discussed feedback from PVIs and decided to organize mini workshops for chorus members concentrating on breathing techniques and breath control (PVI 1)
3. All members to be scheduled to attend breathing workshop on 1:1 basis; aiming for 6 members per week, depending on which SLs etc are available.
4. SLs invited to meeting 6:30pm Wed 8th May with Vicki to give clues o PVI1, ready to run these.
5. Follow up feedback given during rehearsal at allotted times (eg during comp songs) with SLs moving through chorus to observe 'trainees' in action (eg stand behind or next to them & observe then give 60s feedback).
6. Steph to create handout of breathing ex's to practise daily and Vicki to demonstrate on 1/05/13 while Deborah videos & uploads onto YouTube. Girls encouraged to record individually as well.
7. Chorus members encouraged to record vocal ex's each week and practise regularly.
8. Find time (maybe during Karen's weekend) to continue with individual planning and goal creating (like our post-it note session at MT/MgtT workshop). Need concrete goals (eg 'improve my attendance' or 'pass risers on time' or 'daily breathing exercises' etc).
9. AGM 26/04/13 so to encourage more girls to sign up for positions and committees we're taking 15-20 mins this week for chairs to give brief overview of their jobs and responsibilities ready for next week's meeting. Everyone expected to be on some sort of committee.
10. Betty Clipman 22/05/13 – follow up night on 29th devoted to Betty's coaching (take notes etc).
11. Karen Breidert 31/05/13 – 2nd June; Scratch Quartet concert Sat afternoon 1/06/13 4-5pm approx. Combined dinner (music/mgt teams) with Karen – ideas and strategies Q&As.
12. Discussed the poor and erratic attendance of some members and need to address this – both by changing standing rules and making sure the members know the requirements of being in 'good standing order'. Chorus members should be required to attend 4 out of 6 rehearsals like the probationary members. Awareness raising via SCB reminders and emails from Membership Chair when girls go 'awol' without notice for more than 2 weeks.
13. Music/rep: new songs needed for Xmas– possibilities include *All I Want for Xmas is You*; *Grown Up Xmas List*; Australia Day gig – possibilities include *Waltzing Matilda*; *Shelter* (to be learnt while Vicki's away in Sept at men's regionals, and can be learnt as soon as learning tracks are available & uploaded); men's Family & Friends night in Sept – possibilities include singing with the men - *Fragile*; *A Whole New World* (can also be used for next year's joint chorus McDonalds Performing Arts) revise *And So To Sleep* – new girls to learn via learning tracks & do risers; chorus song - possibly *What Kind of Fool Am I?*

14. Darlene Rogers 2-4th August
15. 31st August - music team day for directing & PVI training. Venue tba.

FUND RAISING REPORT

Fundraising Planning Meeting held on Sunday, 21st April. Nine members attended, three apologies.

Sausage sizzles: _

Seven Hills, 29th June

Castle Hill, 6th July

Seven Hills Promotional stall, 21st September, 11 am - 3 pm (Volunteers Week)

Dural, 1st December

Castle Hill offers - 24th November or 14th December??

Need coordinators for June/July sizzles!

Blue Illusion 14th June organised by Rosemary Champion.

Garage sale: 12th October, Lorraine Barlow.

Jewellery Party, North Rocks, 9th November organised by Alison Anderson.

Christmas Raffle Including donated Barbeque. to be sold Oct, Nov, Dec.

Wine Tasting and High Tea to be Investigated by Lyn Howell.

Trivia Night to be organised by Liz van M

Car Rally - see Meg Hood.

Stall at Harmony Bazaar - competition In Sydney, May, 2014

Liz Vrhovsek will be away on vacation 26th June to 14th August Inclusive.