

Circular Keys Chorus
Management Team
Tuesday 11 June 2013, 7.30pm
At the home of Vicki Dwyer

MINUTES

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

1. ATTENDANCE

Members present:

Team Coordinator	Liz Perry-Windhorst
Director	Vicki Dwyer
Membership Chair	Yasi Wickremasinghe
Performance Coordinator	Judith Bourne
Public Relations Chair	Kate Hawkins
General Member	Alison Anderson
General Member	Lyn Howells
General Member	Frances Gurto

Members not present:

Secretary	Deborah Martin
Treasurer	Cathy Bartley

2. MINUTES OF PREVIOUS MEETING

2.1 Approval of Minutes

- Motion: To approve the minutes for 30 April 2013. Moved Vicki Dwyer, seconded Judith Bourne
- Resolved: Minutes from the meeting on 30 April approved without modification

3. Matters arising from the Minutes

Who	What	Outcome
Liz Perry	Remind people responsible for Guest Music Folders to get them out for visitors	Completed
Cathy Bartley	Buy one 20 year pin and two 10 year pins	Completed
Deborah Martin	Get pdf files of old music from Vicki Dwyer and save to website	Pending
Vicki Dwyer	Invited Music Team to dinner with Karen Breidert	Completed
Liz Perry	Get quote from St Josephs for catering dinner Karen Breidert	Completed
Vicki Dwyer	Ask Cathy Sugar to coordinate sign up sheets for Committees on 2 nd May	Completed

- Di Jenkins has agreed to take on the role of Events Coordinator for the Sydney 2014 Convention.

4. CORRESPONDENCE

4.1 Correspondence In

- Port City Pearl Chorus, invitation to Card Shower
- Lea Baker, offering to transport Betty Clipman

- Patti Britz-Stensaker, re collecting hotel toiletries for charity
- Rhonda Crooks re proposal for 26th October workshop
- ANCA, renewal of membership & insurance
- James Dwyer, resignation as Webmaster
- Robert Cliff Jewellers re sponsorship

4.2 Correspondence Out

- Macarthur Girls, confirming room hire for November

5. RATIFICATION OF DECISIONS MADE BY EMAIL SINCE LAST MEETING

- Approve reimbursing Lea Baker for petrol for transporting Betty Clipman to CKC's rehearsal on 22 May
- Approval of leave of absence, Carolyn Watt, 5-26 June
- Approval of leave of absence, Ann Keating, 5 Aug – 4 Sept

6. REPORTS

a) Finance Report

Statements unavailable from the bank for May. Reports will be circulated as soon as they are available.

Motion: Deborah Martin to be appointed as a cheque signatory.
Moved by Vicki Dwyer and seconded by Judith Bourne

Motion: Reimburse Steph Wallbank \$48.95 for Doris' photo book.
Moved by Judith Bourne and seconded by Liz PW.

b) Membership Report

Report tabled.

Vicki Sutton has been asked to return her costume to Di Jenkins.

c) Music Team Report

Report tabled.

Performing in show with Sydney Harmony on Sunday 29 September at Barker College

A new copyright coordinator is required. **ACTION: Liz PW to approach Karen Magno to see if she would be interested in taking on the role.**

Motivational speaker for March retreat – the Management Team were asked to think of potential people who could be approached to speak at the March retreat in 2014. **ACTION:**

- o **Kate Hawkins to draft a pro forma letter to present at next meeting.**
- o **Lyn Howells to ask Barb Morris to approach Liesel Trench (?).**

Rhonda Crooks advised that Honeysuckle Chorus were not currently in a position to accept CKC's offer to do a workshop and concert. Vicki asked the Committee's views on asking Honeysuckle to join with CKC in one song at the show with Sydney Harmony. **ACTION: Vicki Dwyer to contact Rhonda Crooks to see if they would like to participate in show on 29 September.**

Liz PW has once again kindly agreed to host Darlene Rogers in August.

Consider producing a Christmas CD in the future.

d) Public Relations

Report tabled.

The Management Team agreed that the main focus of the PR Committee for the next 12 months should be on membership recruitment.

e) Fundraising

Report tabled.

The idea of a Great Gatsby Special Screening was discussed. **ACTION: Lyn Howells to advise Ann Keating that the decision was made not to proceed at this time.**

The \$5 "fine" for mobile phones that ring during rehearsal to be implemented. This will be an honour system. **ACTION: Alison Anderson to create a box for fines and let Liz PW know when it is ready. Alison will explain to the chorus during business.**

The tour and high tea of Old Government House was discussed. The consensus was that cheaper high tea menu would be the preferred option.

There will be no wine tour this year, but a car rally is being considered.

Harmony Bazaar – consider having a stall on a commission basis with a supplier who can provide t-shirts which can then have transfers printed on them. CKC could design transfers. **ACTION: Vicki to making enquiries about potential suppliers.**

f) Performance

Report tabled.

The possibility of a performance at St Mary's Cathedral was discuss and the decision was made that this would not be suitable for the chorus.

7. GENERAL/OTHER BUSINESS

a) Approval of Committee Chairs

Social Committee still to appoint a Committee Chair. Approval was given for all other Committee Chairs.

b) New Costume

- New pants before Convention 2014
- Karen Tucker has found a vogue pattern that could be suitable for a new top.
- Members to have new shoes by beginning of 2014. **ACTION: Liz PW to put the details of the shoe and where they can be purchased in the SCB.**

c) Aadvark mascot/t-shirts

Approval given to purchase corduroy Aadvark. **ACTION: Judith to purchase Aadvark.**

- d) **“Ask me about my chorus” membership campaign (badges, incentives)**
To be discussed at the PR Meeting on 23 June.

e) **Resignation of Webmaster and replacement**

The meeting noted their sincere thanks to James Dwyer for the years of assistance and service he has given to CKC as the Webmaster.

A new webmaster required. The job doesn't necessarily require an individual with in-depth IT skills and it could be a shared role.

It was decided to approach Barb Morris to see if she is interested in taking on this role. If Barb Morris isn't interested, Kaitlyn Dwyer has expressed an interest. The meeting agreed they would be keen to have Kaitlyn take on this role. **ACTION: Lyn Howells to ask Barb Morris if she is interested in taking on the role of Webmaster.**

f) **Project Doris – report and questions from Deborah**

It was decided rather than a social event on Saturday evening to have a High Tea on Sunday afternoon from 3.00pm to 5.00pm on Sunday 4 August.

- Darlene Rogers coaching leads from 10.00 to 12.00nn and then whole chorus from 1.00pm – 3.00pm.

ACTION: Alison and Judith to liaise with Social Committee and Hospitality Committee about the High Tea.

Chorus will be advised after Doris' departure on 19 June.

Outsiders will be invited to join in the celebrations.

8. NEXT MEETING

The next Committee meeting is on Thursday 18 July at 7.30pm at Liz Perry's home.

Vicki advised that she will not be able to attend but will ask Steph Wallbank to attend in her stead.

Meeting adjourned at 10.20pm

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Signed: Liz Perry-Windhorst (Team Coordinator)

SUMMARY OF ACTIONS FROM THIS MEETING

WHO	WHAT	OUTCOME
Liz Perry	Approach Karen Magno re copyright role	
Kate Hawkins	Draft pro form letter to send to motivational speakers	
Lyn Howells	Ask Barb Morris to approach Liesel Trench as a motivational speaker	
Vicki Dwyer	Contact Rhonda Crooks to see if Honeysuckle Chorus would like to participate in the show with Sydney Harmony on 29 September	
Lyn Howells	Advise Ann Keating about Great Gatsby decision	
Alison Anderson	Create box for mobile phone fines	
Vicki Dwyer	Make initial enquiries about t-shirt supplier for Harmony Bazaar	
Liz Perry	Put information about new chorus shoes and supplier in SCB	
Judith Bourne	Purchase aadvark	
Lyn Howells	Ask Barb Morris if she would be interested in taking on role of Webmaster	
Alison Anderson & Judith Bourne	Liaise with Social & Hospitality Committees about High Tea for Doris' celebrations.	

REPORTS

MEMBERSHIP REPORT

Bridie Taylor has been inducted into CKC as our newest member.

We have had two members resign from the CKC namely; Vicki Sutton and Marilyn Jones.

Carolyn Watts' leave of absence between 5th June and 26th June has been approved.

Ann Keating's leave of absence from first week of August to 4th of September has been approved.

Furthermore we have had two exciting workshops with two wonderful coaches and looking forward many more fun times.

Thank you all for making me welcome.

Yasanthi Wickremasinghe
Membership Chair

MUSIC REPORT

PVI training sessions have been held for Section Leaders and starting from 19th June will schedule members to have sessions in pairs with the section leaders (who will also be working in pairs) – 6 members per week.

Wednesday 12th June, 2013 – Will run section rehearsals to solidify “What’ll I Do” and then also work on “How Many Hearts”. Also - Scratch Quartets night – scheduling last hour of rehearsal for quartet performances.

Wednesday 19th June, 2013 – Section rehearsals for “How Many Hearts” to solidify breath plan.

New riser recording schedule for the new version of “What’ll I Do”, members to re-tape and can record any time up to and including 2nd week in July.

Darlene Rogers coaching – after discussions with Karen Breidert, think the best use of Darlene’s skills is to work with smaller groups. Wish to start with Music Team on Friday night – have Darlene do PVIs with as many of the team as possible as a workshop for the other members to observe and ask questions etc.

Saturday –	9.00 to 11.00	Baritones
	12.00 to 2.00	Tenors (plus a couple of leads who would benefit from working their high range notes)
	3.00 to 5.00	Basses
	From 5.30	Social event
Sunday -	10.00 to 12.,00	Leads
	2.00 to 4.00	Whole chorus

Regarding Copyright Management – need a new person to take over this role since Vicki Sutton’s resignation.

Vicki Dwyer
Director

PUBLIC RELATIONS REPORT

I am extremely pleased to report that 13 members have signed up for the PR Committee.

A Committee Meeting is being held on Sunday 23rd June with a view to developing a public relations plan for the next 12 months, to be presented at the next Management Team meeting.

The past month has seen a flyer distributed for the Blue Illusion fund raising event and a new layout designed for the SCB.

Kate Hawkins
PR Chair

FUNDRAISING REPORT

A meeting was held at Liz van Miltenberg's house on 21st April to discuss fundraising strategies for the coming year. The following suggestions were put forward for consideration and follow-up:

Bunnings BBQs - [June 29th](#) & [July 7th](#)

Blue Illusions Fashion Parade plus 20% commission on sales - date proposed and confirmed - [14th June](#)

Trivia Night - following the success of last year's event - date and venue to be confirmed

High Tea & Tour of Old Government House, Parramatta - this can either be a fundraiser or social event. Suggested date September.

Garage Sale - October

Jewellery Party - November - this a friend of Alison Anderson's who makes jewellery and has offered to host a party at her home with a percentage of sales donated to CKC, together with a piece of jewellery as a raffle prize.

Lyn Howells
Fundraising Committee

PERFORMANCE COORDINATOR'S REPORT

Update on the Australia Day event in 2014 – perhaps at Parramatta Park?

I have phoned Loretta Babidge at Parramatta Council repeatedly, leaving voice messages, with no response as yet. I will try another tack this week.

I have phoned Frances at the Royal Sydney Yacht Squadron and left a message. I repeated this today and left another message. I will get through to her later this week, I hope.

I've emailed Matt Leslie at City of Sydney, and received his reply, which indicates that the program has not yet been decided on. He knows that we are keen to perform for them again.

I also phoned the organiser of the Darling Harbour Santa Fest, but I don't really think that it will be a suitable gig for us, as it isn't miked, and the inference was that it would be pro bono.

Judith Bourne
Performance Coordinator

Diarised out:

- I spoke with Fleur (02 8248 6500) from Sydney Festival. She advised that performance is on an invitation basis but thought that there would be opportunity to become involved in their community programme. I will contact her in September for an update. Meanwhile, we have been added to the Festival mail out list.