**Minutes Circular Keys Chorus Management Team Meeting**

Thursday, 14th April 2016 at 7.40pm (at the home of Liz Perry-Windhorst)

1. Attendance:

Present:

Team Coordinator Alison Anderson   
Treasurer Deborah Martin Secretary Barb Morris

Membership Chair Lyn Howells

Director Vicki Dwyer

Public Relations Chair Sharon Sullivan   
Performance Coordinator Elizabeth Przeklasa-Adamski Team member Di Jenkins

Team member Liz Perry-Windhorst

Apologies:

Team member Karen Totaro

1. Minutes from previous meeting (17th March, 2016):

***Motion: That the minutes of the previous meeting on Thursday 17th March, 2016 be accepted.***

***Moved: Alison Anderson Seconded: Deborah Martin Agreed***

***Team Coordinator signature: Date: 14th April***

1. Business arising from the minutes and actioning:

| **WHO** | **ACTION** | **OUTCOME** |
| --- | --- | --- |
| Barb Morris | Contact Jess and Anna to see if any problems and encourage continued attendance | done |
| Karen Totaro | Investigate whether it’s viable for CKC to run a fundraising sausage sizzle on Fridays at Bunnings | ongoing |
| Deborah Martin | Remove non-members access to Groupanizer | done |
| Deborah Martin | Check member’s good standing re their eligibility to vote at the AGM |  |
| Deborah Martin | Send reminders for outstanding Wollongong accommodation payments |  |
| Sharon Sullivan | Have CKC logo reconfigured |  |
| Alison Anderson | Request in SCB that members not share photos of the new costume before Convention |  |
| Alison Anderson | Discuss with Steph Wallbank that repertoire being rehearsed by the Bunch be listed on Groupanizer and available to all members. |  |

1. Correspondence: Correspondence In:

* From: Richard Wadick Vice President Barbershop Harmony Australia Eastern Region T [+61 2 4754 1397](mailto:+61%202%204754%201397)   E [rwadick@exemail.com.au](mailto:rwadick@exemail.com.au) Date: 17th March, 2016 To: Alison Anderson Re: BHA Eastern Region Contest in May 2016
* From: Choralfest Admin [<mailto:anca.choralfest@gmail.com>] Sent: Tuesday, 22 March 2016 3:50 PM  
  To: [dmmartin@bigpond.net.au](mailto:dmmartin@bigpond.net.au) Subject: ANCA Choralfest 2017 - Announcing Key Presenters!
* From: Lea Baker <[region34cc@gmail.com](mailto:region34cc@gmail.com)> Subject: CC Communique No 3 - Competing Choruses Date: 6 April 2016 11:15:15 am AEST To: <[aja.ando@gmail.com](mailto:aja.ando@gmail.com)> Reply-To: <[region34cc@gmail.com](mailto:region34cc@gmail.com)>
* From: Jo Rogerson Date: Wed 6/04/2016 3:24 PM Re Good Luck at Wollongong
* From: Name: Amelia Alder Email: [amelia@vocalaustralia.com](mailto:amelia@vocalaustralia.com) Phone: 0438800738

Correspondence Out:

* From: Alison Anderson Date: Wed 6/04/2016 9:20 AM To: Liz Perry-Windhorst [lizzyperrywindhorst@gmail.com](mailto:lizzyperrywindhorst@gmail.com), susanjkelly@optusnet.com.au; Kaye Kendall <colinkaye7@bigpond.com>; Re: Nominating Committee Management Team 2016-2017 Barb Morris <barbaramorris1@bigpond.com>

1. Ratification of decisions made by Management Team at rehearsal or by email since last MT meeting:

* Tuesday, April 05, 2016 Re Nominating committee members, Liz Perry-Windhorst, Kaye Kendall and Susan Kelly.
* Tuesday April 12, 2016 Hamish Dawson (Dawsons Accountants) of #19, 35 Old Northern Rd, Baulkham Hills has agreed to audit CKC financial records for 2015-2016.

1. Reports:
   1. Finance (Deborah Martin)

* Reports submitted and discussed. Treasurers Report for January 2016 (see Appendix 1a), Reconciliation Report Community Solutions (see Appendix 1b) Reconciliation Report Business Maxi (see appendix 1c), Costume March 2016 (see Appendix 1d), Education March 2016 (see Appendix 1e), Events and Fundraising March 2016 (see Appendix 1f), Budget vs Actual (see Appendix 1g),
* CKC bank accounts reconcile to our accounting records (see Reconciliation Reports).
* In March, Income was $13,205.74 – this includes $2069 from sausage sizzle, $6152 from members paying for Wollongong Accommodation, and $3007 in membership fees. CKC received $1000 from Parramatta Council for Australia Day, and $100 from a Bunch of Keys performance.
* Expenditure was $7,672.32.  This included $2315 for coaching and $1726 for Vicki Dwyer going to Los Angeles for education purposes.
* This resulted in a surplus of $5533.42 of receipts over expenses.  (See the Treasurer's Report for details). The Budget vs Actual report, Events & Fundraising report, Education report and Costume reports attached show more details.
* All but 11 members have now paid for their Wollongong accommodation - reminders to be sent. CKC will be paying the second instalment of $5182.50 on 20th April and the final payment of $8802.50 on 6th May.
* Seven members so far have paid the $60 costume levy.
* Wim van Miltenberg was to be auditing the chorus accounts for 2015-16 over the next couple of weeks, however due to Liz’s illness, Alison Anderson has found another accountant who has volunteered their services: Hamish Dawson (Dawsons Accountants) of #19, 35 Old Northern Rd, Baulkham Hills
* Kate Hawkins has advised that CKC will receive $500 for organising the Convention party (thanks to Cheryl Benson, Lyn Howells and Kate) and $250 for organising Convention buses schedule thanks to Kate.
* Deborah will check member’s good standing re their eligibility to vote at the AGM.

***Motion: That the Treasurer’s report and payments for March 2016 be ratified. Moved: Lyn Howells Seconded: Liz Perry-Windhorst Agreed***

* 1. Membership (Lyn Howells)
* Oral Report discussed.
* Jo Brice and Liz van Miltenberg ill in hospital – members in contact & supporting both.
* Lyn has contacted Jess and Anna and encouraged both to continue attending and practising. Amy is currently too busy completing a medical internship to continue at the moment.
* Discussion re implementing a Star of the Week program to recognise individual member

contribution to chorus.

* 1. Music Team (Vicki Dwyer absent)
* Oral Report discussed.
* BHA Eastern Region Contest 7th May 2016 – a request has been made for competitors and volunteers.
* CKC drawn number 19 (2nd last) at SAI Region 34 Wollongong Convention.
* Re area faculty visit 13th April: Lea Baker coaching was very valuable.
* Lea Baker coaching weekend is booked for Sat 30th April and Sun 1st May at St Joseph’s.
* Possible Family & Friends day Sun 15th May? Vicki will check with chorus members.
* AUSACA (AUSTRALIAN A CAPPELLA CHAMPIONSHIP): Australia A Cappella Awards and GET VOCAL Festival are both happening again this year. Concept discussed but chorus too involved in preparing for Wollongong comp.
* Lynda Keever coaching has been organised for Fri 12th, Sat 13th and Sun 14th August. Costs are to be shared with another chorus, possibly Northern Beaches.
* Videoing small groups is encouraging members to review and take more personal responsibility – strategy to continue as chorus is leading up to Competition.
* Full package including walk on and off now to be practised.
  1. Public Relations (Sharon Sullivan)
* Oral report discussed.
* CKC logo needs to be reconfigured – will cost $170. Team agree good idea as it will a better digital copy and can be used for banners etc.
* Sharon requested that no photos of the new costume be circulated before Convention – nice to have a surprise element. Alison to inform members in SCB.
  1. Fund Raising (Karen Totaro absent)
* Has submitted an annual report for the upcoming AGM
  1. Performance (Elizabeth Przeklasa-Adamski)
* Oral Report discussed.
* The Chorus has had one performance on the 10th April, 2016 for the Senior Citizens of Blacktown Council celebrating Senior Citizens Week. The feedback by members of Council has been very positive with complimentary comments from all. Elizabeth looks forward to more appointments. Her contact is now on leave however his assistant is ready to also support us.
* Elizabeth has forwarded emails to a contact for the Hills and Parramatta RSL Clubs and has followed up with messages on the phone several times - to date still awaiting a response.
* Contacted and sent emails to the following : Parramatta City Council, Darling Harbour Alliance – Harbourside and Sydney Harbour Foreshores Authority. They are going to be followed up by end of week.
* Sydney City Council - their Schedule has as yet not been released for the Festive Season. Elizabeth has left CKC details and will follow up in a month.

1. General/ other business:
2. Suggestion box: none
3. Costume recall to replace the sequin panel has been completed and revised costumes have been made and handed to chorus members. Many thanks to Linda Bacic and Karen Tucker.
4. Deborah Martin advised Groupanizer has changed membership only pages format –Deborah has emailed Gropuanizer to tweek some resultant issues.
5. Congratulations to Doris Ward award recipient and subsequent CKC Sweet Adeline Award nominee 2016 - Karen Tucker (Costume Chair).
6. NB: Clarification needed re the new voting system for these awards implemented in 2015. Need to submit as a document on Groupanizer eg reminders for submissions by end of March, TC collates and publishes nominees names and reasons for nomination, ballot created, members vote, tellers to be Vicki Doris ward and the previous nominee, Doris announces the recipient and presents the trophy, TC informs the region of this person as Sweet Ad of the Year CKC nominee.
7. Independent Theatre charges & ticket prices – need to check current charges re booking. Concern re CKC and Sydney Harmony performing at the same venue within a few months (ie CKC Sat 17th Sept & Sydney Harmony Sun 11th Dec, 2016). Re ticket sales: will both choruses be competing for a similar target audience? Suggestion that CKC have a show next year at the Riverside Theatre and invite Sydney Harmony to share ownership of the show and split profits. A smaller profit is outweighed by the opportunity to perform in a new venue with new repertoire. Possibility of a guest artist?
8. Di Jenkins has organised copyright of our songs for Convention.
9. Deborah Martin organised Groupanizer training at Alison Anderson’s place on Friday 1st April at 9:30 am.
10. Liz Perry-Windhorst, Kaye Kendall and Susan Kelly have agreed to be the Nominating committee to canvas members and prepare a slate re candidates to fill positions on new Management Team 2016-2017.
11. Cheryl Wolfenden (Chorus Historian) has suggested physical album keeping is becoming cumbersome and outdated. Suggested electronic history record keeping eg Facebook and Heather Finch maintaining PhotoBucket is sufficient. Discussion and thoughts that next Chorus Historian 2016-2017 consider files need to be kept for PR, Marketing and Social History in a range of formats.
12. A request has been made for more communication from the Bunch of Keys Group daytime group and that repertoire being rehearsed be listed on Groupanizer and made available to all members. Alison Anderson will discuss with Steph Wallbank.
13. Majority of performers are developing very well and on task re competing at Convention in Wollongong. Linda Vitali only needs to pass final risers and hopefully will be voted in as a full member on 23rd April. First rehearsal after comp will be a review of performance and results, finishing with a celebratory supper.
14. Appendices: 1 & 2 as presented
15. Date of next meetings: Wed 27th Annual General meeting at rehearsal, St Joseph’s Conference Centre Thurs 26th May Handover meeting at home of Liz Perry-Windhorst.
16. Meeting closed at: 9..45pm