**Minutes Circular Keys Chorus Management Team Handover Meeting**

Thursday, 26th May 2016 at 7.30pm (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

Team member Di Jenkins

Team member Liz Perry-Windhorst

Team member Karen Totaro

Apologies: Public Relations Chair Sharon Sullivan

Performance Coordinator Elizabeth Przeklasa-Adamski

1. Minutes from previous meeting (14th April, 2016):

***Motion: That the minutes of the previous meeting on Thursday 14th April, 2016 be accepted.***

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

***Team Coordinator signature: Date:***

1. Business arising from the minutes and actioning:

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

1. Correspondence: Correspondence In:

* From: SAA Date: 2016.04.18 Re: Road to Convention 2nd edition
* From: Hornsby Shire council Date: Wed 20/04/2016 11:54 AM Re: Newsletter
* From: Alison Anderson To : Steph Wallbank Date: 19 /04/2016 Re: The Bunch communication with chorus
* From: Valerie Renz <[valerie@sweetadelines.com](mailto:valerie@sweetadelines.com)> Date: 26 April 2016 2:27:46 am AEST Subject: PR videos throughout the organization
* From: SAA Date: Fri 29/04/2016 9:04 AM Re: SAA Communication Update
* From: Endeavour Harmony Chorus Date: Sun 1/05/2016 8:31 AM Re: Invitation to Family and Friends Concert
* From: SAA Communications Coordinator <[communications@sweetadelines.org.au](mailto:communications@sweetadelines.org.au)> Date: 3 May 2016 at 3:20:30 PM AEST To: Communications Co-ordinator <[communications@sweetadelines.org.au](mailto:communications@sweetadelines.org.au)>  
  Cc: "[ozchordseditor@gmail.com](mailto:ozchordseditor@gmail.com)" <[ozchordseditor@gmail.com](mailto:ozchordseditor@gmail.com)> Subject: OZCHORDS ALERT
* From: ANCA [<mailto:admin@anca.org.au>] Sent: Tuesday, 3 May 2016 5:15 PM  
  To: [dmmartin@bigpond.net.au](mailto:dmmartin@bigpond.net.au) Subject: ANCA AGM July 2016 Notice
* Subject: Final Convention Message Date: Sun 15/05/2016 8:33 PM Reply-To: [events@sweetadelines.org.au](mailto:events@sweetadelines.org.au)
* From: ANCA [<mailto:national.anca@gmail.com>] Sent: Monday, 16 May 2016 12:10 PM To: Deborah <[dmmartin@bigpond.net.au](mailto:dmmartin@bigpond.net.au)> Subject: Choral Enewsletter May 2016
* From: "Choralfest Admin" <[anca.choralfest@gmail.com](mailto:anca.choralfest@gmail.com)> Date: 23 May 2016 at 11:30:09 AM AEST  
  To: "Deborah" <[dmmartin@bigpond.net.au](mailto:dmmartin@bigpond.net.au)> Subject: ANCA Choralfest 2017 Call for Choirs Reminder  
  Reply-To: [anca.choralfest@gmail.com](mailto:anca.choralfest@gmail.com)
* From: Michelle Coates Date: 24th May 2016 Re: Leave of absence request 6-8 weeks

Correspondence Out:

* From: Steph Wallbank To: Alison Anderson Date:Thurs 21/04/2016 6:29 PM Re: The Bunch communication with chorus
* From: Alison Anderson To: [members@sweetadelines.org.au](mailto:members@sweetadelines.org.au) Date: Tue 3/05/2016 9:28 PM Re: Change of Management Team Members

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

* 2016.04.18 Slate for election of new Management Team 2016-2017 as presented by the nominations committee.
* 2016.05.08 Doris Ward Award and sweet Adeline of the Year Award procedures amendment
* 2016.05.20 Cheryl Wolfenden LOA request 15th & 22nd June and 6th & 13th July
* 2016.05.24 Kaye Kendall LOA request 30th May – 2nd July holidays overseas

1. Reports:
   1. Finance (Deborah Martin)

* Reports submitted and discussed. Treasurers Report for April 2016 (see Appendix 1a), Reconciliation Report Community Solutions (see Appendix 1b) Reconciliation Report Business Maxi (see appendix 1c), Budget (see Appendix 1d)
* CKC bank accounts reconcile to our accounting records (see Reconciliation Reports).
* As seen from the Treasurer Report that there was a lot of money flowing in and out during April.  Total receipts were $6673.27 (mostly membership fees, but also members paying for Wollongong accommodation).  Total expenses were $10,297.90.  These included paying the second part of the deposit for Wollongong accommodation ($5182) and International dues ($1823.82).  All members have now paid for the Wollongong accommodation.  The final deposit was paid in May and will show up in May accounts.
* Deborah has also attached the 2015-2016 Budget vs Actual report.  She’ll be starting work on our 2016-17 budget soon and need input into questions such as: How much should we aim to raise through fund-raising? Should membership fees remain at $50 a month? How much should we pay our Director when her contract is up for renewal? What educational activities are we funding for the Director? What budget do the PR team need to promote the chorus? What budget does Vicki need for new music copyright and arrangements? Are we going to spend any money on costumes this year? How much can we spend on education ie coaching? Will there be any Show expenses incurred? Deborah feels these are considerations for a future Management Team meeting.
* The auditor has not finished auditing our 2015-16 accounts yet.  There’s a $64 discrepancy which needs to track down, and he would also like us to start depreciating our assets (risers; costumes; equipment).
* SAA is moving to a calendar year re financial accounting records. Deborah is in favour of changing our financial reporting period (currently 1 April to 31 March) to a calendar year (1 January to 31 December) to give more time for annual accounts to be prepared, and bring us into line with SAA’s recommendations.  This would mean that our next financial reporting period is shortened to 1 April to 31 December.  She suggests that at the Special Meeting to accept the financial reports for 2015-16 and the auditor’s report, a motion is also proposed to change the reporting period.  The reporting period is not specified in the Constitution so Deborah doesn’t think the CKC Constitution needs to be amended.

***Motion: That the Treasurer’s report and payments for April 2016 be ratified. Moved: Deborah Martin Seconded: Lyn Howells Agreed***

* 1. Membership (Lyn Howells)
* Report submitted and discussed (see appendix 2)
* Jo Brice and Liz van Miltenberg both out of hospital- thank you emails from both to members for their concern and support
* Michelle Coates has requested leave of absence for 6-8 weeks due to family commitments. Agreed
* Star of the Week program to be introduced to recognise individual member contribution to chorus.
  1. Music Team (Vicki Dwyer)
* Oral report discussed
* Yea! CKC achieved 2nd in AA division and 3rd overall with a score of 581 at Wollongong convention
* 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.
  1. Public Relations (Sharon Sullivan absent)
* Report submitted and discussed (see Appendix 3)
* SAA Guidelines for making chorus videos from Cammi MacKinlay , Membership Growth Task Force
* Due date for OzChords submission 7th June, 2016, Sharon will submit an article re CKC activities
* Many Best Wishes sent by CKC and received from other choruses re Wollongong Convention.
  1. Fund Raising (Karen Totaro)
* Report submitted and discussed (see Appendix 4)
* Trivia night coordinated by Lyn Howells is the next major fundraising event.
  1. Performance (Elizabeth Przeklasa-Adamski absent)
* Report not submitted
* Alison Anderson will ask Elizabeth for the names of organisations and contacts she has approached in the past year to be passed to the incoming performance coordinator Kate Hawkins

1. General/ other business:
2. Suggestion box: none
3. Re Star of the Week, Alison Anderson has made a badge to be worn by the nominated recipient for the evening at rehearsal.
4. Doris Ward Award and sweet Adeline of the Year Award procedures amendment made and entered under Documents on Groupanizer
5. Alison Anderson has discussed more effective communication with chorus members re the Bunch. Steph Wallbank has now Included repertoire of songs for rehearsals - will do same for future singouts; Uploaded *Whispering Hope* (arranged by Doris, Public Domain so no cost, more suitable for our performances than much of our regular CKC rep); Invited all members to The Bunch next rehearsal/lunch at Inese Kamenyitsky’s home.
6. Thank you to Di Jenkins for her role as CKC Convention coordinator for editing, updating and distributing CKC Convention Information book and Deborah Martin and team for
7. Thank you to our wonderful Director Vicki Dwyer and the music team for their organisation and support in taking CKC to competition. Thanks also to CKC members being so involved in Wollongong Convention organisation: Kate Hawkins, Di Jenkins & Cheryl Benson along with Lyn Howells & Liz Perry-Windhorst, along with all the other members who went out of their way to assist and support members in such a variety of ways.
8. Jess Helaratne and Lissa Lao– great SBS radio interview in Tagalog (Filopino language) promoting CKC and Sweet Adelines – Jess works in marketing and is very keen to promote CKC through video.
9. Concerns from Lorraine Barlow (see Appendix 5) re mistaken distribution of SAA Wollongong 2nd & 3rd place performance medals by TC to non-performers and subsequent request for return of such, with apology. Vicki Dwyer rang Lorraine and explained the expectations re performance readiness. Allocation of medals to any member other than those on competition stage is at MD’s discretion based on that member’s contribution at performance level.
10. CKC AGM election slate was prepared and AGM held on Wed 27th April. Management Team elect for 2016-2017 is: Team Coordinator-Di Jenkins, Treasurer- Deborah Martin, Secretary-Barb Morris, Membership Chair-Lyn Howells Director- Vicki Dwyer, Public Relations Chair-Sharon Sullivan and Performance Coordinator-Kate Hawkins.
11. Many thanks to Alison Anderson, outgoing Team Coordinator, as she steps down after two years of total commitment to the needs of the chorus and its members in this key leadership role. Welcome to Di Jenkins as she assumes the incoming Team Coordinator role. Farewell and many thanks also to outgoing Elizabeth Przeklasa- Adamski as Performance Co-ordinator as well as Liz Perry-Windhorst and Karen Totaro as outgoing Team members. Welcome to Kate Hawkins as incoming Performance Co-ordinator. Up to 3 additional Team Members are to be nominated and ratified by the incoming team.

1. Appendices: 1-5 as presented
2. Date of next meeting: continued Thursday 26th May, 2016 at home of Liz Perry-Windhorst
3. Meeting closed at: 9.30pm

**Agenda Circular Keys Chorus Management Team Meeting**

Thursday, 26th May 2016 at 9.35pm (at the home of Liz Perry-Windhorst)

1. Attendance:

Present:

Team Coordinator Di Jenkins  
Treasurer Deborah Martin Secretary Barb Morris

Membership Chair Lyn Howells

Director Vicki Dwyer Team member to be nominated

Team member to be nominated

Team member to be nominated

Apologies: Public Relations Chair Sharon Sullivan

Performance Coordinator Kate Hawkins

1. Business arising from the minutes and actioning:

| **WHO** | **ACTION** | **OUTCOME** |
| --- | --- | --- |
| Deborah Martin | Confer with Di Jenkins and Vicki Dwyer re draft budget for 17th Sept 2016 concert. |  |
| Lyn Howells | Confer with Sharon Sullivan to prepare a draft outline of the new member drive. |  |
| Kate Hawkins | Approach Blacktown and Parramatta councils re performing at citizenship ceremonies |  |
| Di Jenkins | Contact Jen Senior to invite on to management team. |  |
| Di Jenkins | Send a survey via survey monkey to chorus members as to whether they wish to compete in Perth next year. |  |
| Di Jenkins | Organise opportunity for members to sign up to various committees |  |

1. Reports:
   1. Finance (Deborah Martin)

* Draft budget needed for 17th Sept 2016 concert. Di and Vicki will confer with Deborah.
* Budget meeting needed to draft budget for remainder of year (April to December) to fit in with proposed new accounting period.
  1. Membership (Lyn Howells)
* New membership drive is proposed for after the 17th Sept concert and before Christmas. Decision to commence program on Wed 26th Oct for 6 weeks (Open night plus 5 weeks) culminating with being included in a Christmas performance with CKC and Sydney Harmony at St Mary’s church.
* Lyn will confer with Sharon to have an outline of the new member drive for the next June meeting.
  1. Music Team (Vicki Dwyer)
* Need to set new improved benchmarks re riser and performance readiness. Discussion as to whether, if these standards are not met, members should revert back to probationer status?
* Discussion as to the need for a policy re on stage performing and the awarding of SAA competition medals.
* Consideration as to whether Lynne Smith is value for CKC at this stage?
* Vicki proposed that CKC have coaching with Lea Baker every 6 weeks at rehearsal. Discussed and agreed by MT.
* New repertoire:’ Don’t Know Why’ - possibly sing with Sydney Harmony at concert.
* Concert on 17th Sept will be a stepping stone to competing in Perth in May 2017.
  1. Public Relations (Sharon Sullivan absent)
* Sharon is considering ways to promote CKC’s ethnic and cultural diversity to draw new members from a wider demographic base eg preparing a postcard portraying a cross-section of the chorus members to promote our ethnic diversity. Could be useful to pursue engagements singing at citizenship ceremonies.
  1. Fund Raising (Karen Totaro)
* Small in-house fundraising strategies being considered as well as major activities eg. book swap a chorus for $1 or $2
  1. Performance (Kate Hawkins absent)
* Approach Blacktown and Parramatta councils re performing at citizenship ceremonies

1. General/ other business:
2. Discussion, nominations and voting for up to three team members to be added to the management team. Fundraising Chair Karen Totaro has been recommended by the former management team members to fill one position. MT agreed that Karen be asked to fill one team member’s position on the team. Karen agreed.
3. The AGM nominating committee also mentions that Verne Mantova, Jen Senior, Virginia Hakenberg, Anne Harris and Frances Gurto had indicated an interest in filling these positions. After consideration it was agreed that Jen Senior will be invited to join the Management team as a nominated team member position. Di Jenkins will contact Jen to ask. Management team decided to have two additional invited team members at this stage.
4. Di Jenkins to send a survey via survey monkey to chorus members Yes or No as to whether they wish to compete in Perth next year.
5. Agreed that Di purchase a month’s subscription $35 for a more detailed survey for members.
6. Di Jenkins will compile SCB, discussion as to whether it is needed weekly or fortnightly considering most information is disseminated through Groupanizer.
7. Di Jenkins will organise for members to sign up to various committees. Discussion and agreement that MT will appoint team leaders of each committee.
8. Date of next meetings: Thurs 16th June at home of Vicki Dwyer
9. Meeting closed at: 10.15pm