**Minutes Circular Keys Chorus Management Team Meeting**

Tuesday, 14th June 2016 at 7.30pm (at the home of Vicki Dwyer)

1. Attendance:

Present:

Team Coordinator Di Jenkins  
Treasurer Deborah Martin

Membership Chair Lyn Howells

Director Vicki Dwyer

Performance Coordinator Kate Hawkins

Public Relations Chair Sharon Sullivan

Team member Jen Senior

Apologies:

Secretary Barb Morris

Team member Karen Totaro

1. Minutes from previous meeting (26th May, 2016):

***Resolution: That the minutes of the previous meeting on Thursday 26th May, 2016 be accepted.***

***Moved: Lyn Howells Seconded: Vicki Dwyer Consensus***

***Team Coordinator signature: Date: 14 June 2016***

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. | Ongoing |
| Lyn Howells | Confer with Sharon Sullivan to prepare a draft outline of the new member drive. | Ongoing |
| Kate Hawkins | Approach Blacktown and Parramatta councils re performing at citizenship ceremonies. | Ongoing |
| Di Jenkins | Contact Jen Senior to invite on to management team. | Done |
| Di Jenkins | Send a survey via survey monkey to chorus members as to whether they wish to compete in Perth next year. | Done |
| Di Jenkins | Organise an opportunity for members to sign up to various committees. | Done |
| Lyn Howells | Create list of people on leave so team can easily see who is away. |  |
| Deborah Martin | Put up Draft Budget as a Google doc for all to review relevant sections and update for next meeting. |  |
| Deborah Martin & Lyn Howells | Organise a Groupanizer induction with newer members. |  |
| Deborah Martin | Change the reply all function in the Groupanizer email so doesn’t send to all. |  |
| Lyn Howells | Draft a letter stating the requirements and consequences (non-performance, and standing off risers) to be sent to members who have reverted to 3 month probationary status. Review with Vicki Dwyer before sending to these members. |  |
| Kate Hawkins & Sharon Sullivan | Develop a marketing concept for promotion of CKC. |  |
| Vicki Dwyer & Kate Hawkins | Meeting to discuss what recordings are available as song clips and what additional clips may be needed to help promote the chorus. |  |

1. Correspondence: Correspondence In:

* From: Hamish Dawson [<mailto:hamish@dawsonsaccountants.com.au>] Sent: Friday, 27 May 2016 1:19 PM  
  To: 'dmmartin@bigpond.net.au' <[dmmartin@bigpond.net.au](mailto:dmmartin@bigpond.net.au)> Subject: Invoice for: Circular Keys Chorus Inc.
* From: Stephanie Wallbank [<mailto:stephwallbank@hotmail.com>] Sent: Monday, May 30, 2016 9:32 AM  
  To: Vicki Dwyer; Diane Jenkins Subject: Leave of absence
* From: Cathleen Bartley [<mailto:cbartbari@outlook.com>] Sent: Tuesday, May 31, 2016 2:27 PM  
  To: [vicki@dwyer.net](mailto:vicki@dwyer.net); Diane Jenkins Subject: Resignation
* From: Janell Mason [<mailto:janell@sweetadelines.com>] Sent: Friday, May 13, 2016 1:48 AM To: Di Jenkins Subject: 2015-16 Annual Regional Evaluation (ARE) - Region 34
* From: Lorraine Barlow [<mailto:LBarlow@bakels.com.au>] Sent: Tuesday, 7 June 2016 2:05 PM To: Vicki Dwyer  
  Cc: [jennifer.alexander@sial.com](mailto:jennifer.alexander@sial.com) Subject: leave
* From: "Elizabeth Perry" <[lizzyperrywindhorst@gmail.com](mailto:lizzyperrywindhorst@gmail.com)> Date: 11/06/2016 9:12 PM Subject: Holidays  
  To: "Lyn Howells" <[lynhowells56@gmail.com](mailto:lynhowells56@gmail.com)>, "Vicki Dwyer" <[vicki@dwyer.net](mailto:vicki@dwyer.net)>, "Diane Jenkins"

Correspondence Out:

* Deborah Martin to Groupanizer re domain renewal.
* Kate Hawkins to Sydney Harmony re St Mary’s performance date.

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

* 2016.05.29 Pay Hamish Dawson re Invoice fee $1320 for auditing CKC financial records
* 2016.05.30 Steph Wallbank request for Leave of Absence travelling overseas on 29/7/16 and returning on 2/9/16 so will miss rehearsals on the 5 Wednesdays in August.
* 2016.05.31 Request by Alison Anderson to hold Cancer Council fundraising Biggest Supper at chorus rehearsal on Wed 17th June.
* 2016.06.07 Request by Lorraine Barlow for leave of absence from 4 rehearsals starting from the 22nd of June and returning to the Chorus on the 20th July.
* 2016.06.14 Request by Liz Perry-Windhorst for leave from 5th October to 2nd November… travelling to WA.
* Task - Lyn to create list of people on leave so team can easily see who is away.

1. Reports:
   1. Finance (Deborah Martin)

* Report submitted and discussed: Treasurer’s Report (see Appendix 1a), Community Solutions Account Report (see Appendix 1b), Business Maxi Account Report (see Appendix 1c), Budget 2016-2017 (see Appendix 1d)
* Hamish Dawson Invoice for $1320 re auditing CKC financial records
* Deborah has presented three reports relating to May finances:  Bank reconciliation for our Business Maxi account, Bank reconciliation for our Community Solutions account & Treasurer Report for May 2016.
* Total receipts were $9,674.98 and total expenses were $23,806.54, so our deficit for May was $14,131.56.
* Main expenses included:    final deposit on Wollongong accommodation ( $8417.50),
* Convention photos ($1020), Sweet Adelines Australia regional dues ($3752), Coaching with Lea Baker ($1130.40).
* Deborah has attached a draft budget for 2016-2017, based mostly on past revenue and expenses.  She needs input, particularly in relation to items such as the Show budget.
* Our auditor, Hamish Dawson, has prepared Financial Statements for the year ended 31 March 2016.  Deborah will send team a pdf copy separately (Hamish only gave a printed one).
* Deborah needs the Management Team to pass a resolution that the financial statements present fairly the position of CKC (exact wording is in the Financial Statements page 9); then Diane Jenkins and Deborah sign them; then Hamish Dawson signs them. They are then to be submitted to members at a special general meeting.
* Deborah has reviewed the financial statements with Hamish and is now satisfied with them.  They don’t exactly reflect her Treasurer’s Report, which just shows cash transactions, because (a) Hamish has included depreciation on assets and (b) CKC didn’t have a Balance Sheet at 31 March 2015 and Deborah had to retrospectively create one.
* Resolution – Statement by Members of the Committee for the Year ended 31 March 2016 (page 9 of financial statement). Moved: Deborah Martin Seconded: Lyn Howells CONSENSUS

***Resolution: That the Treasurer’s report and payments for May 2016 be ratified. Moved: Deborah Martin Seconded: Vicki Dwyer Consensus***

* Task – Draft Budget – Deborah to put up as a Google doc for all to review relevant sections and update for next meeting
  1. Membership (Lyn Howells)
* Report submitted and discussed (see Appendix 2)
* 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.
* Cathy Bartley has submitted her resignation from CKC due to health problems
* New Member drive proposed 26 October 2016
* Anna Manlulo – still very interested but busy with family etc.
* Jackie Connor – Lyn to contact re keeping in touch with chorus and advising re attendance etc
* Task – Deborah and Lyn to organise a groupanizer induction with newer members
* Task – Deborah to look at changing the reply all function in the Groupanizer email so not to send to all
* Need to build numbers especially in the Lead and Bari section
* July – Make it “Bring a Friend Month”
* July – Theme night – Wednesday 13th – “Style It in Black – Showcase Your Personality”
* Task - Need to put in writing to the members who have reverted to 3 month probationary status the requirements and consequences (non-performance, and standing off risers). Lyn H to draft and run by Vicki before sending to the members.
  1. Music Team (Vicki Dwyer)
* Report submitted and discussed (see Appendix 3)
* New repertoire:’ Don’t Know Why’ & ‘Under Southern Skies’ on website
* Majority of chorus members have voted to compete in Perth in May 2017.
* Gail Jencik – create an event for coaching on the Sunday.
* Concert will be put on the website and in SCB. All to be re-qualified except the contest songs if performed at contest.
  1. Public Relations (Sharon Sullivan absent)
* Report submitted and discussed (see Appendix 4)
* New Member drive - Recommending letter box drop 2 ½ weeks prior to open night, need new photos for design. Will use the “Style in Black” for photos. Run of 5000 for vista print.
* Task – Kate and Sharon to work up marketing concept.
  1. Fund Raising (Karen Totaro)
* Report submitted and discussed (see Appendix 5)
* Next fundraiser - Trivia night 2nd July @ St Joseph’s
* Potential fundraiser ‘drab2fab’? Too costly
  1. Performance (Kate Hawkins absent)
* Report submitted and discussed (see Appendix 6)
* Investigate looking at paying for the mechanical rights of songs so we can legally put sound bites on websites.
* Task – Vicki and Kate to have meeting to discuss what is available as song clips and what we may need additional to help promote the chorus.

1. General/ other business:
2. Suggestion box: none
3. Welcome to Karen Totaro and Jen Senior as appointed Management team members
4. SAA Annual Regional Evaluation needs to be completed – team to complete ARE at July meeting.
5. Di Jenkins has researched and sent members information on booking rooms at the Adina CBD in Perth for May 2017.
6. Di Jenkins has organised members to sign up to various committees, MT needs to appoint committee chairs. Done
7. Alison Anderson requested Cancer Council fundraising Biggest Supper at chorus rehearsal be changed from Wed 17th June to Wed 22nd June.
8. Discussion held regarding chorus value and how we want to be projected to within the chorus and to the wider community. Who is Circular Keys Chorus? How do we make CKC more positive and feel worthy of our achievements.
9. Jen Senior to be new point of contact for Star Award and notification process to change to be via email.
10. Committee lists given to Deborah to update on Groupanizer and chairs agreed on by team.
    * Finance chair – Deborah Martin
    * Membership chair – Lyn Howells
    * Public relations chair – Sharon Sullivan
    * Historian – Liz Perry-Windhorst
    * Hospitality Chair –Inese Kamenyitsky
    * Fundraising chair – Karen Totaro
    * Social Chair – Cheryl Benson
    * Wardrobe/Costume Chair – Karen Tucker
    * Makeup chair – Kaitlyn Dwyer
    * Web team chair – Deborah Martin
11. Next meeting
    1. 2017 Show Discussion
    2. Director & Chorus contracts – will be late
12. Appendices: 1-6 as presented
13. Date of next meeting: Thurs 28 July at home of Vicki Dwyer.
14. Meeting closed at: 10.20 pm