**Minutes Circular Keys Chorus Management Team Meeting**

Tuesday, 28th July, 2016 at 7.45pm (at the home of Vicki Dwyer)

1. Attendance:

Present:

Team Coordinator Di Jenkins  
Secretary Barb Morris

Treasurer Deborah Martin

Membership Chair Lyn Howells

Director Vicki Dwyer

Public Relations Chair Sharon Sullivan

Team member Jen Senior

Team member Karen Totaro

Apologies:

Performance Coordinator Kate Hawkins (phone link)

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

***Resolution: That the minutes of the previous meeting on Tuesday 14th June, 2016 be accepted.***

***Moved: Deborah Martin Seconded: Vicki Dwyer Consensus***

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

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. | Done |
| 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 |
| Lyn Howells | Create list of people on leave so team can easily see who is away. | Function exists on Groupanizer |
| Deborah Martin | Put up Draft Budget as a Google doc for all to review relevant sections and update for next meeting. | Done |
| Deborah Martin & Lyn Howells | Organise a Groupanizer induction with newer members. | Ongoing |
| Deborah Martin | Change the reply all function in the Groupanizer email so doesn’t send to all. | Done |
| 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. | Done |
| Kate Hawkins & Sharon Sullivan | Develop a marketing concept for promotion of CKC. | Ongoing |
| Vicki Dwyer & Kate Hawkins | Meet to discuss what recordings are available as song clips and what additional clips may be needed to help promote the chorus. | Ongoing |
| Barb Morris | Order new electronic pitch pipes | Ongoing |
| Deborah Martin | Send instructions to MT re accessing list of members on Leave of Absence |  |
| Di Jenkins | Advise chorus members of Special General Meeting to be held on 17th August at rehearsal to formally accept auditor’s report of CKC finances |  |
| Deborah Martin | Upload to documents on Groupanizer and email financial statements to members re Special General Meeting |  |
| Deborah Martin | Liaise with Karen Tucker re searching for appropriate community grants eg State and Federal Government Volunteer grants |  |
| Di Jenkins | Check bookings re proposed Christmas performance in St Joseph’s Chapel on Sat 3rd or 10th Dec, with participants from membership drive |  |
| Lyn Howells | Follow up new probationary member Jackie Connor re absences |  |
| Di Jenkins | Advertise availability to members of PVIs with sound coach Lynda Keever, on Wed 10th daytime and Fri 12th daytime in SCB |  |
| Sharon Sullivan | Confer and allocate PR tasks to team members: Kate Hawkins, Jess Helaratne, & Lissa Lao |  |
| Kate Hawkins | Investigate and confirm Soroptomist singout event on 24th Sept at Thornleigh Community Hall re fundraising for Women’s refuges |  |
| Di Jenkins | Place reminder in SCB for members to pay any outstanding costume levees of $60 |  |

1. Correspondence: Correspondence In:

* From: SAI Re: Sweet Adelines International August - Membership Matters Date: 30/06/2016
* From: Cheryl Benson <[cheryl.benson58@outlook.com](mailto:cheryl.benson58@outlook.com)> Date: 22 June 2016 at 10:08:00 AM AEST  
  To: "[lynhowells56@gmail.com](mailto:lynhowells56@gmail.com)" <[lynhowells56@gmail.com](mailto:lynhowells56@gmail.com)>, Vicki Dwyer <[vicki@dwyer.net](mailto:vicki@dwyer.net)>, Diane Jenkins <[dianej@sgi.com](mailto:dianej@sgi.com)> Subject: Leave of Absence
* From: [support=groupanizer.com@mail.intercom.io](mailto:support=groupanizer.com@mail.intercom.io) [<mailto:support=groupanizer.com@mail.intercom.io>] On Behalf Of Groupanizer Support Sent: Thursday, 23 June 2016 9:08 AM To: [dmmartin@bigpond.net.au](mailto:dmmartin@bigpond.net.au)  
  Subject: Support Update: Multichoir rollout TONIGHT
* From: ANCA [<mailto:national.anca@gmail.com>] Sent: Wednesday, 29 June 2016 4:05 PM  
  To: Deborah <[dmmartin@bigpond.net.au](mailto:dmmartin@bigpond.net.au)> Subject: Choral Enewsletter June 2016
* From: Debbie Scott Re: OzE-Notes July 2016 date; 03/07/2016
* From: Christine Klaricich [<mailto:c.klaricich@stjosephscentre.org.au>] Sent: Monday, 4 July 2016 11:24 AM  
  To: [dmmartin@bigpond.net.au](mailto:dmmartin@bigpond.net.au); Diane Jenkins <[dianej@sgi.com](mailto:dianej@sgi.com)> Cc: Li Li <[Finance@stjosephscentre.org.au](mailto:Finance@stjosephscentre.org.au)>; Accounts <[accounts@stjosephscentre.org.au](mailto:accounts@stjosephscentre.org.au)> Subject: GST Rates as of 1st July 2016
* From SAA Re: New Regional Directory Date: 04/07/2016
* From: Debbie Scott SAA date: 05/07/2016 Re: Are you a regional resonator? Come join the RMT!
* From: SAA Re: Notice of AGM Southern Cross Region 34 Date: 05/07/2016
* From: Ray and Heather Finch [<mailto:rfinch@netspace.net.au>] Sent: Monday, July 11, 2016 4:54 PM  
  To: 'Vicki Dwyer'; Diane Jenkins; [lynhowells56@gmail.com](mailto:lynhowells56@gmail.com); 'Deborah Martin'  
  Subject: Heather Finch Resignation
* From: [saacomms@gmail.com](mailto:saacomms@gmail.com) [<mailto:saacomms@gmail.com>] On Behalf Of SAA Communications Coordinator  
  Sent: Tuesday, July 12, 2016 2:19 PM Subject: Stand Tall Region 34!
* From: Jesusa Helaratne [<mailto:Jesusa.Helaratne@health.nsw.gov.au>] Sent: Friday, July 15, 2016 3:59 PM  
  To: Diane Jenkins; [vicki@dwyer.net](mailto:vicki@dwyer.net) Cc: Michael Camit Subject: RE: Pink Sari Songwriting Competition
* From: ANCA [<mailto:national.anca@gmail.com>] Sent: Friday, 15 July 2016 1:20 PM  
  To: Deborah <[dmmartin@bigpond.net.au](mailto:dmmartin@bigpond.net.au)> Subject: ANCA 2016 AGM Tuesday 19 July
* From: Maria Priestley Sent: Sun 17/07/2016 4:38 PM To: CKC Members Re: Resignation
* From: Elizabeth Przeklasa-Adamski Sent: Sun 17/07/2016 To: Lyn Howells Re: Leave of absence request until end September
* From: Pablo Bensemann [<mailto:pablo@devirra.com>] Sent: Tuesday, 19 July 2016 12:13 PM  
  To: 'Deborah Martin' <[dmmartin@bigpond.net.au](mailto:dmmartin@bigpond.net.au)> Cc: 'Maria Priestley' <[mariap34@bigpond.com](mailto:mariap34@bigpond.com)>  
  Subject: RE: Sheet music purchase - How High the Moon
* From: Vibeke Burke, Event Marketing Manager To: Alison Anderson date: 25/07/2016  
  Re: Thank You from Australia's Biggest Morning Tea NSW
* From: Jo-Anne Brice Date: 22 July 2016 at 12:19:14 PM AEST  
  To: [lynhowells56@gmail.com](mailto:lynhowells56@gmail.com) Subject: Jo-Anne Brice's resignation

Correspondence Out:

* From: Lyn Howells To: Elizabeth Przeklasa-Adamski Date: 21/07/2016 Re: Leave of absence request
* From: Deborah Martin To: Pablo Bensemann [<mailto:pablo@devirra.com> Date: 22/07/2016 Subject: RE: Sheet music payment - How High the Moon
* From: Lyn Howells To: SAI Date: Re: Membership changes/resignations

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

* 2016.06.20 Allow Lissa Lao to compile a video of the chorus for promotional purposes
* 2016.06.23 LOA request from Cheryl Benson re absence from Chorus for Wed 27th July and Wed 3rd August 2016 - holidays.
* 2016.07.15 That the chorus purchase a metronome between $100-$200 range
* 2016.07.15 Ratify the chorus vote to welcome Jesusa Helaratne as a member of Circular Keys Chorus.
* 2016.07.19 Approve letter sent to Elizabeth Przeklasa-Adamski outlining options re her LOA request
* 2016.07.28 LOA request from Yasanthi Wickremasinghe re absence from Chorus- will be away in Europe from 1st of September to the 25th.

1. Reports:
   1. Finance (Deborah Martin)

* Report submitted and discussed: Deborah has attached the following financial reports for June:

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)

* Treasurer Report – opening balance $72,492.82 plus receipts $3,502.05 less expenses $3975.16 resulting in net loss of $473.11 and closing balance of $72,019.71
* Reconciliation report for Community Solutions account (the chorus accounts reconcile with the bank statement)
* Reconciliation report for Business Maxi account (the chorus accounts reconcile with the bank statement)
* Budget report – comprising draft budget for 2016-17, events and fundraising budget, costume budget, education budget, concert budget
* The main source of income in June was membership fees, and the main expense was the auditor’s fee.
* Re bill from AON for equipment insurance.  The insurance premium is $720.63.  The total sum insured is $24,471 (risers, zoom recorder and two video recorders). Discussion with other Treasurers in the Region indicates there may not be many options for equipment insurance.
* Special general meeting to be held on 17th August at rehearsal to formally accept auditor’s report of CKC finances and change CKC’s financial year to calendar year, instead of April to March in line with SAI.
* Re room hire at St Josephs from Centre Director Christine Klaricich: ‘At the last board meeting of the Spirituality Ministries in June it was advised to our Chief Executive Officer that we were to charge the legal compliance of GST to our customers. Over the last several years we have maintained your rate of $120.00 for room hire of a Wednesday night for the Circular Keys Chorus. We will continue to do this but with the inclusion of the GST that will be applicable as of the 1st of July 2016’.
* Re The Hills Shire Council's changes to hiring of community spaces. Some groups as of Jan 1 2016 will see their rent increase by at least 50%. Discussion re locking in a current agreement with St Joseph's? Leave for now and re-evaluate if rent increases.
* Discussion re searching for appropriate community grants eg State and Federal Government Volunteer grants. Deborah will liaise with Karen Tucker.

***Resolution: That the Treasurer’s report and payments for June 2016 be ratified. Moved: Barb Morris Seconded: Jen Senior Consensus***

* 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 inclusion in a proposed Christmas performance, possibly in Chapel at St Joseph’s on Sat 3rd or 10th Dec. Di will check bookings
* Bring a Friend month has resulted in a few interested participants – worthwhile concept
* Letter sent to Elizabeth Przeklasa-Adamski re LOA options
* Deborah Martin has updated committee member roles on Groupanizer
* Susan Kelly very appreciative of wellness bag contributions organised by Cathy Sugar
* Resignations: Heather Finch , Maria Priestley & Jo-Anne Brice
* Chorus voted to welcome Jesusa Helaratne as a member of Circular Keys Chorus
* New probationary member Jackie Connor not been in attendance or contact – Lyn will follow up
  1. Music Team (Vicki Dwyer)
* Oral report discussed
* Coaching with Gail Jencik 10th July very instructive and rewarding
* CKC Bunch has had two voluntary performances: ‘Keenagers’ at Chatswood and ‘Bowden Brae’ at Normanhurst and a proposed St Phillips’ Thornleigh Christmas performance 17th December, 2016
* Concert 17th Sept 2016 – update / resubmission of risers re concert songs by all members. Members are well supported with a variety of sectional and listening opportunities, need to only redo incorrect sections after initial submissions
* Barb Morris to take over Maria Priestley’s copyright duties
* Fully Executed version of the Licence and the Invoice for How High the Moon, Licence No 10092670. Deborah Martin has made an EFT payment on 21 July.
* Oh Look At Me Now copyright also paid
* Coaching with Lynda Keever on Fri night 12th, Sat 13th & Sun 14th July, PVIs also available to members and quartets on Wed 10th daytime and Fri 12th daytime. Di Jenkins will advertise in SCB
  1. Public Relations (Sharon Sullivan absent)
* Report submitted and discussed (see Appendix 3)
* ‘Style it Black’ photoshoot held at rehearsal on 27th July. Very successful and much fun, many thanks to Sharon & Kate Hawkins to arrange for such a professional shoot by Kate’s sister Ali.
* Lissa Lao is compiling a video clip of the chorus for promotional purposes
* Another promotion platform is through A Cappella Central – theme of empowering women through song – possibility of targeting areas eg North Sydney re ‘Style It Black’ concept: ‘daytime’s work, night time’s fun!’
* Sharon will confer and allocate PR tasks to team members: Kate, Jess, Lissa and herself
  1. Fund Raising (Karen Totaro)
* Report submitted and discussed (see Appendix 4)
* ‘Christmas in July’ Trivia night 2nd July @ St Joseph’s great fun and very successfully socially and financially. Many thanks to Lyn Howells as prime mover, shaker and host for the evening, ably assisted by glamour girl Karen Totaro and team of daughter Cameron, Cheryl Benson and Barb Morris.
* Bunnings Sausage Sizzle Castle Hill, Sun 17th July
* Chocolates will be next major fundraiser
* Lyn Howells & Cheryl Benson organising a Hunter Valley Wineries bus tour on Sat 19th or Sun 20th Nov
  1. Performance (Kate Hawkins)
* Oral report discussed
* Investigate looking at paying for the mechanical rights of songs so CKC can legally put sound bites on websites.
* Confirmation of a paying performance ($500) for the Hills Shire Council at the Castle Hill RSL on the evening of 17 November for a 45 minute set.
* Possible Soroptomist voluntary singout event on 24th Sept at Thornleigh Community Hall re fundraising for Women’s refuges. Would be good for our community profile - Kate will investigate and confirm

1. General/ other business:
2. Suggestion box: Nil
3. Cancer Council biggest supper arranged by Alison Anderson and thanks from Cancer Council.
4. Deborah Martin has changed the way CKC Members mailing list works so that when Reply is clicked in the mail program, the reply doesn't go to all members, just to the person who sent the email originally.
5. Groupanizer website has been updated by administrators.
6. 12th of October rehearsal needs to be moved to the Chapel for the night. If we want the Risers moved in St Josephs can do this.
7. Recent resignations need removal of these members from Groupanizer access.
8. Discussion re director and chorus contracts – Di Jenkins to circulate documents to management team members for review.
9. Annual Regional Evaluation survey completed at meeting.
10. Di Jenkins will be CKC’s Convention Liaison person for Perth 2017.
11. Kate Hawkins sent draft ‘Style It Black’ show flyer.
12. Olympic themed fun night proposed for Wed 17th August.
13. Di Jenkins to place reminder in SCB for members to pay any outstanding $60 costume levee.
14. Appendices: 1-4 as presented
15. Dates of next meetings: Thurs 25th August, 2016 at Vicki Dwyer’s and Thurs 22nd Sept, 2016
16. Meeting closed at: 10.25pm