**Minutes Circular Keys Chorus Management Team Meeting**

Tuesday, 22nd Sept, 2016 at 7.30pm (at the home of Sharon Sullivan, 14 Lombard Place, Bella Vista)

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

Performance Coordinator Kate Hawkins

Team member Jen Senior

Team member Karen Totaro

Apologies:

1. Minutes from previous meeting (28th July, 2016):

***Resolution: That the minutes of the previous meeting on Tuesday 28th July, 2016 be accepted.***

***Moved: Di Jenkins Seconded: Kate Hawkins Consensus***

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

1. Business arising from the minutes and actioning:

| **WHO** | **ACTION** | **OUTCOME** |
| --- | --- | --- |
| 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. | Done |
| Deborah Martin & Lyn Howells | Organise a Groupanizer induction with newer members. | Ongoing |
| Kate Hawkins & Sharon Sullivan | Develop a marketing concept for promotion of CKC. | Done |
| 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 | Done |
| 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 | Done |
| Deborah Martin | Upload to documents on Groupanizer and email financial statements to members re Special General Meeting | Done |
| Deborah Martin | Liaise with Karen Tucker re searching for appropriate community grants eg State and Federal Government Volunteer grants | Done |
| Di Jenkins | Check bookings re proposed Christmas performance in St Joseph’s Chapel on Sat 3rd or 10th Dec, with participants from membership drive | Done |
| Lyn Howells | Follow up new probationary member Jackie Connor re absences | Done |
| Di Jenkins | Advertise availability to members of PVIs with sound coach Lynda Keever, on Wed 10th daytime and Fri 12th daytime in SCB | Done |
| Sharon Sullivan | Confer and allocate PR tasks to team members: Kate Hawkins, Jess Helaratne, & Lissa Lao | Done |
| Kate Hawkins | Investigate and confirm Soroptomist singout event on 24th Sept at Thornleigh Community Hall re fundraising for Women’s refuges | Done |
| Di Jenkins | Place reminder in SCB for members to pay any outstanding costume levies of $60 | Ongoing |
| Sharon Sullivan & Kate Hawkins | Develop social media guidelines re CKC ‘brand’ |  |
| Di Jenkins | List Christmas songs to be revised and submitted by members in SCB |  |
| Barb Morris & Deborah Martin | Lliaise with Vicki Dwyer re selection of songs for video and sound bite copyright application |  |

1. Correspondence: Correspondence In:

* From: "Elidia" <[elidia.rymer@bigpond.com](mailto:elidia.rymer@bigpond.com)> Date: 28 Jul 2016 10:37 pm Subject: Melbourne Chorus Raffle results
* From: Di Jenkins Date: Mon 1/08/2016 10:24 AM To: CKC Members Re: Notice of Special Meeting Thurs 17th August
* From: Julie Owens [<mailto:Julie.Owens.MP@aph.gov.au>] Sent: Monday, 1 August 2016 10:12 AM To: Deborah Martin <[dmmartin@bigpond.net.au](mailto:dmmartin@bigpond.net.au)> Subject: Julie Owens Grant Bulletin: 1 August 2016
* From: Choralfest Admin [<mailto:anca.choralfest@gmail.com>] Sent: Monday, 1 August 2016 2:50 PM To: Deborah <[dmmartin@bigpond.net.au](mailto:dmmartin@bigpond.net.au)> Subject: Call for Choirs Extended!
* From: ANCA [<mailto:national.anca@gmail.com>] Sent: Tuesday, 2 August 2016 9:45 AM To: [dmmartin@bigpond.net.au](mailto:dmmartin@bigpond.net.au) Subject: Choral Enewsletter
* From: Di Jenkins Date: 3/8/2016 To: [members] Re: CKC Concert – September Flyer
* From: Liz VRHOVSEK <[lvrhovsek@optusnet.com.au](mailto:lvrhovsek@optusnet.com.au)> Date: 5 August 2016 at 1:30:01 PM AEST  
  To: [vicki@dwyer.net](mailto:vicki@dwyer.net) Subject: Membership
* From: Kate Hawkins [<mailto:region34events@gmail.com>] Sent: Tuesday, August 09, 2016 10:31 PM  
  To: Kate Hawkins Subject: Call for Expressions of Interest - Convention Registration Secretariat Task
* From: Elizabeth Przeklasa-Adamski <[edpa26@hotmail.com](mailto:edpa26@hotmail.com)> To: Lyn Howells Date; Thu, Aug 11, 2016 at 12:54 PM Re: Resignation and transfer to CAL
* From: Liz VRHOVSEK <[lvrhovsek@optusnet.com.au](mailto:lvrhovsek@optusnet.com.au)> Date: Thu, Aug 11, 2016 at 1:25 PM  
  Subject: Leave of Absence. To: [vicki@dwyer.net](mailto:vicki@dwyer.net), [dianej@sgi.com](mailto:dianej@sgi.com), [lynhowells56@gmail.com](mailto:lynhowells56@gmail.com)
* From: Joanne Rogerson [[jo.rogerson@optusnet.com.au](mailto:jo.rogerson@optusnet.com.au)] Sent: Saturday, August 13, 2016 09:50 PM Central Standard Time To: Diane Jenkins; Vicki Dwyer Subject: Resignation from CKC
* From: sbmacoates <[sbmacoates@bigpond.com](mailto:sbmacoates@bigpond.com)> Date: 11 August 2016 at 7:02:10 AM AEST  
  To: Dwyer Vicki <[vicki@dwyer.net](mailto:vicki@dwyer.net)>, [lynhowells56@gmail.com](mailto:lynhowells56@gmail.com) Subject: Leave of Absence
* From: **Debbie Proctor** <[dp3412@outlook.com](mailto:dp3412@outlook.com)>Date: Sat, Aug 27, 2016 at 5:13 PM  
  Subject: Deb away late Sept - early Oct To: Lyn Howells <[lynhowells56@gmail.com](mailto:lynhowells56@gmail.com)>  
  Cc: Vicki Dwyer <[vicki@dwyer.net](mailto:vicki@dwyer.net)>, Rachael Moessis <[rachmoe63@gmail.com](mailto:rachmoe63@gmail.com)>, Elizabeth Perry-Windhorst <[lizzyperrywindhorst@gmail.com](mailto:lizzyperrywindhorst@gmail.com)>, "[dianej@sgi.com](mailto:dianej@sgi.com)" <[dianej@sgi.com](mailto:dianej@sgi.com)>
* **From:** [saateamcoordinator@gmail.com](mailto:saateamcoordinator@gmail.com) [<mailto:saateamcoordinator@gmail.com>] **On Behalf Of** Sharon Cartwright **Sent:** Sunday, August 28, 2016 2:04 PM **Subject:** Last call for Parade of Champions DVD orders
* **From:** [mgmt@circularkeys.org](mailto:mgmt@circularkeys.org) [<mailto:mgmt@circularkeys.org>] **Sent:** Tuesday, 6 September 2016 2:36 PM  
  **To:** [dmmartin@bigpond.net.au](mailto:dmmartin@bigpond.net.au) **Subject:** [mgmt] Jenny McPhee - LOA request
* From: **Glenda Lloyd** <[glendasings@gmail.com](mailto:glendasings@gmail.com)> Date: Friday, 16 September 2016  
  Subject: OOTer opportunity with Brindabella Chorus
* **From:** [saacomms@gmail.com](mailto:saacomms@gmail.com) [<mailto:saacomms@gmail.com>] **On Behalf Of** SAA Communications Coordinator  
  **Sent:** Saturday, September 10, 2016 9:20 PM Re: Oze-Notes & OzChords submissions
* **From:** Janell Mason [<mailto:janell@sweetadelines.com>] **Sent:** Tuesday, September 13, 2016 12:53 AM  
  **To:** Janell Mason **Subject:** IBOD eVote – A Message to Chapter Presidents/Team Coordinators from International President Paula Davis

Correspondence Out:

* From: Lyn Howells To: Elizabeth Przeklasa-Adamski Date: 11/08/2016 Re: Membership Status
* From: Lyn Howells To: Elizabeth Przeklasa-Adamski Date: 11/08/2016 Re: Resignation
* From: Deborah Martin To: APRA

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

* 2016.08.02 Director and Chorus Agreement contracts
* 2016.08.12 LOA request from Liz Vrhovsek from 14th September to 23rd November 2016. She and husband Rob will be overseas during this time.
* 2016.08.12 LOA request from Karen Totaro as I will be away from the 19th December 2016 till the 23rd January 2017, & will miss Wednesday rehearsal on the 21st December and 18th January 2017.
* 2016.08.25 associate membership request from Michelle Coates due to family and work commitments
* 2016.09.01 Debbie Proctor- LOA on holiday late September – early October, missing 3 weeks of rehearsal (21 Sept, 28 Sept, 5th Oct).
* 2016.09.07 Jenny McPhee LOA 3 weeks for personal reasons

1. Reports:
   1. Finance (Deborah Martin)

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

Treasurer’s Report (see Appendix 1a), Community Solutions Account Report (see Appendix 1b), Business Maxi Account Report (see Appendix 1c)

* Reconciliation Report Business Maxi account – bank statement reconciles with CKC accounts (closing balance $28,175.85)
* Reconciliation Report Community Solutions account – bank statement reconciles with CKC accounts (closing balance after unpresented payments $8,137.24)
* Treasurer’s Report – Total receipts $7,616.72 (main items fundraising ($4225.40) and membership fees ($2334)), Total payments $7,450.58 (main items fundraising ($1007.50), coaching (Gail and Lynda) ($4011.30)), Net profit $166.14
* The budget reports are now online at <https://docs.google.com/spreadsheets/d/1U9eRJRUznsb8Pl3kq9cZyZc9IwWdfUgVAFb5MGbvj-4/edit?usp=sharing>
* Deborah also reported on the Income and expenditure of August as the July MT meeting was postponed.
* Sirens of Song concert net profit over $2000 (ticket sales and raffle)
* Julie Owens Grant Bulletin: 1 August 2016

***Resolution: That the Treasurer’s report and payments for July 2016 be ratified. Moved: Deborah Martin Seconded: Di Jenkins Consensus***

***Resolution: That the Treasurer’s report and payments for Aug 2016 be ratified. Moved: Deborah Martin Seconded: Di Jenkins Consensus***

* 1. Membership (Lyn Howells)
* Report and addendum submitted and discussed (see Appendix 2)
* New membership drive to be deferred for next 6 months as considered better to consolidate and raise the benchmark of chorus member’s skills in preparation for SAA competition in May 2017. Other new membership strategies to be pursued such as ‘Bring-a-Buddy’.
* Letters sent to Elizabeth Przeklasa-Adamski re LOA options and membership status
* Decision to resign and go to CAL by Elizabeth Przeklasa-Adamski & resignation of Jo Rogerson
* New probationary member Jackie Connor has not been in attendance. Lyn has contacted her, with Jackie subsequently making the decision to postpone her return to the Chorus as she has family and work issues to deal with at present.
  1. Music Team (Vicki Dwyer)
* Oral report discussed
* Coaching weekend with Lynda Keever Fri 12th- Sun 14th July very helpful and instructive. Lovely coach and good rapport with members. Thank you to Liz Perry-Windhorst for hosting Lynda.
* Circular Keys Chorus Presents – Sirens of Song, 7.30pm Saturday 17 September, All Tickets:  $30 Great show, thanks to all involved.
* Some concern was expressed that there still seems to be an inconsistency in expectations of chorus members re performance levels. Discussion re ways to educate and support members.
* Due to the number of paid Christmas bookings, 14 Christmas songs will be revised and riser recordings to be submitted by members and reviewed by section leaders. These will be listed in SCB and on Groupanizer
* Social media guidelines to be developed by Sharon Sullivan and Kate Hawkins re CKC ‘brand’.
* July 2017 chorus retreat proposed with coach Gail Jencyk
  1. Public Relations (Sharon Sullivan absent)
* Report submitted and discussed (see Appendix 3)
* Thanks to Sharon and team re great job promoting ‘Sirens of Song’ show.
* Ali’s photos are being photoshopped by Kaitlyn Dwyer
* Thanks to Lissa Lao for compiling an extensive video of recent ‘Sirens of Song show.
* Jesse is obtaining multi-cultural media exposure for the chorus
* A new photobucket volunteer is needed
  1. Fund Raising (Karen Totaro)
* Report submitted and discussed (see Appendix 4)
* Chocolates next major fundraiser
* Hunter Valley Wineries bus tour idea now not going ahead
  1. Performance (Kate Hawkins)
* Report submitted and discussed (see Appendix 5)
* Booking has been secured for a paid performance ($500) for The Hills Shire Council Community Care Annual Dinner at Castle Hill RSL 6.30pm 17 November for a 45 minute set.
* Soroptomist voluntary singout event is on 24th Sept at Thornleigh Community Hall re fundraising for Women’s refuges. Also a good opportunity to raise CKC profile in the community.
* Successful performance for 'Multicultural Health Week Launch Event - Caring for Carers' at NSW Parliament House 9.30am Mon 5th Sept, 2016.
* City of Sydney Christmas singouts secured.
* Kate will contact Parramatta Council re possible bookings for Lighting of the Christmas Tree and Australia Day.

1. General/ other business:
2. Suggestion box: nil
3. Signing of Director’s contract completed and copies have been uploaded to Groupanizer.
4. Wed 17th August rehearsal cancelled due to majority member illness re flu outbreak.
5. Updating Groupanizer public website re “Style It Black’ photoshoot
6. Re CKC costumes - Karen Tucker has ordered 6 longer black velvet pants.
7. City of Parramatta have announced a new grant initiative - Stronger Communities Fund. Deborah Martin & Karen Tucker will confer and investigate viability. Purpose could be to hold community workshops to help women from multi-cultural backgrounds learn to sing, held for 4 weeks in August 2017 when St Joseph’s will be unavailable.
8. IBOD Election – proposed date 23 Nov. Suggestion that it could be done by Survey Monkey to save time at rehearsal.
9. APRA/AMCOS Licence –re video and sound bites on website, need to pay for synchronisation rights for community groups. Need to view Lissa Lao’s ‘Sirens of Song’ video, choose segments and approach song publishers for permission. Di will email info to Barb Morris and Deborah Martin re copyright information. Will need to liaise with Vicki Dwyer re selection of songs
10. CKC videos - Lissa asking if can be made public (see above)
11. Lynda Keever Retreat – decision to make it non-residential but with a Sat night dinne (venue/format to be decided).
12. April 12th Rehearsal – alternative location required.
13. Wed May 17th 2016 rehearsal moved to Tues 16th as many members will already have flown to Perth.
14. Proposed chorus theme nights are Sound of Music and Grease
15. Social function – lunch on 3rd Oct at Inese Kamenyitsky’s home at Copacabana. All members welcome.
16. Leave Of Absence approved for Pippa Anderson, 3-4 weeks from the 30th Sept as she will be travelling overseas.
17. Dates for return to rehearsal 2017 – 18th Jan for those members singing at Australia Day & 25th Jan for those members who are not.
18. Possible Family and Friends performance on 24th April, 2017 before Perth SAA Competition in May.
19. Appendices: 1-5
20. as presented
21. Dates of next meetings: Thurs 3rd Nov, 2016 at Sharon Sullivan’s home.
22. Meeting closed at: 10.44 pm