**Minutes Circular Keys Chorus Management Team Meeting**

Wednesday, 11th Jan, 2017 at 7.30pm (at the home of Vicki Dwyer, 18 Manorhouse Blvd, Quakers Hill)

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

Apologies:

Team member Karen Totaro

1. Minutes from previous meeting (10th Nov, 2016):

***Resolution: That the minutes of the previous meeting on Thursday 10th Nov, 2016 be accepted.***

***Moved: Di Jenkins Seconded: Jen Senior Consensus***

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

1. Business arising from the minutes and actioning:

| **WHO** | **ACTION** | **OUTCOME** |
| --- | --- | --- |
| Sharon Sullivan & Kate Hawkins | Develop social media guidelines re CKC ‘brand’ | ongoing |
| Deborah Martin | Investigate a possible training day re navigating Groupanizer for new members at Parramatta Computer Club facilities. | venue not available |
| Sharon Sullivan & Kate Hawkins | Check Rotary social media guidelines re CKC ‘brand’ | ongoing |
| Di Jenkins | Draft a concept of honorary membership with annual subscription to be placed on the agenda for discussion at the Jan/Feb 2017 Planning meeting. | ongoing |
| Lyn Howells | Contact Jess Halloran re irregular attendance…can attend the coming coaching session, learn new songs & make a fresh start in 2017. | done |
| Deborah Martin | Investigate a way for song lists on Groupanizer to be listed alphabetically re Vicki checking off members’ risers. | done |
| Di Jenkins | Advertise Photobucket Custodian position in next SCB. | done – Susan Kelly volunteered |
| Deborah Martin | Check if Parramatta Computer Club premises are available for rehearsal dates not available at St Joseph’s | done |
| Management Team members | Review membership and repertoire feedback surveys |  |
| Di Jenkins | Send membership feedback surveys to Management Team for Review |  |
| Di Jenkins | Input reviewed membership and repertoire feedback surveys into Survey Monkey. |  |
| Management Team members | Review budget questions proposed by Deborah Martin for MT Budget Planning session on 16th Feb |  |
| Barb Morris | Send Management Team response of Dec, 2014 re CKC small daytime chorus proposal to MT. |  |
| Sharon Sullivan | Advertise a Meet and Greet night on Wed 1st Feb for any interested singers on social media. |  |
| Jen Senior | Contact Michelle Coates re her intentions in 2017 and to remind her of $35 per month fees owing since June 2016 ie as an associate member. |  |
| Kate Hawkins | Create a banner on the CKC Groupanizer public page with an invitation to join us in 2017. |  |
| Sharon Sullivan & Vicki Dwyer | Compile wording for Facebook local and paid posts. |  |
| Di Jenkins | Ask Liz Perry-Windhorst if it’s suitable to have MT and Music Team meeting with Jan Carley at her place on Feb 10th at 7.30pm. |  |
| Di Jenkins | Ask Susan Kelly, Jenny McPhee and Ann Harris if interested in being on the Nominating Committee re the AGM 22nd March 2017. |  |

1. Correspondence: Correspondence In:

* From: Kris Dodd Date: 12 Nov 2016 10:38 AM To: Diane Jenkins <[dianej@sgi.com](mailto:dianej@sgi.com)> Subject: Accommodation for Carole Persinger
* From: Lyn Howells Date: Mon 21/11/2016 2:21 PM To: [members@circularkeys.org](mailto:members@circularkeys.org) Subject: Letter of resignation
* From: Barbara Morris [barbaramorris1@bigpond.com](mailto:barbaramorris1@bigpond.com) Date: Wed 23/11/2016 4:19 PM To: f[dahlberg1@wmconnect.com](mailto:dahlberg1@wmconnect.com) Re: Ordering Cybertune Classic C Pitchpipes
* From: SAA Communications Coordinator <[communications@sweetadelines.org.au](mailto:communications@sweetadelines.org.au)>  
  Date: 26 Nov 2016 9:37 AM Subject: Brilliant coaching opportunity – Jan Carley: Finding Your Overtone
* From: Barb Morris Date: Mon 5/12/2016 12:33 PM To: 'fdahlberg@yahoo.com' Re: Order for 7 Cyber-Tune Classic C electronic pitchpipes
* From: Jesusa Helaratne [<mailto:Jesusa.Helaratne@health.nsw.gov.au>] Date: Mon 19/12/2016 11:19 AM To: Di Jenkins Re: E-Polyglot - Season's Greetings from NSW Multicultural Health Communication Service
* From: Choralfest Admin [<mailto:anca.choralfest@gmail.com>] Sent: Monday, 19 December 2016 3:05 PM  
  To: Deborah <[dmmartin@bigpond.net.au](mailto:dmmartin@bigpond.net.au)> Subject: ANCA Choralfest End of Year Update!
* From: Kate Hawkins [<mailto:region34events@gmail.com>] Sent: Saturday, December 17, 2016 4:38 PM  
  To: Vicki Dwyer; Diane Jenkins Cc: Annette Connolly Subject: Fwd: Perth 2017 - Convention Planning Committee
* From: Kate Hawkins [<mailto:region34events@gmail.com>] Sent: Tuesday, December 06, 2016 3:30 PM  
  To: Kate Hawkins Subject: IMPORTANT CONVENTION NEWS FOR 2018, 2019 AND 2020
* From: SAA Communications Coordinator <[communications@sweetadelines.org.au](mailto:communications@sweetadelines.org.au)> Date: Friday, 02 Dec. 2016, 10:05 pm Subject: RMT Election Results
* Date: January 2017 To: All Chapters of Sweet Adelines International From:   Marcia Pinvidic, International Nominating Committee Chair Re: Choosing potential nominees for the Sweet Adelines International Board of Directors (2018-2021 term)
* Date: Wed 30/11/2016 9:50 PM From: Sweet Adelines Australia [communications=sweetadelines.org.au@mail252.atl101.mcdlv.net](mailto:communications=sweetadelines.org.au@mail252.atl101.mcdlv.net) Re: Here is your November OzChords!
* Date: 23/12/2016 From: Pav Dharia To: CKC Re: Choir backing on debut album

Correspondence Out:

* From: [Fdahlberg1@wmconnect.com](mailto:Fdahlberg1@wmconnect.com) Date: Wed 23/11/2016 4:45 AM To: Barb Morris Re: Ordering Cybertune Classic C Pitchpipes
* From: Karen Tucker [<mailto:kmtuckertime@gmail.com>] Sent: Sunday, 18 December 2016 2:55 PM  
  To: Deborah Martin <[dmmartin@bigpond.net.au](mailto:dmmartin@bigpond.net.au)> Subject: Grant application
* Date: 03/01/2017 From: Vicki Dwyer To: Pav Dharia Re: Choir backing on debut album

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

* 2016.11.12 CKC pay one night’s accommodation for Carole Persinger at St Josephs after coaching
* 2016.11.15 Approve ‘semi’ leave of absence for Kate Hawkins to end of year due to ill health
* 2016.11.15 Purchase lapel microphone $110 for Vicki and submit a grant application for a sound system through Volunteer Equipment Grant from Department of Social Services
* 2016.11.25 In accordance with Section E, point 4b of the CKC Chorus Constitution – the CKC Management Team appoint Jen Senior to the role of Membership Coordinator for the balance of the MT term.
* 2016.11.25 Deborah Martin submitted as candidate for Parramatta Council Volunteer of the Year award
* 2016.12.02 Reinvest CKC term deposit with Westpac @ 3% for 24 months.

1. Reports:
   1. Finance (Deborah Martin)

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

Treasurer’s Report (see Appendix 1a), Community Solutions Account Report (see Appendix 1b), Business Maxi Account Report (see Appendix 1c) Reconciliation Report for Community Solutions Account (see Appendix 1d) Reconciliation Report for Business Maxi Account (Appendix 1e), and for December: Treasurer’s Report (see Appendix 1f), Community Solutions Account Report (see Appendix 1g), Business Maxi Account Report (see Appendix 1h) Reconciliation Report for Community Solutions Account (see Appendix 1i) Reconciliation Report for Business Maxi Account (see Appendix 1j) Reconciliation Report for Term Deposit 31st Dec 2016 (see Appendix 1k) CKC Budget April to December 2016 (see Appendix 1l)

* Deborah has also updated this year’s budget with actual expenditure up to November. The link to the Google document is: <https://docs.google.com/spreadsheets/d/1U9eRJRUznsb8Pl3kq9cZyZc9IwWdfUgVAFb5MGbvj-4/edit?usp=sharing>
* She has started work on the 2017 budget. The link to the Google document is: <https://docs.google.com/spreadsheets/d/1MuUP0-43x656LNRAtjY_Zp8PvRmOBMQDfcwYDXJnR3Y/edit?usp=sharing>
* Budget planning session for MT proposed for Thursday 16th Feb, 2017 @ Sharon Sullivan’s?
* Some budget questions for MT consideration:

a) How much is the Fundraising team planning to raise in 2017 and what are the associated expenses?

b) What events (shows, concerts) are we participating in apart from Convention?

c) How much do we think we can earn in performance fees?

d) If we are doing a membership drive, how many new members do we expect to recruit, and when?

e) How much does the PR team plan to spend on publicity?

f) Are we likely to have any new music that will require copyright licences and/or arrangers fees?

g) Are we spending anything on costumes in 2017?

h) Apart from Jan, Lynda and Gail, are we having any other coaching?

i) Are we purchasing any new equipment? (NB: the new pitchpipes will be paid for in December 2016)

j) How many weekend retreats at St Josephs will we have?

k) Are we sending Vicki on any educational activities in 2017?

* CKC Term Deposit expired on 1st December.  We earned $728.43 in interest over the past nine months at 2.7% interest.  Because I didn’t get to the bank in time, it was automatically renewed for another 9 months to 1 September 2017 at 2% interest.
* CKC received $800 in performance fees and is expecting another $2,900 from City of Sydney and City of Parramatta.
* Deborah has started work on getting the financial records for April 2016 to December 2016 ready for the auditor.  She is also putting together a draft budget for January 2017 to December 2017 for your consideration.
* Circular Keys Chorus has agreed to take on the tasks of Afterglow Coordinator for Convention 2017.  A donation of $500 for carrying out this task will be made to the chorus at the end of Convention. Cheryl Benson and Kate Hawkins to coordinate.
* Karen Tucker has submitted a grant application to Community Grants Hub, Volunteer Grants 2016

***Resolution: That the Treasurer’s report and payments for Nov 2016 & Dec 2016 be ratified.***

***Moved: Vicki Dwyer Seconded: Kate Hawkins Consensus***

* 1. Membership (Jen Senior)
* Report submitted and discussed (see Appendix 2a)
* Lyn Howells has sent a letter of resignation due to extended overseas travel (see Appendix 2b). Lyn has been a cheerful and invaluable member of CKC at both membership and management level and will be greatly missed. Management team expressed their thanks to Lyn for her role on the MT as Membership chair and as a chorus member, and welcome Lyn renewing her relationship with CKC on her return.
* Membership information has been passed on to Jen.
* Buddies appointed for newer members: Barb Morris for Jess Halaratne & Karen Totaro for Laura Surname?
* Deborah Martin has been in Nepean Hospital after being bitten by a brown snake at a WIRES refresher course!  She was given antivenin & kept in for observation, now thankfully fully recovered.
* Cheryl Wolfenden has had a hip replacement.
* Jen to contact Michelle Coates to see what her intentions are re chorus in 2017. Also to remind her that she has not paid fees since June 2015 and owes $35 per month since then as an associate member.
* There have been three enquiries over the festive break via CKC website. Advertise a Meet and Greet night on Wed 1st Feb for any interested singers on social media.
  1. Music Team (Vicki Dwyer)
* Oral report discussed
* Wed 18th Jan, 2017 first rehearsal for Australia Day participants only at Sharon Sullivan’s home. Songs to be reviewed and performed are: I Am Australian, My Country, Shelter, Waltzing Matilda,
* Wed 25th Jan, 2017 is the first rehearsal for all chorus members.
* Regional Education Faculty visit is on 15th Feb, represented by Jo Oosterhoff.
* Lynne Smith showmanship coaching at rehearsal on 5th April (sharing with Endeavour).
* Vicki meeting with Pav Dharia tomorrow re prospect of a choir backing on their debut album.
  1. Public Relations (Sharon Sullivan)
* Report submitted and discussed (see Appendix 3)
* Contact Lawrence at Rouse Hill Times to promote chorus re new membership.
* Sharon will help Vicki with the wording re Facebook local and paid posts.
* Will bring the pull-up banner for Australia Day singout at Parramatta Park.
* Sharon will track down the whereabouts of original CKC banner.
* Kate Hawkins to create a banner on the CKC Groupanizer public page with an invitation to join us in 2017.
  1. Fund Raising (Karen Totaro absent holidays)
* Interim items advised by Karen since previous meeting discussed
* Karen has received an email from Trudi (Castle Hill’s Bunnings) and CKC has secured two dates for 2017: Sunday the 9th April and Sunday 16th July.
* After speaking with Fundraising & Management team members it was decided not to have a Christmas raffle this year due to the many performances commitments in the lead up to Christmas.
* Karen will have a meeting with fundraising team to make a 'plan of events' for 2017.
  1. Performance (Kate Hawkins)
* Report submitted and discussed (see Appendix 4)
* Booking again this year by Parramatta Council for Australia Day
* Thanks to Kate for the many Christmas performances booked and subsequent payments.
* Possible collaboration with Hornsby RSL for a joint Christmas Show production – Kate is investigating.

1. General/ other business
2. Suggestion box – N/A
3. IBOD vote was be held on 23rd Nov at chorus rehearsal.
4. Di has made a tentative booking at the Epping Creative Centre for alternative CKC dates: 12 April & 27 September 2017. They don’t have availability on 16 August 2017 so still need to find an alternative – possibility of finding a performance instead?
5. Deborah Martin submitted as candidate by Kate Hawkins on behalf as CKC for Parramatta Council Volunteer of the Year award. Kate sent off a successful nomination for Deborah for the City of Parramatta Australia Day Awards, nominating her for Citizen of the Year, Volunteer of the Year and Senior of the Year. She has been accepted as a finalist. Kate suggested we may be able to be in the audience & even perform the National Anthem at the Citizenship ceremony.
6. Seven Cybertune Classic C Pitchpipes arrived: 2 for personal member orders and 5 for CKC. Total cost of $762.24.
7. Kate Hawkins organised a social movie night to see Sing (wearing our Sing t-shirts too) at Event Cinemas, Castle Towers on Tuesday 3rd January.
8. CKC Music and Management Team session with Jan Carley: ‘Finding Your Overtone’ booked for the evening of Friday 10 Feb. Venue and exact time to be confirmed, still waiting on details from Region, will need to pay cash. Suggestion to meet at Liz Perry-Windhorst’s. Di Jenkins will ask. CKC will pay SAI’s account for Vicki Dwyer’s session with Jan Carley.
9. After listening to our members and taking on board the feedback received after our last Convention, SAA has made the decision to hold the 2018, 2019 and 2020 Conventions in Hobart at Wrest Point.
10. Re planning for 2017, Di has created CKC membership and repertoire feedback surveys which are now ready for review by MT and input into Survey Monkey.
11. Re Honorary membership concept, Di has started working on it but not yet ready for review.
12. Date set for the AGM – 22nd March 2017. Nominating Committee needed – Susan Kelly, Jenny McPhee, Ann Harris and Di Jenkins suggested. Di will ask Susan, Jenny and Ann if interested.
13. Re convention 2017 at Perth, 30 members including the Director are planning to attend, plus one maybe. Vicki and Di will talk to the chorus on Fri 1st to confirm numbers. Discussion re strategies for supporting and valuing all members and being inclusive in the lead up to comp. New recordings will be done when interpretation is set and then riisers will be needed from all for 2 comp songs plus How High the Moon.
14. No separate organised Afterglow Party at Convention now so CKC won’t be earning extra $500 as earlier anticipated – will be at another venue instead.

1. Appendices: 1-4 as presented
2. Dates of next meetings: Friday 10th Feb, Jan Carley ‘Finding Your Overtone’ 7.30pm at Liz Perry-Windhorst’s?, Thursday 16th Feb, Budget planning at Sharon Sullivan’s? and Thursday 9th March at ?
3. Meeting closed at: 10.00 pm