**Minutes Circular Keys Chorus Management Team Meeting**

Thursday, 16th Feb, 2017 at 7.30pm (at the home of Di Jenkins, 2/3 Allen St, Harris Park)

1. Attendance:

Present:

Team Coordinator Di Jenkins
Secretary Barb Morris

Treasurer Deborah Martin

Director Vicki Dwyer

Team member Karen Totaro

Apologies:

Membership Chair Jen Senior

Performance Coordinator Kate Hawkins

Public Relations Chair Sharon Sullivan

1. Minutes from previous meeting (11th Jan, 2017):

***Resolution: That the minutes of the previous meeting on Wednesday 11th Jan, 2017 be accepted.***

***Moved: Karen Totaro Seconded: Di Jenkins Consensus***

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

1. Business arising from the minutes and actioning:

| **WHO** | **ACTION** | **OUTCOME** |
| --- | --- | --- |
| Management Team members | Review membership and repertoire feedback surveys  | Done |
| Di Jenkins | Send membership feedback surveys to Management Team for Review  | Done |
| Di Jenkins | Input reviewed membership and repertoire feedback surveys into Survey Monkey. | Done |
| Management Team members | Review budget questions proposed by Deborah Martin for MT Budget Planning session on 16th Feb | Done |
| Barb Morris | Send Management Team response of Dec, 2014 re CKC small daytime chorus proposal to MT. | Done |
| Sharon Sullivan | Advertise a Meet and Greet night on Wed 1st Feb for any interested singers on social media. | Done |
| 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. | Done |
| Kate Hawkins | Create a banner on the CKC Groupanizer public page with an invitation to join us in 2017. | Done |
| Sharon Sullivan & Vicki Dwyer |  Compile wording for Facebook local and paid posts. | Ongoing |
| 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. | Done |
| Di Jenkins | Ask Susan Kelly, Jenny McPhee and Ann Harris if interested in being on the Nominating Committee re the AGM 22nd March 2017. | Done |
| Di Jenkins & Lissa Lao | Collate results from member survey |  |
| Di Jenkins | Lead session with question: “Why do you come to CKC?” Wed 22nd Feb |  |
| Karen Totaro | Leading a session on chorus values Wed 1st March |  |
| Di Jenkins | Advertise for hosts for Lynda Keever and Lynne Smith in SCB |  |
| Vicki Dwyer | Arrange coffee meeting with Vicki, Barb Morris, Karen Totaro, Steph Wallbank and Doris Ward before the end of Feb to discuss MT’s concerns re the Bunch. |  |

1. Correspondence: Correspondence In:
* From: SAA Date: Fri 27/01/2017 11:05 PM To: members Re: Invitation to the Sweet Adelines Convention 2017
* From: "Marcia Hendricks" <marcia@kidssing.org> Date: 31 January 2017 at 4:12:12 pm AEDT
To: <Vicki@Dwyer.net> Subject: colorado springs children's chorale visting Sydney
* From: Stephen Griffiths <SGriffiths@cityofparramatta.nsw.gov.au> Sent: Wednesday, 8 February 2017 8:24 PM
To: ckckate@live.com.au Subject: Live & Local Parramatta
* From: ANCA [mailto:admin@anca.org.au] Sent: Wednesday, 1 February 2017 11:10 AM
To: Deborah <dmmartin@bigpond.net.au> Subject: Melbourne International Singers Festival - EARLY BIRD REGISTRATIONS OPEN 6 FEB 2017
* From: saacomms@gmail.com [mailto:saacomms@gmail.com] On Behalf Of SAA Communications Coordinator
Sent: Monday, January 16, 2017 4:00 PM Subject: Oz Chords
* From: ANCA NSW / ACT <ancanswact@gmail.com>Date: 13 January 2017 at 2:31:31 pm AEST
To: <dmmartin@bigpond.net.au> Subject: BOOK NOW! Primary & Secondary Repertoire Reading and Teaching Classroom Music Through Singing Workshops
* From: Karli Caromia Date: Sat 4th Feb, 2017 To: Vicki Dwyer
* From: Ann Dawson Date: Sun 5th Feb, 2017 To: Vicki Dwyer Subject: Confirmation required re new apportionist method
* From: SAI Mon 6/02/2017 5:56 PM To: Members Re: Put the 'sweet' in Sweet Adelines ... apply for The Great Australian Bakeoff!

Correspondence Out

* From: Vicki Dwyer Date: 3rd Feb, 2017 To: Musical Directors Re: Lynne Smith coaching visit, confirmation required
1. Ratification of decisions made by Management Team at rehearsal or by email since last MT meeting:
* 2017.02.16 the Nominating Committee for 2017 is Anne Harris, Susan Kelly, Jenny McPhee & Diane Jenkins
* 2017.02.16 LOA for 8 weeks from 1st Feb,2017 for Linda Bacic as she recovers from back surgery
* 2017.02.09 LOA for Steph Wallbank away from chorus for 5 weeks in March & probably the first week of April, road trip in van to SA & Vic
* 2017.02.16 Offer Michelle Coates the opportunity to pay off her associate membership dues owing
1. Reports:
	1. Finance (Deborah Martin)
* Report submitted and discussed: Deborah has attached the following financial reports for January:
* Treasurer’s Report (see Appendix 1a), Community Solutions Account Report (see Appendix 1b), Business Maxi Account Report (see Appendix 1c) CKC Budget April to December 2016 – Actual Vs Budget (see Appendix 1d)
* Deborah has attached the financial reports for January 2017:
* The Reconciliation Reports show that bank statements reconciled with chorus accounts – all receipts and payments were accounted for
* The Treasurer’s Report shows that CKC received $2,190.41 and paid out $5,033.67 so combined bank balances have fallen by $2,843.26 to $71,935.14 at the end of January 2017.  Expenses included $3,112 for international dues (January and February renewals) as well as $653.35 for pitch pipes and $525.75 for the Jan Carley workshop.
* The Budget April-December 2016 shows our monthly income and expenditure for the 9 months April to December 2016.
* Deborah has set up the 2017 Budget as a Google spreadsheet.  Refer to link:   <https://docs.google.com/spreadsheets/d/1MuUP0-43x656LNRAtjY_Zp8PvRmOBMQDfcwYDXJnR3Y/edit?usp=sharing>
* Notice there are three sheets – the Budget, Education, and Fundraising.  MT members went through the budget and decided whether these estimates were reasonable, then look at the bottom line and decide whether we need to reduce expenses or increase income.
* Generating income through performances, fundraising and increased membership were the preferred avenues suggested rather than increasing member fees.
* Kate Hawkin’s query re the budget, initially felt the income from performances for April - December 2016 should read $4,200 ie: Polio Conference - $500, Hills Community Care Dinner - $500, City of Parramatta Lighting of the Xmas Tree - $500, Galston Seniors - $300, City of Sydney - $2,400. Wondered if she needed to chase up any of the invoices for payment?
* Deborah’s response to Kate was that some of the income from Christmas performances was received in January, so doesn’t show up in the 2016 income.  She added the list in red to show when payment was received, and added a few more for the April to December period. City of Parramatta hasn’t paid yet because they needed to give us a purchase order and Deborah needed to reissue the invoice.
* 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 presented the 2017 budget. The link to the Google document is: <https://docs.google.com/spreadsheets/d/1MuUP0-43x656LNRAtjY_Zp8PvRmOBMQDfcwYDXJnR3Y/edit?usp=sharing>
* Re Budget planning session: MT considered:

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?

After discussion and analysis of Deborah’s proposed budget for the 2017 SAI financial year, The management team accepted the budget as presented, realising it is a flexible and subject to change. The Budget is to be reviewed each meeting.

***Resolution: That the Treasurer’s report and payments for Jan 2017 be ratified.***

***Moved: Deborah Martin Seconded: Barb Morris Consensus***

* 1. Membership (Jen Senior absent)
* Report submitted and discussed (see Appendix 2)
* Di has sent an attachment with the results from the member survey. Lissa Lao has offered to help group open-ended answers into themes to give feedback to management team, and subsequently chorus members.
* Discussion re member retention and growth strategies – marketing strategies needed. Primary focus needs to be on membership growth or fees will need to be increased. Promotion of the chorus through social media via a variety of platforms needs to be happening now.
* Karen Tucker has organised for members to bring a small gift &/or card for Linda Basic who is recovering from back surgery.
	1. Music Team (Vicki Dwyer)
* Oral report discussed
* CKC Music and Management Team session with Jan Carley: ‘Finding Your Overtone’ was held on Friday 10 Feb with MT and Music team members meeting to discuss chorus members can help determine chorus values and vision. Di Jenkins to outline a follow up program for CKC which will involve week by week chorus participation and feedback. Di will lead the first week with the question: “Why do you come to CKC?” followed by the next week with Karen Totaro leading a session on chorus values.
* Re CKC ‘Bunch’ guidelines and operation – draft response by Di Jenkins to be further discussed, edited & ratified. Decision for Vicki, Barb and Karen to meet with Steph and Doris before the end of Feb to discuss MT’s concerns re the Bunch. Currently not inclusive of all chorus members and singing repertoire which does not reflect CKC’s values and vision.
* Regional Education Faculty visit 15th Feb, represented by Jo Oosterhoff. Jo is co-director of Acappella West chorus which represented region 34 at International last year in Las Vegas.  Jo is also the tenor from SAA champion quartet Hi Jinx.
* Risers with recordings due for How High The Moon & Oh Look at Me Now.
* Re Competition in Perth, Sat 29th April could be a possible workshop day for the competing chorus.
* Bev Hermens return as a prospective new member is being monitored as she is on a 6 week trial re previous issues with CKC as a former member.
* Need a host for Lynda Keever from Wed 15th March to Mon morning 20th March. Karen Totaro is able to host for some of these days but not the weekend. Di Jenkins will advertise in SCB.
* Host is also required for Lynne Smith on Wed 5th and Thurs 6th April. Di Jenkins will also advertise in SCB.
* CKC has the opportunity to participate in Community World Voice Day at Castle Hill on 7th April and the evening of 23rd April at Paddington Town Hall. Possibly perform some common songs with Sydney Harmony?
* Outcome of Vicki meeting with Pav Dharia re prospect of a choir backing on debut album, is that not suitable for CKC.
* Vicki has been approached by Colorado Springs Children’s Choir MD to ask if CKC can be involved in their upcoming tour from 24th-28th June.
	1. Public Relations (Sharon Sullivan absent)
* Report not submitted
	1. Fund Raising (Karen Totaro)
* Report submitted and discussed (see Appendix 3)
* Karen meeting with fundraising team to make a 'plan of events' for 2017.
* Other areas of continued increased revenue are: to increase membership and have more paid performances which will take some pressure off the fundraising team.
	1. Performance (Kate Hawkins absent)
* Report not submitted)
* City of Parramatta has asked CKC to be involved in a new initiative in Parramatta ‘Live and Local’ featuring musicians performing across pubs, clubs, cafes & restaurants in a one-day live music event. Two community singing performances are planned for after formalities in Centenary Square starting the event and at The Riverside Theatre to finish. Led by singer Darren Percival, rehearsal starts at 1.00pm on Sat 25th Feb at Parramatta Town Hall & then performing for invited guests in Centenary Square at 3.30pm and at The Riverside theatre at 7.30pm. Kate indicated it’s a great way to thank City of Parramatta for arts and culture support in the community & sounds like fun. CKC participants would be among women who love to sing, could distribute CKC fliers.
* General consensus after discussion was that this event would not be a chorus priority but fun for individual member participation.
1. General/ other business
2. Suggestion box – Nil
3. Re Lynda Keever coaching on Sat night 18th, members are asked to bring their own dinner or put in $10 for pizza. Cheryl Benson to collect and organise.
4. Appendices: 1-3 as presented
5. Dates of next meetings: Thursday 9th March at Di Jenkins’ – Priority Topic: Membership
6. Meeting closed at: 11pm