**Minutes Circular Keys Chorus Management Team Meeting**

Thursday, 10th March, 2017 at 7.30pm (at the home of Di Jenkins, 2/3 Allen St, Harris Park)

1. Attendance:

Present:

Team Coordinator Di Jenkins
Treasurer Deborah Martin

Director Vicki Dwyer

Membership Chair Jen Senior

Performance Coordinator Kate Hawkins

Apologies:

Secretary Barb Morris

Public Relations Chair Sharon Sullivan

Team member Karen Totaro

1. Minutes from previous meeting (16th Feb, 2017):

***Resolution: That the minutes of the previous meeting on Wednesday 16th Feb, 2017 be ratified.***

***Moved: Seconded: Consensus?***

***NB: To be ratified via group email***

1. Business arising from the minutes and actioning:

| **WHO** | **ACTION** | **OUTCOME** |
| --- | --- | --- |
| Sharon Sullivan & Vicki Dwyer |  Compile wording for Facebook local and paid posts. | Ongoing |
| Di Jenkins & Lissa Lao | Collate results from member survey | Ongoing |
| Di Jenkins | Lead session with question: “Why do you come to CKC?” Wed 22nd Feb | Done |
| Karen Totaro | Leading a session on chorus values Wed 1st March | Done |
| Di Jenkins | Advertise for hosts for Lynda Keever and Lynne Smith in SCB | Done |
| 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. | Discussed with Steph at Music Meeting. Coffee meeting to be arranged on Steph’s return. |
| Deborah Martin | Deborah will resend February financial reports for approval and payment ratification. |  |
| Di Jenkins | Announce in SCB that AGM postponed to the 29th of March as CKC still waiting on the audit of financial records to be completed. |  |
| Jen Senior | Organise buddies for 5 prospective members  |  |
| Vicki Dwyer | Speak with Sheridan re cancelling CKC involvement in World Voice Day |  |

1. Correspondence: Correspondence In:
* From: saacomms@gmail.com [mailto:saacomms@gmail.com] On Behalf Of SAA Communications Coordinator Date: Thu 23/02/2017 11:37 AM Re: New Regional Directory for your records and a fantastic opportunity to sing at the World Congress of Public Health
* From: "Kaye Kendall via absence" <absence@circularkeys.org> Date: 5 March 2017 at 4:58:40 pm AEDT
To: jasenior@hotmail.com Cc: <absence@circularkeys.org> Subject: [CKC Absence] Leave of absence
* From: "ANCA" <admin@anca.org.au> Date: 6 March 2017 at 12:45:12 pm AEDT To: "Deborah" <dmmartin@bigpond.net.au> Subject: Choral Enewsletter March 2017 Reply-To: admin@anca.org.au
* From: Valerie Renz [mailto:valerie@sweetadelines.com] Sent: Friday, March 10, 2017 9:12 AM
Subject: Chapter Officer Education Resources - Chapter Officers Updating Member Info Online

Correspondence Out

* From:
1. Ratification of decisions made by Management Team at rehearsal or by email since last MT meeting:
* 2017.03.07 Leave Of Absence - Kaye Kendall & husband planning a long caravan trip taking 12 weeks from the end of May until the end of August.  She will be absent from Chorus from approximately 31 May until 23 August 2017.
1. Reports:
	1. Finance (Deborah Martin)
* Report submitted and discussed: Deborah has compiled and sent the financial reports for February however unfortunately they have not been forwarded through Groupanizer to management team..
* Deborah will resend report for approval and payment ratification.
* Discussion re Blacktown City Council Creative Arts Grants Application. Deborah – to talk to Karen Tucker re liking council Facebook pages and signing up to websites to capture grant application information earlier in advance.

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

***Moved: Seconded: Consensus?***

***NB: To be ratified via group email***

* 1. Membership (Jen Senior absent)
* Report submitted and discussed (see Appendix 2)
* Buddies for 5 prospective members – Jen to organise.
* Congratulations to Kate Hawkins who has been asked by President Paula Davis if she would accept an International appointment position on the Editorial Review Committee. CKC is very proud of Kate’s hard work and recognition in CKC, SAA and SAI.
* Ongoing social media planning to attract members between now and convention.
* Membership Drive – 6 weeks from 2 August 2017.
	+ Pay?
	+ Specific parts?
	+ Songs?
	+ Event at the end – Sat/Sun 16/17 Sept?
	+ Develop Plan – April/May
	+ Work Plan with chorus to take on roles in June to enable buy-in for program.
	1. Music Team (Vicki Dwyer)
* Report submitted and discussed (see Appendix 3)
	+ Re CKC ‘Bunch’ guidelines and operation - Discussion with Stephanie regarding making information on rehearsals and performances of group on the website. Need to still have a separate discussion as planned to revisit the agreement and how to best move forward.
	+ Monitor situation and address it after convention, any songs that they are doing also need to be checked for copyright currency.
	+ Look at scheduling them to perform at end of chorus every 6 to 8 weeks.
* 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?
	1. Public Relations (Sharon Sullivan - absent)
* Report submitted as: New business cards, final layout completed today.  Order placed today. Thanks to Kate for driving this and Meetup - paid listing now live, hoping to attract potential new members.
* Sharon & Vicki to meet and discuss social media ideas
* Google analytics – Deborah to investigate to help boost website and Facebook page
* Outsource b/w photo editing so we can actively use photos– Kate
	1. Fund Raising (Karen Totaro - absent)
* Report submitted and discussed (see Appendix 4)
	1. Performance (Kate Hawkins)
* Report submitted as follows: World Voice Day - 7th April - as they wanted no more than an eight minute performance from us, Vicki is going to speak with Sheridan with the intent of cancelling our involvement.
1. General/ other business
2. Suggestion box – Nil
3. Survey results follow up - – agreed to not hold another workshop but will present results to members highlighting things we are doing well and where we acknowledge we need to improve, keeping with the positive vibes.
4. Chorus Weekly Workshops feedback - going well chorus general feel is good and liking the opportunity to be involved.
5. BHA request to hire risers - $500 – agreed.
6. AGM date postponed from Wed 22nd March to Wed 29th March, 2017 to allow time for independent audit of CKC financial records.
7. Appendices: 1-5 as presented
8. Dates of next meetings: Thursday 13th April @ Vicki Dwyer’s home
9. Meeting closed at: 10.56pm