

MINUTES CIRCULAR KEYS CHORUS MANAGEMENT TEAM

THURSDAY, 1.6.17 AT 7.30PM

1. ATTENDANCE

PRESENT:

| | |
|-------------------|-------------------------|
| Team Co-ordinator | Di Jenkins |
| Treasurer | Deborah Martin |
| Secretary | Betty Fuller |
| Director | Vicki Dwyer (via skype) |
| Membership Chair | Jen Senior |
| Performance/PR | Kate Hawkins |
| Team Member | Susan Kelly |

APOLOGIES:

| | |
|-------------|--------------|
| Team Member | Karen Totaro |
| Team Member | Barb Morris |

2. **Resolution:** Minutes of previous meeting 13.4.17 be ratified

Moved: Di Jenkins

Seconded: Vicki Dwyer

3. BUSINESS ARISING AND ACTIONING

DEBORAH

Check Groupanizer – working?

Discussion re alternative websites. Agreed Groupanizer best suits our needs

Purchase new sound system with \$750 grant plus 2 lapel microphones (not Headsets). Agreed to pay estimated \$200 additional cost.

Moved: Di Jenkins

Seconded: Jen Senior

Pursue possibility of getting grant to cover cost of 2018 CKC Show venue.

DEBORAH SUSAN

Continue investigating Accounting Software (Admin Bandit/Zero)

JEN

Follow up with Linda Bacic re extension of leave. Linda is up-to-date with dues.

Bev Hermens unsuccessful in meeting audition criteria. Formally advise by email and post. Vicki to email Jen and assist.

Follow-up with Carol Lutz re risers and at same time check if she is financial. May have been paying cash to Mary.

Email Kelly Tipton re status as CAL (International may still have her recorded as member of CKC).

| | |
|--------------------------------------|--|
| KATE | Create template for a Certificate (presented to new members) and send to Jen. |
| | Pursue Hornsby RSL as possible venue for 2018 CKC Show. |
| | Confer with Jess H. re looking at possible grants |
| | Pursue "Destination NSW" re supporting CKC overseas e.g. with casual tops |
| KATE, JEN DI, BARB, VICKI | Membership Drive planning meeting, 2.30pm Sunday 4.6.17 at Vicki's |
| DI | Check availability with St Jo's for May 5 th and 6 th (Lynne Smith coaching) |
| | SCB 7.6.17 – chorus to wear black bling tops and medals and bring Celebratory supper – arrive early for set-up |
| | Save final draft "CKC Guiding Principles" in Documents on Groupanizer |
| BETTY | To check suggestion box in future |
| | Notify Karen Tucker to nominate "Coaching" or "Uniforms" in grant applic. |
| SUSAN | Check availability of Epping Church hall for lunch/sing Sunday 25.6.17 |

4. CORRESPONDENCE

IN

- . 24.5.17 Kirsten Johnson, Competition Services Co-ordinator, Int'l Headquarters – Formal invitation to CKC to compete at 2018 Harmony Classic Div A in St Louis
- . 1.6.17 Annette Connelly notified 6 rooms (Wrest Point Casino) have been allocated For CKC members wishing to attend 2018 Hobart Convention

OUT

- . 24.5.17 Di Jenkins formally accepted for CKC to compete in 2018 Harmony Classic

5. REPORTS

FINANCE

- . Reports submitted (see attachments)

REPORTS (cont)

MEMBERSHIP

- . Attendance since last meeting has averaged 43 members
 - . LOA – Yasi W., Liz Perry-W, Alison A., Lorraine B., Barb M., Betty F., Cheryl W.
 - . Sick Leave – Linda Bacic
 - . Michelle Swindon requested leave to deal with son's issues – hoping to return Term 3. I will keep in touch
 - . Madee Divito and Carol Lutz (passed probation) – chorus to vote 14.6.17
 - . Rachael Glasgow still working on 1st audition – process interrupted by convention prep
 - . Bev Hermens submitted riser but was unsuccessful in passing
 - . Spoke with Laura Burton in Perth re changing her mind to leave CKC – unsuccessful
 - . Stephanie Wallbank presented with longevity pin
 - . Survey re membership for SAA completed and sent
 - . Suggestions made at Leaders' Breakfast Perth re membership recruitment
 - During community performances invite public to come up and join in the singing
 - Invite new members along once a month for coffee
 - Use Facebook, Meet Up and Gum Tree to advertise (not sure if cost involved)
 - When using any media platform, say succinctly what we do well or is special about us
 - Use welcoming, conversational language and post photos showing different facets of what we do
- We are already doing most of these. It seemed choruses based in W.A. had a great deal of interest and many walk-ins each week without doing very much self-promotion

MUSIC TEAM

- . Jan McCarthy (Wollongong Harmony Chorus) offered sharing Lea Beverley (Coach) – we will be declining.
- . Lynne Smith will be confirmed for 5th and 6th May 2018 (Saturday and Sunday)
- . Molly Huffmann confirmed
- . Gail Jencik 7th 8th and 9th July 2017. Staying with Vicki.
Suggested Friday 2 hours planning meeting – building membership, preparing & putting together competition package. Coaching Saturday and Sunday 9-4pm.
- . Other possibilities: Di Huber (skype?) Linda Keever (when is she next here?)
- . Will check with Lea Baker as to what coaches she has coming over.
- . Possibility of performing with Riverblenders in the week prior to competition (need to arrive in St Louis earlier)
- . Tuesday, 22.8.17 Lynne Smith in Sydney and available for one night only.
- . Actively plan CKC Show for late Sept/Oct 2018 (prior going o/s)

PUBLIC RELATIONS

- . Thanks to Jess H., SBS coming to film on Wed. 7th June doing a story on Sweet Adelines, featuring CKC
- . CKC 'Dare to be Different' transfers seem very well received by members and look great
- . Press Release sent 1.6.17 to Bev Jordan, Hills Shire Times, about our achievement in Perth. I waited until I had a high-res photo to send. Amber Scobie, Convention Photographer, provided me with digital files from our performance (in return for a push for sales on my Facebook page).

- . "News" section on the landing page of website updated

PERFORMANCE

- . Emails sent to Sydney Port Authority (Darling Harbour), City of Sydney and Cardinal Spin PR - Winter Festival at St Mary's Cathedral, to see if they need performers for Christmas in July events. Other suggestions, let me know.
- . Email sent to City of Parramatta letting them know of our achievement and a reminder to keep us in mind for any events they have coming up.

FUNDRAISING

- . \$1270.60 raised so far for 2017
- . Bunnings BBQ Castle Hill Sun 9 April – Takings \$1927.55 Expenses \$656.95 PROFIT \$1270.60
- . Ann Keating selling Entertainment books – hard copy and digital
- . Future Fundraising Events
 - Bunnings BBQ Castle Hill 16.7.17
 - Blue Illusions Friday, 23 June
 - Cadbury Chocolates in July?
 - Trivia Night later in the year, with different theme (than previous Xmas in July)
 - Xmas Raffle in November/December

6. OTHER BUSINESS

- . Wed 7.6.17 rehearsal –
SBS filming 7.15 – 9.15 – short story on Sweet Adelines and CKC's win in Perth
Rina Pinto, Vicki and Jess H. to be interviewed
CKC to wear black bling tops and medals
Members to bring celebratory supper
Suggest to arrive early for set-up
Display vocal and physical warm-up exercises
- . Invitation to host young women's choral group from Colorado for lunch/sing on 25.6.17
- . Maria Priestley wishes to join CKC again – all agreed for her to audition
- . Discussed fundraising for Harmony Classic – all agreed to continue fundraising as per usual and that monies be directed to cover coaching and running of chorus. Chorus expected to cover their own costs re flight, accommodation etc. If by chance we have excess monies, then we might be able to subsidise part or full cost of registration for example
- . All agreed to fund extra \$500 (in addition to approved \$2000) for Vicki to attend Harmony School

MEETING CLOSED AT 9.30PM – Next meeting 29.6.17 at Vicki's