

## MINUTES CIRCULAR KEYS CHORUS MANAGEMENT TEAM

THURSDAY, 29.6.17 AT 7.30PM (at home of V. Dwyer)

### 1. ATTENDANCE

#### PRESENT:

Team Co-ordinator	Di Jenkins
Treasurer	Deborah Martin
Director	Vicki Dwyer
Performance/PR	Kate Hawkins
Team Members	Susan Kelly, Barb Morris, Karen Totaro

#### APOLOGIES:

Secretary	Betty Fuller
Membership Chair	Jen Senior

### 2. **Resolution:** Minutes of previous meeting 1.6.17 be ratified

**Moved:** Di Jenkins

**Seconded:** Deborah Martin

**Consensus**

### 3. BUSINESS ARISING AND ACTIONING

**DEBORAH** Groupanizer – working? – yes, generally, a few glitches being ironed out.

Purchased new sound system with \$750 grant. Also purchased extra transmitter and extra lapel mike. Will take home and charge each week.

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

Followed-up with Carol Lutz and Madee Di Vito – haven't been paying dues and are happy to back-pay.

Remove Virginia Hackenberg's name from CKC website.

Investigate changing format, colours on home page to black/white/purple.

**DEBORAH** Continue investigating Accounting Software (Admin Bandit/Zero) - ongoing  
**SUSAN** long-term project.

**KATE** Submit contribution for OzeNotes – re Membership Drive.

Give demonstration at rehearsal on how to upload photos to closed group Circular on Key Facebook group.

<b>DI</b>	Save final draft "CKC Guiding Principles" in Docs on Groupanizer – to do  Complete SAA evaluation survey.  Send Director's Agreement out to chorus for consideration and signatures.
<b>BARB</b>	Send Susan (as photo custodian) instructions re Photobucket (still useful to maintain for those not on Facebook).
<b>JEN</b>	Organise 20 Year Membership Pin for Lesley Russell.
<b>KAREN</b>	Check possible trivia night date with St Joseph's  Order Cadbury Chocolates as fundraiser  Investigate Super Slice Fundraising Corp as a source  Investigate novelty socks
<b>VICKI</b>	Purchase Eric Clapton song 'Change the World' in Nashville

#### 4. CORRESPONDENCE

##### IN

- . 5.6.17 Glenys Gijbbers – Choralfest Admin – Update info re ANCA (Aust. Nat. Choral Assoc.) Choralfest 2017
- . 18.6.17 Resignation – Virginia Hackenberg – all positive feedback
- . 19.6.17 Sydney Festival – Our Faces of Syd Festival – photo comp opportunity
- . 20.6.17 Competition Services Int'l with info re Harmony Classic
- . 21.6.17 Janell Mason, Corporate Secretary, SA Int'l – 2016-17 Annual Regional Evaluation Region 34 – Survey
- . 26.6.17 Sue Gilkes, Communications Reg 34 – August A Cappella – REF education event
- . 29.6.17 Lea Baker – Endeavour Chorus – inviting members of Sydney choruses to dual for SAI comp 2018

##### OUT

- . 18.6.17 V. Dwyer – acknowledgement of V. Hackenberg's resignation
- . 20.6.17 D. Jenkins – response to Int'l with housing contacts etc in chorus
- . 27.6.17 B. Morris – to [pablo@devirra.com](mailto:pablo@devirra.com) requesting a quote re obtaining copyright permission for 'Reminiscing'

#### 5. REPORTS

##### FINANCE

- . Treasurer's Report and payments for June 2017 could not be ratified as accounts need to continue until 30<sup>th</sup> June (end of financial year). Deborah will send to Team after this.  
In general – bank balance is low at the moment, new paying members will help.

## MEMBERSHIP

- . Membership stands at 49 members at attendance averaged 43 members.
- . Linda Bacic has not returned – invited to formally extend leave but as yet no reply.
- . Members' Leave –

Kaye Kendall 31.5 - 23.8.17	Alison Anderson 6.6 - 26.7.17
Lorraine Barlow 22.6 – 13.7.17	Liz Perry-Windhorst 5.7 – 19.7.17
Barb Morris 8.7 – 2.8.17	Liz Vrhovsek 26.7 – 23.8.17
Verne Mantova 23.8 – 18.10.17	Betty Fuller 23.8 – 20.9.17
Cheryl Wolfenden 6.9 – 4.10.17	Cheryl Benson 12.10 – 2.11.17
- . Debbie Proctor informed non-attendance at Gail Jencik's coaching as family holiday booked.
- . Madee Di Vito and Carol Lutz ratified as members on 14<sup>th</sup> June.
- . Bev Hermens and Rachael Glasgow did not pass their auditions and will not be returning.

## MEMBERSHIP (cont)

- . Maria Priestley and Miryam Baeza returned on 14<sup>th</sup> June – both prospective members.
- . Virginia Hackenberg resigned 21<sup>st</sup> June – no reason other than “it was time to go”. SAI and SAA have been informed.
- . Alison Anderson queried re 20 year pin for Lesley Russell as she was acknowledged at Convention.
- . Kelly Tipton was contacted re Chapter at Large and contacted SAI to change her status.
- . Song folders updated to include copy of “The Moment I Saw Your Eyes”.

## MUSIC TEAM

- . See reports as attachments

## PUBLIC RELATIONS

- . See attachments

## FUNDRAISING

- . \$1270.60 raised so far for 2017
- . Blue Illusions Castle Hill 23.6.17 – Good turn out and lots of sales on the day. Blue Illusion to finalise amount made (15% of sales between 11-2.00pm will go to the Chorus)
- . Ann Keating selling Entertainment books – hard copy and digital – to be finalised soon
- . Future Fundraising Events
  - Bunnings Sausage Sizzle Castle Hill 16.7.17
  - Cadbury Chocolates in July before it starts to warm up
  - Mushroom Boxes as fundraiser – will determine interest and sales before ordering
  - Trivia Night – date to be finalised
  - Xmas Raffle in November/December
  - Bunnings Sausage Sizzle Castle Hill 15.12.17 (and sell Xmas Raffle tickets)

## 6. OTHER BUSINESS

- . Miryam Baeza passed audition – now officially in 3 month probation period.

- . Maria Priestley needs to re-audition next week (correct a few notes).
- . Eric Clapton song 'Change the World' – MT agreed to Vicki purchasing copies in Nashville, if arrangement is ready. Less hassle and cheaper than copyright search in Australia.
- . Harmony Classic package concept – 'Aussies are Brave'.
- . MT agreed for Di to complete the SAA evaluation survey.
- . Director's Agreement with CKC is up for renewal. MT reviewed re-edited format and both Vicki and Team approved conditions as noted. Di will send to members for consideration this week. Voting will take place at rehearsal 5.7.17.
- . Vicki and Kate met with Daisy at Hornsby RSL re possible venue for 2018 CKC Show. Venue suitable – cabaret style seating with tables of 10 – up to 600 people – great stage - good sound – will need extra mic's – will use 2 Club sound technicians – cost capped at \$800 – Club will advertise show – no charge for venue, patrons to access Club bar and dining facilities, bump in at noon. Cost \$40 non-members? \$30-35 members and concession? Dates: Sat 1<sup>st</sup> Sept first preference, Sat 15<sup>th</sup> Sept second preference – needs to be approved by the Club Board.
- . A very successful lunch/sing with Colorado Springs choral group was held on Sunday 25<sup>th</sup> June at the Epping Church hall.
- . Discussion as to where best on CKC groupanizer page to direct new member drive enquiries. Deborah will add a button on home page to click to membership drive info.
- . Discussion on changing format and colours on home page to predominantly black and white with purple banner – Deborah to investigate.
- . List Kate Hawkin's phone number for enquiries (who will forward to Inese for reply until Liz Perry-W. returns, then list Liz's number).
- . SAI has agreed CKC use their comp package for promotion eg SBS interviews.

7. MEETING CLOSED AT 10.25PM

8. NEXT MEETINGS:

27.7.17 at Di Jenkins home

24.8.17 at Vicki Dwyer's home