**MINUTES OF CKC MANAGEMENT TEAM MEETING**

THURSDAY, 27.7.17 AT 7.30PM

1**. ATTENDANCE**

PRESENT:

Team Co-ordinator Di Jenkins

Treasurer Deborah Martin

Performance/PR Kate Hawkins

Membership Chair Jen Senior

Secretary Betty Fuller

Team Members Karen Totaro, Susan Kelly

APOLOGIES:

Director Vicki Dwyer

Team Member Barb Morris

2. **Resolution**: Minutes of previous meeting 29.6.17 be ratified

**Moved:** Deborah Martin

**Seconded:** Karen Totaro

**Consensus**

3. **BUSINESS ARISING AND ACTIONING**

**DEBORAH** Note for October – Investigate changing website homepage

Note for November – Give demo/training at rehearsal re encouraging

Members to join Facebook

Follow-up payments for membership drive (out of 3 registered Marilyn

only one that has paid)

**DEBORAH** Note for January - Continue investigating Accounting Software (Admin

**SUSAN** Bandit/Zero) – ongoing long-term project

**KATE** Send Jen video clip to use as attachment for promotional purposes

**BARB** Send Susan (as photo custodian) instructions re Photobucket (still useful to maintain for those not on Facebook).

**DI** Members to wear bling/black tops each week for Membership Drive

Reminder – members to engage participants so that they are not left alone

Put together a Survey for workshop participants

**JEN** Send thankyou email to RMT for grant of $5000 towards our trip to St Louis

Send thankyou letter to Epping Church of Christ for use of hall

Transfer Maria Priestley’s membership from Aurora Australis to CKC

(Deborah to assist)

**KAREN** Investigating ‘Lash Centre’ at next Convention. Maree, Beautician,

Soulful Infusion, Wrest Point contacted and waiting for hourly rate

for service and wholesale price for lashes. (Saturdays – penalty rates).

To determine if profitable.

**VICKI** Purchase Eric Clapton song ‘Change the World’ in Nashville

4. **CORRESPONDENCE**

IN

**.** 20.6.17 – Kirsten Johnson, Competition Services Co-ordinator HQ permission granted

to use video recordings from 2017 Regional in Perth for SBS TV Broadcast

**.** 11.7.17 – Glenys Gijsbers, ANCA Admin, “Sing Your Age” Grant

. 16.7.17 – RMT notifying CKC of $5000 grant towards St Louis

OUT

**.** K. Hawkins to Comp Dept HQ – requesting permission to use video recordings from 2017

Regional in Perth for SBS TV Broadcast

. 17.7.17 – Di Jenkins to RMT acknowledging grant – form signed and returned

5. **REPORTS**

FINANCE

. See attachments – Finance Reports accepted by Mgt Team

MEMBERSHIP

. Membership stands at 49 members

. Attendance since our last meeting has averaged 42 members

. Members on Leave

Kaye Kendall 31.5.17 – 23.8.17 Barb Morris 8.7.17 – 2.8.17

Liz Vrhovsek 26.7.17 – 23.8.17 Jess Heratne 2.8.17 – 30.8.17

Verne Mantova 23.8.17 – 18.10.17 Betty Fuller 23.8.17 – 20.9.17

Cheryl Wolfenden 6.9.17 – 4.10.17 Cheryl Benson 12.10.17 – 2.11.17

Anne Harris 18.10.17 – 22.11.17

. Maria Priestley passed her initial audition on 5th July and Miryam Baeza passed her initial

audition 28th June. Both now probationary members.

. Longevity pin was purchased and presented to Lesley Russell.

. Kelly Tipton was contacted re Chapter at Large – SAI contacted to change her status.

. Song folders updated to include “Brave”. Di has sent through new member copies of

songs for membership drive.

. Information for prospective members was updated on 23.7.17.

MUSIC TEAM

. No report submitted

PR/MARKETING/PERFORMANCE

. No report submitted as preparation in full-swing for Membership Drive

FUNDRAISING

. So far $2616.70 raised for Chorus

. Recent fundraising events –

Blue Illusions (Castle Hill) 23.6.17 - final profit still unknown

Bunnings BBQ (Castle Hill) 16.7.17 – Takings $1776.45 Costs $430.35 **Profit $1346.10**

. Current fundraising events –

Ann Keating is selling Entertainment Books

Cadbury Chocolates – potential profit $1110

. Future fundraising events –

Liz Vrhosvek investigating mushroom boxes as fundraiser

Trivia Night – 15th October – St Joseph’s and Trivialities booked

Bunnings BBQ (Castle Hill) Friday, 15.12.17

Christmas Raffle will be in November/December

Superslices will be a fundraiser probably next year

Socks – more investigation needed

6. RATIFICATIONS ACCEPTED BY TEAM

. CKC 2017 Committee Chairs

Hospitality – Inese Kamenyitzky

Social – Cheryl Benson

Costume – Karen Tucker

Props – Carol Lutz

7. GENERAL AND OTHER BUSINESS

. Maria Priestley requested her SA membership be transferred from Aurora Australis to

Circular Keys for financial reasons – with the understanding she is still to pass her audition

and be voted in - the Management Team agreed.

. Coaching - Sandy Marron for July 2019. Liaise with Lea Baker. Factor in 2019 Budget for

a night (and portion of airfare).

. Revisit end of year possibility for Vicki to take part in Jan Carley’s International Directors

Coach-on-Call Intensive Course - $1500 – for 2018 Budget?

. Lynne Smith coaching cancelled - Judy Pozsgay instead on 5th Nov.

. Mgt Team agreed for Kate to claim $49 for high viz photos for membership drive.

. Alison Anderson to be asked to assist Kate after membership drive re Xmas performances

. Di reported re Membership Drive –

Copyright for “Brave” has been done

Venue for graduation to be confirmed (St Jo’s booked out, waiting on Ron Dyer Centre) –

may have to be done at rehearsal after Membership Drive has finished.

Discussion about having a Facebook private page for participants not being worthwhile re

mail communication – Di suggested Dropbox for CKC

. Kate – As nomination for Hills Shire Council (Orange Blossom Festival) ends 31st July it was

agreed to put together a nomination for International Women’s Day in March instead.

8. MEETING CLOSED AT APPROX. 10.00PM

9. NEXT MEETING: Thursday, 24.8.17 at 7.30pm (at V. Dwyer’s home)