**MINUTES OF CKC MANAGEMENT TEAM MEETING**

THURSDAY, 24.8.17 AT 7.30PM

1. **ATTENDANCE**

 PRESENT:

 Director Vicki Dwyer

 Team Co-ordinator Di Jenkins

 Treasurer Deborah Martin

 Membership Chair Jen Senior

 Team Members Karen Totaro, Susan Kelly, Barb Morris

 APOLOGIES:

 Performance/PR Kate Hawkins

 Secretary Betty Fuller

2. **Resolution**: Minutes of previous meeting 27.7.17 be ratified

 **Moved:** Jen Senior

 **Seconded:** Karen Totaro

 **Consensus**

3. **BUSINESS ARISING AND ACTIONING**

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

 Check if monies owed re Miryam Baeza rejoining

 Check if any monies outstanding from workshop participants

 Check with Diane James re SAA constitution template

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

 check with Kate

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

**DI** Put together a Survey for workshop participants – to be done at end of

 Workshop

 Check re availability for Graduation Performance at St. Jo’s

 **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. After investigation considered not viable.

 **VICKI** Purchase Eric Clapton song ‘Change the World’ in Nashville – 50 copies

 Purchased at BHA at bulk discount.

 **JEN** Check re approaching 10 year memberships

4. **CORRESPONDENCE**

 IN

 **.** 3.8.17 S. Gilkes, Communications Region 34 – Notice of AGM 27.8.17 and

 Annual Report 2016-2017

 **.** 14.8.17 S. Gilkes, Communications Region 34 – RMT Elections – Applications

 close 15.8.17

 OUT

 **.** 1.8.17 K. Hawkins – Signed ‘Agreement for Entertainment Performance’ between

 CKC and Hornsby RSL

 . 10.8.17 Di Jenkins – Thankyou letter to RMT re $5000 contribution towards

 Harmony Classic 2018 in St Louis

5. **REPORTS**

FINANCE

 . See attachments

 . Treasurer’s Report accepted

 Moved: Deborah Martin

 Seconded: Vicki Dwyer

 Consensus

 MEMBERSHIP

 . Membership stands at 50 members

 . Attendance since our last meeting has averaged 43 members

 . Members Leave

 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 Sue Gray 4.2.18 – 18.2.18

 . Emailed D. Jenkins response to RMT thanking them for $5000 contribution for St Louis comp

 . Miryam Baeza now full member – Members need to vote then register her with SAI - Deborah to check if monies owed re rejoining so soon.

 . Maria Priestley will transfer from Aurora Australis when/if she passes her final audition.

 . Updated incorrect email addresses for Sharon Sullivan and Rina Pinto for SAA and SAI.

 . Notified members re Northern Beaches Chorus 20th Anniversary performance on 16th Sept.

 . Membership Drive underway – 28 people taking part in the workshop. Registration via

 website worked well. Asking for payment at time of registration sorted out those actually

 committed to coming as 3 who didn’t pay initially, didn’t come. Di created an email list to

 keep in touch with participants and giving them access to learning tracks via Dropbox. First

 2 weeks ran smoothly. Nominated greeters made sure everyone knew where to come 1st

 night and no problems locating Crestwood Community Centre 2nd night. Members have been welcoming and supportive of our workshop participants. Deborah to check if any monies from participants outstanding. Last date of workshop now 22nd Sept due to missed

 week at St Jo’s because of unavailability. Discussion re new graduation performance date.

 MUSIC TEAM

 . Minutes of Music Team Meeting of 11.8.17 submitted.

 Discussed plans for Membership Drive (including night at Crestwood Community Centre).

 Sectionals – discuss note differences in music and learning tracks – review breath plan

 for Under the Southern Skies.

 New music “Change the World” purchased.

 “Feels Like Home” – reviewed music and breath plan.

 “The Moment I Thought I’d Die” – recording done for members at tempo to assist listening

 at home.

 “How High the Moon” – recording done for members with intro removed for members still

 to submit risers.

 Next 4 weeks - Remaining members passed on How High the Moon

 All members do home recording of Moment I Thought I’d Die

 Allow additional 2 weeks feedback and re-recording

 . Vicki corresponding with Lea Baker EHC re possibility of sharing coaches Sandy Marron and

 Lori Lyford in 2018.

 . Raised possibility of Mo Field to coach CKC prior to St Louis (if Lynne Smith unavailable) -

 and maybe sharing costs with other choruses.

 PR/MARKETING

 . Detail planning that went into the marketing plan for the Membership Drive paid off with

 following publicity – Hills Shire Times, Rouse Hill Times, Hills to Hawkesbury Publication,

 Galston Community News, Dooral Round-up

 . Listings were placed on Gumtree, Hills Shire Council community page, All Events Nabo posts

 . Extensive social media campaign on Facebook and Instagram

 . Thanks to C. Lutz, A. Keating and K. Tucker for their hard work and taking the lead in

 promoting the membership drive

 . Bev Jordan is leaving the Hills Shire Times. She has been a great supporter of CKC and it

 will be important we establish a relationship with her successor

 PERFORMANCE

 . Expression of interest sent to City of Sydney for Choirs in the City Christmas program

 . Entered 2GB competition – Aled Jones Search for a Choir

 . Performance Invitations

 Thursday 21st Sept – Peace Service – Vicki will ask Steph to take gig

 Saturday 9th Dec – Kenthurst Carols by Candlelight – I recommend we take this on as

 ‘community’ event. It was well-run last year and very well attended – decision to accept gig

 8th Oct – Dutch Club – Vicki to contact Kate to accept, if suitable payment negotiated

 FUNDRAISING

 . So far in 2017 $2751.70 raised for Chorus

 . Recent fundraising events –

 Entertainment Books - $135 and further $103 expected = $238 in total

 Blue Illusions, Castle Hill, 23.6.17 – final profit still unknown

 . Current fundraising events –

 Cadbury Chocolates – potential profit $1110 (with donations more likely $1200)

 . Future fundraising events –

 Liz Vrhosvek investigating mushroom boxes as fundraiser

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

 Sunday night date – Karen will check alternate date and venue

 Bunnings BBQ (Castle Hill) Friday, 15.12.17

 Christmas Raffle will be in November/December

7. GENERAL AND OTHER BUSINESS

 . Discuss at next meeting the need to keep hard copies of Agendas and Mgt Team

 Minutes once uploaded – B. Fuller

 . Request by Judith Bourne for sponsorship by CKC of Big Sing attendee. Decision to

 to support someone suitable closer to CKC drawing area

8. MEETING CLOSED AT 9.30PM

9. NEXT MEETING: Thursday, 12.10.17 at 7.30pm (at Di Jenkin’s home)