**MINUTES OF CKC MANAGEMENT TEAM MEETING**

THURSDAY, 16.11.17 AT 7.30PM

1. **ATTENDANCE**

Director Vicki Dwyer

 Team Co-ordinator Diane Jenkins

 Treasurer Deborah Martin

 Membership Jen Senior

 Performance/PR Kate Hawkins

 Secretary Betty Fuller

 Team Members Barb Morris, Susan Kelly

 APOLOGIES:

 Team Member Karen Totaro

2. **Resolution**: Minutes of previous meeting 12.10.17 ratified

 Moved:Vicki Dwyer

 Seconded**:** Diane Jenkins

3. **BUSINESS ARISING AND ACTIONING**

**DEBORAH** Investigate changing website homepage – ongoing –

 Rina Pinto has offered to assist update (look at content and give feedback)

 Request Groupaniser to do updates on Thursdays (Friday our time)

 Check if any monies outstanding from workshop participants – chase up

 Courtney (money sent to wrong account)

 Check with Diane James re SAA constitution template

 Factor in $1500 in Budget for Vicki’s Coach on Call Program with J. Carley

 **SUSAN** Set up “2017 Photos” folder in photobucket. Open to members to upload.

 Send password/info to Di to put in SCB.

 **JEN** 10 year membership – Judith Bourne to be presented with pin

 Check Barb Morris’ membership date

 Look into Doris Ward’s 30 year membership pin

 **DI** Request members to wear nametags (for probationers)

 Info re photobucket to be put in SCB

 **VICKI** Contact Jan Carley and register for her program

4. **CORRESPONDENCE**

 IN

 . 1.11.17 Parramatta Council – Event Performance Contract for Australia Day

 . 4.11.17 Janell Mason, Corp Secretary SAI – Reminder re IBOD Vote due 6.12.17

 . 6.11.17 RMT – Condolence Card for Mary Owen

 . 7.11.17 SAI – St Louis communication form re accommodation

5. **REPORTS**

FINANCE

 . Finance Reports – Accepted and Expenses ratified.

 Moved: Deborah Martin

 Seconded: Diane Jenkins

 . See Attachments

MUSIC TEAM

 . Glenda Lloyd has been asked to assist as Consultant for Harmony Classic – a Sat/Sunday

 . Glenda’s fee for “Make Them Fall in Love” will be $200.00. Any changes will be charged

 approx $50 p.h.

 . Glenda has been updated with changes to songs and script

 **.** Lea Baker to be used again down the track

 . Deborah has set up on the website a folder under “Documents” for putting all information

 re Harmony Classic

 . Madee DiVito has contacted a uniform supplier – if logo of business can be discounted/free–

 (maybe just for a travelling top)

 . Sandi Marron - agreed not to have as coach (and share with Endeavour)

 . Red top/Black T-shirt for Kenthurst and Parramatta performances

 . Next Music Team meetings will be at 6.30pm prior to rehearsal on 22nd & 29th November

 MEMBERSHIP

 . Membership stands at 50 members

 . Attendance since our last meeting has averaged 44

 . Members Leave

 Cathy Sugar 20.9.17 – 22.11.17 Anne Harris 18.10.17 – 22.11.17

 Miryam Baeza 8.11.17 – 6.12.17 Maria Priestley 15.11.17 – 29.11.17

 Liz Perry-Windhorst 22.11.17 – 24.1.18 Sue Gray 4.2.18 – 18.2.18

 . Emailed SAI and SAA to inform them of Mary Owen’s passing. Received condolences from both

 . Cathy Bartley, Jessica Foulke, Alison Davis, Daniela Groeschel, Emma Edwards, Jennifer Kumar have passed their first auditions and are now probationary members. Julie Thorndyke

 Joy Williams and Kamini Prasad are still to pass their first audition.

 . Longevity pins have been presented to Susan Kelly and Inese Kamenyitsky. Judith Bourne’s

 will be presented next week.

 . Doris Ward will be eligible for a 30 year longevity pin in March 2018. Will place the order shortly.

 . Xmas folders have been made and updated

 . Copies of “Feels Like Home”, “Come to Aust” and “Moment” have been put in folders

 . Emailed Susannah Lyes but received no response

 . Emailed Cathy Sugar to check on her progress as her leave ends next week

 FUNDRAISING

 . So far in 2017 $4594.90 raised for Chorus

 . Recent fundraising events –

 Entertainment Books - Final total $252.00

 Blue Illusions, Castle Hill, 23.6.17 – final profit still unknown – have followed-up and still

 waiting

 . Current fundraising events –

 ‘Karen’s Garage Sale’ is ongoing selling secondhand items – so far $426 made – including

 contribution of $44 by Inese.

 Xmas Raffle has started and will be drawn at the Xmas Party on 20th December. Bunnings

 has donated a BBQ. So far 9 prizes.

 Bunnings Sausage Sizzle, Castle Hill, Friday 15.12.17 – raffle tickets will be sold as well

 PERFORMANCE/PR

 . Upcoming Performances –

 City of Sydney $2150

 Sunday, 26.11.17 – 32 (Director, 5 Tenors, 10 Basses, 5 Baris, 11 Leads)

 Sunday, 10.12.17 - 31 (Director, 4 Tenors, 12 Basses, 3 Baris, 11 Leads)

 Thurs, 14.12.17 - 23 (Director, 5 Tenors, 7 Basses, 4 Baris, 6 Leads)

 Friday, 15.12.17 - 20 (Director, 3 Tenors, 5 Basses, 3 Baris, 8 Leads)

 City of Parramatta $500

 Thursday, 30.11.17 – 23 (Director, 4 Tenors, 9 Basses, 4 Baris, 5 Leads)

 Kenthurst Carols by Candlelight – community event

 Saturday, 9.12.17 – 24 (Director, 4 Tenors, 8 Basses, 2 Baris, 9 Leads)

 Australia Day $1000

 Katie James has confirmed we have Stage Time

 19 (Director, 4 Tenors, 8 Basses, 2 Baris, 4 Leads)

 . I would like to welcome and thank Madee DiVito for taking on the role of

 Performance Liaison

 PR

 . There has been little action on the PR front since the membership drive. An

 End-of-Year-Wrapup will be compiled and there will be Xmas Performance social

 media posts.

 . Thanks to a conversation initiated by Deborah Martin at rehearsal, Rina Pinto has expressed interest in assisting with a review of the public facing pages of the website

6. **GENERAL AND OTHER BUSINESS**

 . On Liz Perry-Windhorst’s return from leave, will be asked to take on Audition

 Co-ordinator role.

 . Revisit next year – more performances to raise money (reducing the pressure on

 the Fundraising Team)

 . Revisit grants next year – Blacktown Workers Club

 . Suggested Kate, Vicki and Karen Totaro put a proposal together for Syd City Council

 then Karen Tucker put the grant together

 . Agreed by the Team for Vicki to contact Jan Carley, Cert Exec Coach, Inner Coach of

 Barbershop and register for the Coach on Call Program (at a cost of $1500)

 . Aurora Australis requested a reduction in price for use of our risers at their retreat -

 the Team agreed that the price quoted was fair

 . Discussed payment be made for Vicki’s learning tracks – to be followed-up via email

 . Arrival dates for St Louis to be confirmed so members can start booking flights

7. MEETING CLOSED AT 10.30PM

8. NEXT MEETING: 7.30pm Thursday, 17.1.18 at Di’s house