**MINUTES OF CKC MANAGEMENT TEAM MEETING**

THURSDAY, 15.3.18 AT 7.30PM

1. **ATTENDANCE**

Director Vicki Dwyer

 Team Co-ordinator Diane Jenkins

 Treasurer Deborah Martin

 Membership Jen Senior

 Secretary Betty Fuller

 Team Members Susan Kelly, Karen Totaro, Barb Morris

 APOLOGIES:

 Performance/PR Kate Hawkins

2. **Resolution**: Minutes of previous meeting 8.2.18 ratified

 Moved:Deborah Martin

 Seconded**:** Vicki Dwyer

**3. BUSINESS ARISING AND ACTIONING**

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

 Rina Pinto has looked at website and made suggestions which have

 been put in place. Suggested revisit once a month.

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

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

 **KATE** Put photobucket guidelines (re uploading photos) together for chorus

 Enter CKC Membership Drive in SAA Marketing Awards

 **KAREN** Source 2 chorus members to assist AGM Nominating Committee

4. **CORRESPONDENCE**

 IN

 . 13.2.18 SAI – Hotel Assignment in St Louis confirmed – Marriott St Louis Grand Hotel

 . V. Dwyer received offer from Annette Connelly to share coach Gail Jencik – it was declined

5. **REPORTS**

FINANCE

 . Finance Reports – Accepted and Expenses ratified.

 Moved: Vicki Dwyer

 Seconded: Diane Jenkins

 . See Attachments

MUSIC TEAM

 . Updated recordings to be made by the Music Team once Molly Huffman has coached us

 . Steph Wallbank has uploaded Lynda Keever’s notes on our website

 . A draft will be put to the Music Team at their next meeting to approve St Louis contest

 selection process and riser deadlines

 MEMBERSHIP

 . Membership stands at 48 members

 . Attendance since last meeting averaged 45

 . Members Leave - Frances Gurto 11.4.18 - 9.5.18 (incl) Kaye Kendall 30.5.18 – 4.7.18

 . Emailed SAI and SAA informing them of Liz Vrhovsek’s resignation

 . Kath Ware as passed her first audition and is now a probationary member

 . Cathy Bartley, Jessica Foulke, Alison Davis, Emma Edwards and Jennifer Kumar continue

 as probationary members

 . Lyn Howells and Daniela Groeschel have passed their second audition and are now ready

 to be ratified by the chorus as full members

 . Kylie Winter is still in the first stage of auditioning

 . Doris Ward’s 30 year longevity pin was presented

 FUNDRAISING

 . 2018 - $125 raised so far

 . Recent fundraisers -

 Garage Sale of misc items to chorus and ‘nominate a name for the croc’ raised $125

 . In response to Karen’s email request the following ideas to be discussed at Mgt Meeting

 Alison Anderson suggested Cookies from Snowy Mountain Cookies, purchasing at wholesale and selling at RRP with a possible profit of $371.14 (See attachment) and Boutique Wines with personalised labels with a possible profit of $350 (See attachment)

 Also in response to the email Violetta Owen said she would be happy to join the

 Fundraising Team

 . Upcoming fundraising events -

 Bunnings Sausage Sizzle Castle Hill Sunday 15 April – Alison is organising with help from

 Liz Vrhovsek on the day

 Bunnings Sausage Sizzle Castle Hill Saturday 19 May

 Trivia Night Saturday 21 July - venue at St Josephs and Trivia MC both booked

 Movie Night – organised by Cheryl Benson – date/time tba

 PERFORMANCE/PR

 . Kate proposed entering our recent Membership Drive in the SAA Marketing Awards –

 Agreed by the Mgt Team

 . Would keep the PR budget much the same as in previous years – there will be the

 Meetup subscription cost, and a small contingency to cover other incidental costs,

 Providing our Show is going to have its own PR expense line in the Budget

 . The only other marketing-related expense could be luggage tags, or similar, for our

 St Louis trip, although these may be self-funding

6. **GENERAL AND OTHER BUSINESS**

 **.** Scarves for CKC – it was agreed to order 70 @$18.00 + GST ($1386 Total). They would

 be self-funded by chorus members

 . New Rules for Incorporation – Di James to send once approved and Deborah Martin will

 submit the documents. Notice will be voted on at our AGM on 25.4.18

 . AGM Nominating Committee – Karen Totaro plus 2 others to be determined

7. MEETING CLOSED AT 9.30PM

8. NEXT MEETING: 7.30pm Thursday, 19.4.18 at Di’s house