**MINUTES OF CKC MANAGEMENT TEAM MEETING**

THURSDAY, 7 June 2018 AT 7.30PM

1. **ATTENDANCE**

Director Vicki Dwyer

 Team Co-ordinator Diane Jenkins

 Treasurer Deborah Martin

 Membership Jen Senior

 Performance/PR Kate Hawkins

 Performance/PR Madee Di Vito

 Secretary Sue Gray

 Team Members Susan Kelly

 APOLOGIES: Team Member – Barb Morris, Betty Fuller, Karen Totaro

2. **Resolution**: Minutes of previous meeting 19.4.18 ratified

 Moved:Jen Senior

 Seconded: Susan Kelly

**3. BUSINESS ARISING AND ACTIONING**

 **DI** Reports to Chorus re AGM were sent

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

 Lissa Lao to be asked to look at website and made suggestions.

 Suggested revisit once a month.

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

 Deborah to clarify when the site is actually updated (not Wed)

Investigate how Notifications (website) are set up and current issues in Groupanizer.

 Link Facebook to Website

**VICKI** Jan Carley - survey has been completed

 **KATE** Review photobucket guidelines (re uploading photos) – under

 Instructions on website

 Invoice Region for $450 for AfterGlow

 **JEN** Linda Bacic & Rina Pinto resignations have been acknowledged

Formal letter for people who leave Chorus – Jen still working on formal email/letter to tie in with Finance (no refund until all CKC items returned)

4. **CORRESPONDENCE**

 IN

 . 3.5.18 Pippa Anderson – nominating herself as one of the non-executive

 members of the 2018-2019 Management Team

 . 10.5.18 Jenny Phillips, Sen. Vocal Convenor, Penrith City Eisteddfod –

 Invitation to participate in Choir Festival 23.9.18 – will not be participating

 . 17.5.18 Janell Mason, Corp Secretary, SAI – will be done at rehearsal

 Annual Regional Evaluation Region 34 – to be submitted by 31.7.18

 . 21.5.18 Invitation from Endeavour Harmony Chorus to join them in St Louis

 on their Dinner/Cruise

 OUT

 . 22.5.18 D. Jenkins – Declined EHC invitation as night prior to our contest

5. **REPORTS**

 FINANCE

|  |  |  |
| --- | --- | --- |
| **TREASURERS'S REPORT FOR MAY 2018** |   |   |
| Opening balance all accounts |  | **$74,196.11** |
|   |  |   |
| **Receipts :** |  |   |
| Misc fundraising | $200.00 |   |
| Sausage sizzle | $2,317.28 |   |
| Harmony Classic 2018 | $9,685.29 |   |
| Member Fees | $2,360.00 |   |
| Costumes and badges | $691.95 |   |
| Misc Income | $6,181.76 | **$21,436.28** |
|   |  |   |
| **Expenses :** |  |   |
| Sausage sizzle (Meat) | $325.00 |   |
| Harmony Classic | $14,716.39 |   |
| Misc expenses | $4,550.00 |   |
| Operating expenses | $4,095.77 |   |
| Staff expenses | $5,356.50 | **$29,043.66** |
|   |  |   |
| **Closing balance** |  | **$66,588.73** |
|   |  |   |
| **Account balances 31 May 2018** |  |   |
| Westpac Community Solution balance | $15,574.91 |   |
| Westpac Business Maxi Balance | $13,928.58 |   |
| Westpac Term Deposit 2 balance | $37,085.24 | **$66,588.73** |

. Bulk of convention fees now been received from members. Payment for shirts and scarves are trickling in – Deb has set up system so automatic reminder invoices will be generated.

 MUSIC TEAM

. Songs for the upcoming show are now all available on the CKC website.

Have had rehearsals, done some work with the music team and chorus, but due to illness have not been able to have a music team meeting.

 MEMBERSHIP

 . Membership stands at 49 members

 . Attendance since last meeting averaged 45

 . Members Leave –

 Kaye Kendall 30.5.18 to 4.7.18

 Jesusa Helaratne 11.4.18 to 19.12.18

 Yasi Wickremasinghe 06.06.18 to 01.10.18 (requested and accepted)

 . Emailed SAI and SAA informing them of Jess Heleratne and Rina Pinto’s resignation

 Jen to follow up with Rina for her CKC costumes.

 . Jen Kumar is now a full member.

 . Cathy Bartley, Alison Davis, Kath Ware and Emma Edwards continue as probationary members

 . Have received several email enquiries re membership and have extended

 invitations to attend rehearsals

 FUNDRAISING

 . 2018 - $3,648.78 raised so far

 . Recent fundraisers –

 Mother’s Day Raffle $160

 Bunnings Sausage Sizzle Castle Hill 19May18 – Thanks to Alison & Gordon Anderson

 for organising and running the BBQ

 Total takings $2,518.82 (862 sausages, 216 drinks & $39.82 in donations)

 Costs $787.79 (drinks donated) Profit $1,734.03

 . Upcoming fundraisers –

 Bunnings Cake Stall Castle Hill Saturday 30June18 (Alison running this one)

 Trivia Night Saturday 21.7.18 – venue at St Josephs and Trivia MC both booked

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

 . Possible fundraisers –

 Luggage labels for St Louis

 Other small raffles – themed ie Mother’s Day

 Cadbury’s chocolates? Mid July

Kate has asked for all details of future fundraising events be sent to her so that she can promote and market.

 PERFORMANCE/PR

 . No report submitted – Kate and Madee working out a separation of their roles.

 . Madee POC for Christmas performances.

 . Now focussed on the CKC Show Sat 8 September at Hornsby RSL

 Show name – “Meet Me In St Louis”

Tickets to be reduced to $35 adult, $30 concession – Di (who has a plan) will redo contract with RSL Hornsby and get the AV list. Risers will be on stage so seating for 600 at a round table set up with access to bar and bistro.

RSL to sell tickets and promote – Kate to contact RSL to provide imagery and photos and to coordinate marketing/publicity.

 Kate to organise MC

 Di to contact Sydney Harmony to ask for risers

6. **RATIFICATIONS BY EMAIL**

 **??**

7. **GENERAL AND OTHER BUSINESS**

. Pippa Anderson has nominated herself as a Team Member for the Management Team. Nomination accepted, Di will contact Pippa to advise of successful nomination and welcome to team. Susan Kelly renominated and accepted for another team. Last member position still vacant awaiting outcome of Fundraising Committee Chair (Lyn Howells?).

 Jen to organise thankyou flowers for outgoing members - Barb, Betty and Karen

. Request from Karen Tucker for chorus to purchase the 3 khaki costumes (pants $65, shirts $55) cost circa $360 total. The members that these costumes are for have also purchased their own shirt and scarf. Payment approved.

. Annual Regional Evaluation – Kate will complete with chorus input at the next rehearsal.

. SAA AGM webcast 10am Sunday June. Kate will be our CKC rep, reports will be published on the website.

 . Question as to whether we need a travelling shirt for competition – is it time to retire/replace the current pink & purple polo? Madee has a uniform supplier she will contact to ask about shirts in return for subtle advertising.

 . Cheryl Benson still investigating

* Chorus dinner in St Louis
* Bus from hotel to concert
* 19.12.18 Themed Christmas Party at St Joseph’s

8. MEETING CLOSED AT 9.45PM

9. NEXT MEETING: 7.30pm Thursday, 5 July 2018 at Di’s house ??