**MINUTES OF CKC MANAGEMENT TEAM MEETING**

THURSDAY, 13 SEPTEMBER 2018 AT 7.45PM

1. **ATTENDANCE**

 Director Vicki Dwyer

 Team Co-ordinator Diane Jenkins

 Treasurer Deborah Martin

 Membership Jen Senior

 PR/Marketing Kate Hawkins

 Performance Madee Di Vito

 Secretary Sue Gray

 Team Members Susan Kelly

 APOLOGIES: Pippa Anderson

2. **Resolution**: Minutes of previous meeting 16 August 2018 ratified

 Moved:Jen Senior

 Seconded: Kate Hawkins

**3. BUSINESS ARISING AND ACTIONING**

* Mary Owens annual trophy for a CKC member - Kate has selected a trophy to be known as the Diamond Award. Trophy will be a perpetual crystal trophy suitable inscribed and to be for a CKC member who has overcome a challenge in her life to continue as a member of the chorus. May not be awarded annually and the recipient would be determined by the Management team. To be revisited later in the year.
* Membership drive planned for Feb to April 2019. Will be an 8 week course plus commitment to attend a weekend retreat. Current chorus members will be educated about how to promote the course – Vicki will devise a plan for next year. Diane contacting St Joseph’s for availability for weekend retreat possibly 6 & & April, with course commencing 13 Feb 19.
* Hornsby RSL Show – profit in the vicinity of $8,000. Diane to contact Hornsby RSL for possible show dates for 2020.

4**. CORRESPONDENCE IN & OUT**

IN Emails from ex chorus members congratulating CKC on the Hornsby show

 Steph Wallbank has completed director accreditation

 OUT 11 Sep 18 : Alison Anderson – letter of thanks to Sydney Harmony (loan of the risers), Darren Alchin (truck to mover risers) and Heino Windhorst, Madee De Vito, David Senior and George Moessis (assisted with transport of risers)

 Thankyou’s have also been sent to Nick Brown and the Hornsby RSL

 Di has logged all our requirements for Harmony Classic including Cue Sheet

**5. REPORTS**

**FINANCE**

Finance report accepted by: Diane Jenkins

Seconded: Susan Kelly

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| --- | --- | --- |
| **TREASURERS'S REPORT FOR AUG 18** |   |   |
| Opening balance all accounts |  | **$66,911.13** |
|   |  |   |
| **Receipts :** |  |   |
| Misc fundraising | $0 |   |
| Donations  |  $500 |   |
| Interest | $7.01 |   |
| Member Fees | $2,810 |   |
| Costumes and badges | $1,174.85 |   |
| Misc Income | $151.71 | **$4,643.57** |
|   |  |   |
| **Expenses :** |  |   |
| Fund raising event expenditure | $247.00 |   |
| Harmony Classic | $0 |   |
| Misc expenses | $151.94 |   |
| Operating expenses | $4,079.96 |   |
| Staff expenses | $2,285.09 | **$6,803.99** |
|   |  |   |
| **Closing balance** |  | **$64,750.71** |
|   |  |   |
| **Account balances 31 Aug 2018** |  |   |
| Westpac Community Solution balance | $13,719.35 |   |
| Westpac Business Maxi Balance | $13,946.12 |   |
| Westpac Term Deposit 2 balance | $37,085.24 | **$64,750.71** |

Notes -

* + $4643.57 in receipts, mostly from membership fees and payment for costumes, but there has been an anonymous donation of $500 from a chorus member who wants to pay for the lights and a new pitchpipe
	+ $6803.99 in expenses, mostly for costumes and equipment insurance as well as room hire and director's honorarium and international dues
	+ Budget vs Actual, up to August 2018 - total funds $64,750.71

**MUSIC TEAM**

Successful show at the Hornsby RSL – we now have 3 rehearsals left before heading to competition. Will be video recording and playing back at rehearsal – need to work on the animation in the freeze frame moments.

Music team meeting Friday 21 Sep.

**MEMBERSHIP**

Membership stands at 51 members.

Attendance at rehearsals since our last meeting has averaged 47 members.

**Members’ Leave**

Yasi Wickremasinghe 06/06/18 – 01/10/18

Violeta Owen 22/08/18 – 13/11/18

Kumi Matsuda 12/09/18 – 13/10/18

Stephanie Wallbank 07/11/18 – 21/11/18

Betty Fuller 05/12/18 – 05/02/19

**FUNDRAISING (no report)**

**PERFORMANCE**

**City of Sydney**

Choirs in the City CKC has been offered two performances in the Choirs in the City program this year:

• Sunday 25th November, Martin Place; and

• Friday 7th December, Pitt St Mall and Martin Place.

**St Mary’s Cathedral** **- The Lights of Christmas**

As we have received our dates from City of Sydney, we were able to advise AGB Events that the chorus would be able to perform on all other dates we had previously expressed as available for the Choirs in the City program (within the dates of The Lights of Christmas event). These dates are:

• Thursday 6 December,

• Saturday 8 December,

• Sunday 9 December,

• Wednesday 12 December,

• Thursday 13 December,

• Friday 14 December,

• Saturday 15 December,

• Sunday 16 December,

• Thursday 20 December, and

• Friday 21 December.

The event does continue on to the 24th of December if we were interested in the 3 extra days. We also requested some further details on how they would like to be quoted for our services, advising that usual structure is per 20-minute set.

**(Bella Vista Farm Carols) Christmas in the Hills**

Correspondence through Kate. Bev Jordan is organising Christmas in the Hills and it will be held on 12th December this year, and so will not be overlapping our Christmas Party as suspected. Bev attended the show on 9th September and will hopefully provide us a spot in the show.

**Property NSW - Christmas at Darling Harbour and The Rocks**

We received an enquiry via the website on 21st August asking our availability for participating in performances in Darling Harbour and The Rocks on the following dates:

• Darling Harbour 14th – 24th Dec 6-9pm Mon – Fri 2-5pm Sat & Sun 6-9pm Sat & Sun

• The Rocks 7th – 24th Dec 6-9pm Mon – Fri 2-5pm Sat & Sun 6-9pm Sat & Sun

They have requested our availability, pricing, and set list. Would we be interested in expressing our interest in this event – Yes! If it is a yearly event it may be a good idea to participate this year, as next year we will not be able to participate in the City of Sydney Choirs in the City programme.

**Parramatta Christmas & Australia Day**

Communication and correspondence with Parramatta has been kicked off. Awaiting confirmation of primary contacts for their events this year as there has been some movement.

**Makeup**

Madee and Kate are looking at replacing the chorus makeup as most items are no longer available. May be able to source whilst in USA, new range being sold through Target USA.

New chorus lipstick – Rimmel All Day Lipstick #500 Kiss Me You Fool (available everywhere and less than $20). Vicki has emailed chorus with details to purchase.

**MARKETING**

Kate is organising a photo session Monday 10.30am at either Sydney Reptile Park (Gosford) or Featherdale Wildlife Park. Will be emailing the chorus to ask for members to attend to be photographed and videoed for our package.

Need to link our Instagram account

Meetup – will we continue? Annual subscription is due soon, decision to be left until after SL.

Kate has purchased 3 City of Sydney photos – will be used in Groupanizer and for PR. Need to replace a few out of date photos on our web site.

6. **RATIFICATIONS BY EMAIL**

23.08.18 Continue with Term Deposit Rollover for 24 months (D Martin)

7.09.18 Purchase of USB for competition (V Dwyer)

7. **GENERAL AND OTHER BUSINESS**

St Louis Bound – Need to remind those going about holds placed on credit and debit cards

Numbers are being sent to River Blenders for catering for Sat night dinner at approx. $20US pp. (CKC has now been charged – members have been emailed and asked to reimburse @$28 per head.)

Transport still being organised from the RB concert Sat night to Marriott

CKC to perform our HC package on both Sat 13 and Sun 14 Oct at the two performances.

SAA support event will be 4.30pm Monday 15 Oct at Hotel venue

Hotel Breakfast Tues 16 Oct – Di has requested that the menu be varied to include more vegetables and less berries.

Cheryl Benson has sourced a dinner location for Wed 17 $35pp for a 2/3 course dinner

River Blenders have asked CKC to join for a final night party Sat 20 Oct – small cover charge with a cash bar. CKC to pay for our member’s cover charge.

Susan Kelly drafting our CKC brief for the contest

Carol Lutz sorting the shirt orders – need to place individual order by Sep 10 (for apparel with CKC member names on back, delivery will be in St Louis). Carol also doing Tshirts for the trip – members to buy own shirt and bring to next week’s rehearsal with $6 to cover costs.

Maria and Jenny organising the books

Diane to confirm what Internet arrangements are available. No free internet in the Dome, access in hotel room will be $15US per day.

8. MEETING CLOSED AT 9.30PM

9. NEXT MEETING: 7.30pm Thursday, 15 November 2018 at Di’s house