**MINUTES OF CKC MANAGEMENT TEAM MEETING**

THURSDAY, 16 AUGUST 2018 AT 7.45PM

1. **ATTENDANCE**

Team Co-ordinator Diane Jenkins

 Treasurer Deborah Martin

 Membership Jen Senior

 PR/Marketing Kate Hawkins

 Performance Madee Di Vito

 Secretary Sue Gray

 Team Members Pippa Anderson

 Susan Kelly

 APOLOGIES: Vicki Dwyer

2. **Resolution**: Minutes of previous meeting 12 July 2018 ratified

 Moved:Jen Senior

 Seconded: Kate Hawkins

**3. BUSINESS ARISING AND ACTIONING**

Current Business arising and actioning relate to either the upcoming show or Harmony Classic – have left these in the Performance section for continuity and clarity.

4**. CORRESPONDENCE IN & OUT**

IN Email from St Mary’s Cathedral following request from Madee to be included in their Lights of Christmas Performances (6-24 Dec). Have asked for prices and availability. Kate to check with other choruses as to what they charge.

 Club Grants Guidelines and Grants Workshop. Alison Anderson attended and has passed on the process guidelines. Need to find a replacement for Karen Tucker to handle the Grant application process (post St Louis)

Letter from Bunnings re the success of our cake stall.

 OUT Deborah has contacted APRA re the Performance Licence for the Show in Sep. Kate to provide her contact details to ensure we get charged a minimal amount.

**REPORTS**

**FINANCE**

Finance report accepted by: Jen Senior

Seconded: Madee Di Vito

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| --- | --- | --- |
| **TREASURERS'S REPORT FOR JULY 18** |   |   |
| Opening balance all accounts |  | **$63,857.47** |
|   |  |   |
| **Receipts :** |  |   |
| Misc fundraising | $5,598.28 |   |
| Sausage sizzle  |  $0 |   |
| Harmony Classic 2018 | $0 |   |
| Member Fees | $1,945.00 |   |
| Costumes and badges | $106.90 |   |
| Misc Income | $231.32 | **$7,881.50** |
|   |  |   |
| **Expenses :** |  |   |
| Fund raising event expenditure | $649.00 |   |
| Harmony Classic | $0 |   |
| Misc expenses | $89.00 |   |
| Operating expenses | $2,798.84 |   |
| Staff expenses | $1,911.00 | **$5,447.84** |
|   |  |   |
| **Closing balance** |  | **$66,291.13** |
|   |  |   |
| **Account balances 31 May 2018** |  |   |
| Westpac Community Solution balance | $15,265.68 |   |
| Westpac Business Maxi Balance | $13,940.21 |   |
| Westpac Term Deposit 2 balance | $37,085.24 | **$66,294.13** |

Income: $7,881.50 ($1,080 from the cake stall, $2406.83 trivia night, $2,111.45 HC registrations)

 Fundraising budget for 2018 already exceeded for 2018.

Expenses: $5,447.84 (Director $1,842; Room Hire $1,460; Trivia Expenses $649; Coaches

 Fares $743.64; Costumes $443)

Budget vs Actual: Bank accounts have been juggled to cover HC expenses in advance of

 Member’s reimbursement. All fees have now been repaid.

 Have invested $11,000 in coaching YTD

Bank accounts: Have transferred $14,500 in May from Business Maxi account to Community

 Solutions account to pay for Convention Registrations. Now this has

 been repaid, proposed to transfer $10,000 back leaving $5,000 in the

 operating account to cover ongoing expenses.

Outstanding Payments from members: Six members still to pay for HC shirts, Deb to chase (and

 then engage Madee’s cousins……)

**MUSIC TEAM (no report)**

**MEMBERSHIP**

 Membership stands at 51 members

 Attendance since last meeting averaged 47

Members Leave –

 Jesusa Helaratne - 11.4.18 to 19.12.18

 Yasi Wickremasinghe - 06.06.18 to 01.10.18

Violetta Owens requested leave from now until after HC to undertake training to ensure her continued employment.

 Emma Edwards is now a full member, Cathy Bartley has decided not to continue.

Proposal for a trophy in memory of Mary Owens proposed by Kate Hawkins – trophy 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.

**FUNDRAISING (no report)**

**PERFORMANCE**

Christmas Performances City of Sydney expressions of interest closed on Tuesday 14th of August, CKC registered for interest in performances on the following dates:

● Saturday 24 November, 6.30 - 9.30 pm

● Sunday 25 November, 6pm–8pm

● Monday 26 November, 6pm–8pm

● Monday 3 December, 6pm– 8pm

● Wednesday 5 December, 6pm–8pm

● Thursday 6 December, 6pm–8pm

● Friday 7 December, 6pm– 8pm

● Saturday 8 December, 6pm–8pm

● Sunday 9 December, 6pm–8pm

● Wednesday 12 December, 6pm–8pm

● Thursday 13 December, 6pm–8pm

● Friday 14 December, 6pm–8pm

● Saturday 15 December, 6pm–8pm

● Sunday 16 December, 6pm–8pm

● Thursday 20 December, 6pm–8pm

● Friday 21 December, 6pm–8pm

Discussions have been ongoing for a replacement performance for Kenthurst Christmas and we have reached out to The Lights of Christmas (St. Mary’s Cathedral) and the Bella Vista Farm Christmas Carols. Kate to check when we were notified last year with an invitation to perform – what was last year’s time frame?

Australia Day and Christmas performances @ Parramatta (Kate to provide contact details)

ACTION ITEM:​ The Lights of Christmas have requested that we provide our preferred dates between 6 - 24 December as well as a pricing guideline.

The Bella Vista Farm Carols have yet to respond. Could potentially be a conflict with our chorus Christmas party but we have Bev Jordan on the committee and a local audience in excess of 7K. Would probably be a freebie.

**MEET ME IN ST LOUIS SHOW**

Current ticket sales @ 200 (as at Monday 13 Aug)

Riser Transport: The riser transport subcommittee/task force investigated a number of options including, but not limited to: Marea’s husband’s van, Madee’s family friend’s truck, renting from nearby, etc. Ultimately the subcommittee/task force committed to use of Linda Vitali-Alchin’s Husband’s truck. Alison Anderson and Liz Perry Windhorst will continue to spearhead the campaign and runsheet for the day and have done an excellent job!

MC Gary will come to rehearsal on Sat 1 Sep (total cost including show is $1K)

Complimentary tickets to show to be provided to our Auditor – Kate to provide Deborah with email for RSVP.

Di to contact Steph for a suitable slot on the running sheet for the cheque presentation from SAA.

Di has also sent an invitation to the Governor of NSW for the show (not holding breath…)

Are we having a raffle at the show? Will be up to the fundraising committee.

**MARKETING**

Jess Helaratne has organised 2 radio interviews : “Taste of Italian Lifestyle” (Madee) and SBS Philippines hour (Lissa)

Photo and blurb sent to News Ltd for a possible inclusion in upcoming issues (Parramatta, Hills, Hornsby lifestyle mastheads). Anne Keating has continued to pursue other local papers and publications. Some success but some publications require payment for inclusion.

Organising press release for radio, Lissa to do short promo video

Family and Friends newsletter has been sent out.

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.

6. **RATIFICATIONS BY EMAIL**

29.07.18 Convention Final Night party Sat Oct 20 with River Blenders. CKC to pay for members - Cost approx. $200

7.08.18 Ratified Emma Edwards as a new member

7.08.18 Lynne Smith Chorus visit possibly April/May 19

7. **GENERAL AND OTHER BUSINESS**

* Decision to resume Chorus rehearsals after St Louis on Wed 7 Nov 18
* 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. Will get those attending to reimburse in due course.

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)

Maria and Jenny organising the books

* FRENZY to be at CKC rehearsal Wed 22 Aug – cost will be $500

**ON THE BACK BURNER (BUT NOT FORGOTTEN…) :**

* Mary Owens annual trophy for CKC member - to be revisited later in the year
* 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.
* 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.
* Need to find someone in the chorus to take on the grant application process for any future ventures (replace Karen Tucker).
* So who has our banners???

8. MEETING CLOSED AT 9.30PM

9. NEXT MEETING: 7.30pm Thursday, 13 September 2018 at Di’s house