**MINUTES OF CKC MANAGEMENT TEAM MEETING**

THURSDAY, 12 July 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 Pippa Anderson

APOLOGIES: Team Member – Susan Kelly

2. **Resolution**: Minutes of previous meeting 7 June 2018 ratified

Moved:Dianne Jenkins

Seconded: Jen Senior

**3. BUSINESS ARISING AND ACTIONING**

**DI** Welcome to Pippa Anderson as team member

Special thanks to Madee for the delicious cannoli

**DEBORAH** Public website is under review with the assiatnce of CKC team members (Carol Lutz and Marea Witt)

4. **CORRESPONDENCE** IN & OUT

. June Coaching sessions with Jana Gutenson & Lori Lyford

Request from River Blenders to host our own team breakfast in St Louis.

Regional Evaluation to be submitted by Kate

Copyright for “Sing” now complete

**REPORTS**

FINANCE

|  |  |  |
| --- | --- | --- |
| **TREASURERS'S REPORT FOR JUNE 2018** |  |  |
| Opening balance all accounts |  | **$66,467.62** |
|  |  |  |
| **Receipts :** |  |  |
| Misc fundraising | $3,430.40 |  |
| Sausage sizzle | $0 |  |
| Harmony Classic 2018 | $0 |  |
| Member Fees | $2,410.00 |  |
| Costumes and badges | $1,230.45 |  |
| Misc Income | $6.73 | **$7,077.58** |
|  |  |  |
| **Expenses :** |  |  |
| Fund raising event expenditure | $1,293.65 |  |
| Harmony Classic | $0 |  |
| Misc expenses | $1,612.35 |  |
| Operating expenses | $3,852.57 |  |
| Staff expenses | $2,929.16 | **$9,687.73** |
|  |  |  |
| **Closing balance** |  | **$63,857.47** |
|  |  |  |
| **Account balances 31 May 2018** |  |  |
| Westpac Community Solution balance | $12,838.12 |  |
| Westpac Business Maxi Balance | $13,934.11 |  |
| Westpac Term Deposit 2 balance | $37,085.24 | **$63,857.47** |

. All convention fees now been received from members, only a few outstanding costume payments left – Deb has set up a system so automatic reminder invoices will be generated for outstanding payments.

MUSIC TEAM

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

Have had several coaching sessions, notes being digested and reviewed.

MEMBERSHIP

. Membership stands at 50 members

. Attendance since last meeting averaged 46

. Members Leave –

Jesusa Helaratne 11.4.18 to 19.12.18

Yasi Wickremasinghe 06.06.18 to 01.10.18 (requested and accepted)

. Jen to contact Jess Heleratne for the return of her costumes and music, Rina Pinto has

returned all CKC property. Funds in escrow have been returned.

. Jen has now instigated a standard “resignation” document to be sent out detailing actions by both CKC and the resignee.

. Kath Ware ratified as a full CKC member.

. Cathy Bartley and Emma Edwards continue as probationary members

. 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.

. Next Generation Sweet Adelines blurb – may be of use during our next membership drive. Hills Women’s A Capella group could fund an a capella workshop

. Membership drive planned for Feb to April 2019 – 8 week course plus commitment to a weekend retreat. Chorus members to be educated about how to promote the course – Vicki will devise a plan for next year.

FUNDRAISING

. Recent fundraisers – Bunnings Cake Stall

. Upcoming fundraisers –

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, raffle at concert in Sep

Possible winery trip for next year

Cadbury chocolates as in previous years

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 – who will take over whilst we are in St Louis – Violetta?? Not Kenthurt this year, hopefully Bella Vista. Looking at Australia Day performance as in previous years.

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

Show name – “Meet Me In St Louis” – show is on the RSL website.

Budget based on 600 ticket sales = profit $11,500; 300 ticket sales = $3,800 profit.

No upfront expenses to venue

SH to provide 6 of their risers, bump in Sat am, out Sat night after concert.

Frenzy to be at rehearsal as a surprise

Need to find our Banners – who has these?

6. **RATIFICATIONS BY EMAIL**

7. **GENERAL AND OTHER BUSINESS**

. St Louis Bound – Breakfast on our competition morning at the hotel $30 US pp

Sat night with River Blenders will include dinner at approx. $20US pp

We have access to additional rehearsal riser time plus time after HC to review the scores.

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

River Blenders have asked CKC to join for a final night party – small cover charge with a cash bar.

Debarcle will be contestant #40 Wed night so need to make sure we are back in the house after dinner

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

Susan Kelly drafting our CKC brief for the contest

Carol Lutz sorting the shirt orders

Maria and Jenny organising the books

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.

8. MEETING CLOSED AT 9.45PM

9. NEXT MEETING: 7.30pm Thursday, 16 August 2018 at Di’s house