**MINUTES OF CKC MANAGEMENT TEAM MEETING**

THURSDAY, 15 NOVEMBER 2018 AT 7.54PM

1. **ATTENDANCE**

 Director Vicki Dwyer

 Team Co-ordinator Diane Jenkins

 Treasurer Deborah Martin

 Membership Jen Senior

 PR/Marketing Kate Hawkins

 Performance Madee Di Vito

 Team Members Pippa Anderson (via phone)

 APOLOGIES: Sue Gray

 Susan Kelly

**2.** **Resolution**: Minutes of previous meeting 13 September 2018 ratified

 Moved:Deborah Martin

 Seconded: Diane Jenkins

**3. BUSINESS ARISING AND ACTIONING**

DIANE Dates on hold with St Joseph’s for retreat 6 & 7th April (see general business item)

Hornsby RSL were contacted about possible booking dates for 2020 but don’t book dates that far out. Will remain as an agenda item until we get closer to 2020.

DEBORAH Linking Instagram to website was explored however Deborah needs the Instagram login details to be able to link them – will remain open at this stage.

MADEE (Per Kaitlyn) New chorus lipstick – Rimmel All Day Lipstick #500 Kiss Me You Fool worked great. Kaitlyn plans on pursuing Inglot in the new year for our new eye shadow. Would like to increase the makeup budget to $12 per eyeshadow pan (three colours per pan) as that to last at least another 24 months. Plan to create a new look and new tutorials including how to contour to assist in removing the “unblended” look.

KATE Meet up to stay active it is expensive to re-establish. Pippa Anderson has volunteered to assist with monitoring the platform.

Update of website photos to be held until Jan 19 – Kate and Deborah to await more photos from St Louis then update the data base together.

4**. CORRESPONDENCE IN & OUT**

IN Letter regarding our participation in Handel’s Messiah. Deb has advised their rehearsals are the same night as ours so we can’t participate.

 Linda Wareham re contributing to the Sydney Choral Festival as part of the Sydney Eisteddfod. Coastal, Northern and Endeavour are committed to contributing. Decision that as we are a smaller chorus there is a definite benefit in promoting Barbershop within the community. Last year we contributed $250, will do the same again this year. Di emailed Linda during the meeting to confirm our contribution.

 Mixed contest BHA will be 4th and 5th May – CKC will enter invitationals just for fun.

 OUT None

**5.** **RATIFICATIONS BY EMAIL**

No email ratifications in the past two months to report**.**

**6. REPORTS**

**FINANCE**

Finance report accepted by: Diane Jenkins

Seconded: Jen Senior

|  |  |  |
| --- | --- | --- |
| **TREASURERS'S REPORT FOR OCT 18** |   |   |
| Opening balance all accounts |  | **$74,580.43** |
|   |  |   |
| **Receipts :** |  |   |
| Misc fundraising | $168 |   |
| Donations  |  $12 |   |
| Interest | $11.03 |   |
| Member Fees | $1,360 |   |
| Costumes and badges | $53.50 |   |
| Misc Income | $18.50 | **$1,623.03** |
|   |  |   |
| **Expenses :** |  |   |
| Fund raising event expenditure | $247.00 |   |
| Harmony Classic | $0 |   |
| Misc expenses | $151.94 |   |
| Operating expenses | $4,079.96 |   |
| Staff expenses | $2,285.09 | **$4,398.77** |
|   |  |   |
| **Closing balance** |  | **$71,804.69** |
|   |  |   |
| **Account balances 31 OCT 2018** |  |   |
| Westpac Community Solution balance | $11,886.24 |   |
| Westpac Business Maxi Balance | $21,961.71 |   |
| Westpac Term Deposit 2 balance | $37,956.74 | **$71,804.69** |

Notes -

* + $1,623 in receipts, mostly from membership fees
	+ $4,398 in expenses, mostly for Harmony Classic, room hire and Director Honorarium
	+ Budget vs Actual, total funds $71,804 provisions $18,019 available funds $53,785
	+ Profit from show has helped our bottom line, Christmas performances will generate more income for us with not many expenses over the next couple of months.
	+ Funds transferred back from operating account to maxi Balance account.
	+ Still some outstanding payments from members for various HC items, Deb to chase.

**MUSIC TEAM**

Stephanie Wallbank still away so no music team meeting as yet.

New songs – ballad still undecided, up tune will be “Almost Like Being in Love”.

Music team will be planning new repertoire to make sense in context of preparing for a show in 2020, songs that are enjoyable for chorus yet still challenging and to contain a contest song to keep in practice.

Christmas songs – expectation is all songs for men’s show are passed (All I Want for Xmas, It’s Beginning to Look, Hark the Herald, Let There be Peace & Sing). However if people have already passed All I want for Xmas and It’s Beginning that’s OK but Hark the Herald and Peace must be redone to be able to sing on stage. Di sent email to members for clarity during the meeting.

**MEMBERSHIP**

Membership stands at 51 members. Average attendance at rehearsals 44 members.

Karen Totaro is taking 6 months leave from 23 Jan to 24 July 2019.

Violetta due back next week

Lesley Russell away until early December.

Members are still expected to continue with their membership payments even whilst on leave. If an absence exceeds 6 months, the member may be required to re audition when they return.

**Members’ Leave**

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

Betty Fuller 05/12/18 – 05/02/19

Karen Totaro 23/01/19 – 24/07/19

New name badges – Judith Bourne will place order (no cost to new members, $12 for replacement)

Discussion around name badge supplier – decision?

Sue (me) has volunteered to organize bejeweled sparkly name badges (that will not replace the official CKC name badge but will be a very dazzling addition to our jackets!). Will email members asking for those who want to purchase and do a bulk order to save on postage (although the US version of “bulk” is 60 items….).

Jessi has yet to receive her SAI card – Jen has followed up with SAI to fix.

Audit of membership in January to clean up data base and web site.

Two visitors from Wed 14 Nov. Susan really enjoyed the time and was advised she could visit as much as she would like before joining the membership drive next year. There is a $10 per week weekly fee for those who visit on a regular basis before joining the chorus.

**FUNDRAISING**

Bunnings BBQ profits $1449.75 (Sun 15 April) and $1734.03 (Sat 19 May)

Cake stall Sat 30 June profit $1000

Trivia profit $1,752.75

Hornsby show raffle $450

Miscellaneous sales & competitions throughout the year $726

No Christmas Raffle this year

Plans for 2019 – Hunter Valley Wine Tour in March, start/finish in Castle Hill. Approved by team to go ahead.

Trivia suggested for later in the year (July?) with Garry as a possible host (however current host is very good and cheaper @ $385).

Garage Sale – Lorraine has offered her house for a garage sale in September / October 2018

Bunnings have offered extra dates – have requested Sun 20 January 19, yet to be advised if we are successful in securing this date.

**PERFORMANCE**

**Christmas Voices @ the Independent**

• Supporting Sydney Harmony Sat

**Christmas in the City**

• Saturday 24th November @ Martin Place

**Choirs in the City**

• Sunday 25th November, Martin Place; and

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

**Christmas in the Hills**

• Wed 12th Dec @ Bella Vista (subsequently didn’t get the gig)

**Parramatta Council Australia Day**

Discussion around the change from stage to roaming - roaming is far longer and our billing should reflect this. Agreed to ask to see if there is an option to perform on stage as last year and if so negotiate options reflective of pricing.

**Carols 2019**

Discussion around affiliating with an RSL Club (Hornsby) to build rapport. Hornsby has a venue worth doing again, schedule a concert for 2020 (given that this year we had the pre contest hype). Vicki suggests the venue be used to test out smaller packages and ideas which would have audience appeal. Di to follow up with Hornsby RSL to find out how many of our concert tickets were sold to Hornsby RSL members and through the RSL as opposed to those sold by chorus members and friends.

**MARKETING**

Lorraine to feature on Hills Shire Blog

Enquiry from radio regarding our performance in USA – saving for membership drive.

7. **GENERAL AND OTHER BUSINESS**

* **Mary Owens annual trophy** for a CKC member - Has been put on hold for further investigation and synthesis of idea and merit of the award.
* **2019 Sydney Eisteddfod prize sponsorship**: Linda Wareham has contacted us regarding contributing to the Sydney Choral Festival as part of the Sydney Eisteddfod. Coastal, Northern and Endeavour are committed to contributing. Decision that as we are a smaller chorus there is a definite benefit in promoting Barbershop within the community. Last year we contributed $250, will do the same again this year. Di emailed Linda during the meeting to confirm our contribution.
* **Harmony Classic Medals** for those that didn’t go to St Louis will cost approx. $5USD each. Only those members who were not on leave, had passed all the relevant risers and performed at the Hornsby Show will be eligible to be issued with one. Proposed that if a non-contest performer who is issued with this medal leaves the chorus within 12 months of being issued the medal, it must be returned to the chorus. Agreed that membership will monitor this and ask for it to be returned with any CKC costumes. Two members were on leave at the time (Yasi and Violetta) and are thus ineligible to receive the medal.
* **AGM** – date suggested as Wed 17th April 2019 (Wed prior to Easter) so that hopefully most people will be able to attend.
* **2019 Membership drive** planned to commence 13 Feb 2019 and conclude with the Retreat 6th & 7th April 2019 with overnight stay at St Josephs (some will need to share rooms). Will be an 8 week course plus commitment to attend a weekend retreat. Cost estimated at $80 plus retreat costs with the Sunday being a family and friends with quarteting to be included in the program. Songs to be Almost Like Being in Love; All The Things You Are; and the new as yet unnamed Ballad. Kate to assemble a task force of 5 or so members to assist with the membership drive - asking Jen Kumar to assist with graphics, along with Kath Ware. Title and theme yet to be determined.
* Secret Management business (please explain!!) I can only assume this is the skit??

8. MEETING CLOSED AT 10.06PM

9. NEXT MEETING: 7.30pm Thursday, 13th December 2018 at Di’s with whatever you need for

 the skit.