**MINUTES OF CKC MANAGEMENT TEAM MEETING**

THURSDAY, 13 DECEMBER 2018 AT 8.00 PM

1. **ATTENDANCE**

Director Vicki Dwyer

Team Co-ordinator Diane Jenkins

Treasurer Deborah Martin

Secretary Sue Gray

Membership Jen Senior

PR/Marketing Kate Hawkins

Performance Madee Di Vito

Team Members Pippa Anderson

Susan Kelly

APOLOGIES: None

**2.** **Resolution**: Minutes of previous meeting 15 November 2018 ratified

Moved:Deborah Martin

Seconded: Kate Hawkins

**3. BUSINESS ARISING AND ACTIONING**

DIANE St Joseph’s for retreat 6 & 7th April – dates confirmed

AGM – date confirmed for Wed 17 April 2019

No data available from Hornsby RSL regarding how many tickets were purchased by non chorus members.

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. Tied to Kate’s account, will have a look at it in January.

Deborah to chase all outstanding money owed to chorus from St Louis events. All expenses to be claimed and all completed by year end.

Deborah ordering 7 additional Harmony Classic medals for Doris, Karen Tucker, Kumi, Jen Kumar, Emma, Jessi, Kath W. Violetta and Yasi not eligible as were on leave and did not perform in Hornsby concert.

JEN Name badges – price to be confirmed from Patrice Badges (per Judith Bourne)

SUE Will email Chorus re the sparkly name badges and do a bulk order in Feb.

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

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 Lea Baker regarding 30th Annual Regional Scholarship suited to Chorus choreographer. Heather Will has been approached regarding seeking selection but may not apply due to personal circumstances.

SAI regarding International board nominees and results.

Sound engineers who came to last rehearsal to record (as part of their curriculum requirements) – Deborah provided details and directions of rehearsal venue.

Ryde Eistedfodd – dates TBA (probably July).

OUT None

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

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

**6. REPORTS**

**FINANCE**

Finance report accepted by: Madee Di Vito

Seconded: Pippa Anderson

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| --- | --- | --- |
| **TREASURERS'S REPORT FOR NOV 18** |  |  |
| Opening balance all accounts |  | **$71,804.69** |
|  |  |  |
| **Receipts :** |  |  |
| Misc fundraising | $ 108.00 |  |
| Donations | $ 21.35 |  |
| Interest | $ 8.78 |  |
| Member Fees | $1,910.00 |  |
| Costumes and badges | $ 125.00 |  |
| Misc Income | $ 30.13 | **$2,173.13** |
|  |  |  |
| **Expenses :** |  |  |
| Fund raising event expenditure | $ |  |
| Harmony Classic | $ |  |
| Misc expenses | $ 140.00 |  |
| Operating expenses | $1,275.04 |  |
| Staff expenses | $1,815.03 | **$3,230.07** |
|  |  |  |
| **Closing balance** |  | **$70,747.75** |
|  |  |  |
| **Account balances 31 OCT 2018** |  |  |
| Westpac Community Solution balance | $10,821.36 |  |
| Westpac Business Maxi Balance | $21,969.65 |  |
| Westpac Term Deposit 2 balance | $37,956.74 | **$70,747.75** |

Notes -

* + $2,173.13 income (mostly membership fees)
  + $3,230.07 in expenses ( Vicki’s accommodation for HC & Director Honorarium)
  + Budget vs Actual : estimated loss over year $3,800 which is what was budgeted for, we’ve had a few coaches through the year plus the $5K grant from SAA.
  + New Financial year – need to prepare 2019 budget (Deb to draft for Jan meeting). Has asked for details of any major new expenses or fundraising initiatives so that they can be included.

**MUSIC TEAM**

New songs – ballad “I Wish You Love”, 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.

**MEMBERSHIP**

Membership stands at 51 members. Average attendance at rehearsals 42 members.

**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

Jessi has received her SAI card!

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

**FUNDRAISING**

No report

**PERFORMANCE**

**Parramatta Council Australia Day**

No details provided as yet. Have been asked to roam from 6am to 9am and then backup for the Citizenship ceremony (singing I Am Australian instead of National Anthem?). Original fee was $1000 without the Citizenship Ceremony, (fee for attending will be $500) will not be paid anymore for doing the Ceremony so Madee will go back and say we can do both assuming we can do the roaming from 9 to 10am (for the stated $1000) and then go the Citizenship ceremony (for an additional $500).

**MUSIC**

“I Wish You Love” to be the new ballad. Vicki organising the music.

**MARKETING**

Kate is organising for Lissa to be at the Christmas Party early to record our members and why they found CKC, what motivated them to join and what they love about CKC. Will use this as part of our membership drive. Kate is also going to organise talking points for CKC members for the 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 Membership drive** planned to commence 13 Feb 2019 and conclude with the Retreat 6th & 7th April 2019 with overnight stay at St Josephs. 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. Vicki is organising the handouts and weekly programme, plus will do the songs and learning tracks. Kate will get emails of previous attendees to see if they would like to come back. Will there be an audition process? If so, could this be done before the course starts?

8. MEETING CLOSED AT 9.25PM

9. NEXT MEETING: 7.30pm Thursday, 14th February 2019 at Di’s with Valentine’s Day

contributions…...