

**AGENDA MANAGEMENT TEAM MEETING THURSDAY, 11 July  
2019 AT 7.30PM**

**1. ATTENDANCE**

Director	Vicki Dwyer
Team Co-ordinator	Carol Lutz
Treasurer	Sue Gray
Membership	Jen Senior
Performance/PR	Kate Hawkins
Performance	Sharon Sullivan
Secretary	Pippa Anderson
Team Member	Susan Kelly
	Di Jenkins

APOLOGIES: Nil

**2. Resolution:** Minutes of previous meeting 30 May 2019 to be ratified

Moved: Sharon Sullivan

Seconded: Jen Senior

**3. BUSINESS ARISING AND ACTIONS – Previous Meeting**

- Coastal A Capella request for use of risers at their 2020 retreat at St Josephs – decided on \$50.00 fee.
- CKC banner can only be used at non-chorus events if permission is sought and given
- Bling transfers have arrived. \$5.00 per set. Stored in costumes room.
- Jo Oosterhof's visit has been put off for the time being as timing doesn't suit chorus schedule

**4. CORRESPONDENCE**

IN

- Ann Downton coaching weekend will be held on the first weekend in November. She will be with us Friday to Monday nights (quartets Monday night). Sharing with Perth Harmony.
- SHC concert Hornsby RSL 10 August.
- Membership cards for Frances Pegrem and Sue R.

OUT

- Ann Downton
- Perth Harmony

## 5. RATIFICATIONS BY EMAIL

- Arpy's registration ratified, registered by Jen Senior
- Committees – confirmation of chairs – Di Jenkins

## 6. REPORTS

### FINANCE

- Finance Reports –
  - See report in email
  - \$500 profit from No More Plastic
  - Sue is looking for a new system. MYOB suggested – discount for not-for-profit organisation? Sue to research other options as well.
  - Carol to get Westpac number
  - Vicki to be paid for previous month. Sue to remediate.

Moved: Kate Hawkins

Seconded: Di Jenkins

### MUSIC TEAM

- Due to illness no meeting was held in June, mini meetings held.
- Steph Wallbank is helping new members to get up-to-date for concert.
- Section rehearsals are happening.
- Visit from Jo Oosterhof is hard to fit in. First weekend April 2020? Could be used as a dress rehearsal for convention. Possible to get someone else if Jo is not available?
- Heather's wedding – rehearsal out of rehearsal times.

### MEMBERSHIP

- Kumi has resigned
- Karen Totaro has resigned
- Arpy is now registered with SAI
- Needs to be a more definite process regarding the return of costumes when members resign. Kath Ware to be responsible.
- Pro forma letter to be created which outlines process when a member announces resignation. Copy to Vicki.
- Membership committee agreed to help new members prepare for concert. Jen S. to help Marea with Candace. Vicki suggested that Liz P.-W. be informed of Candace's support.
- Trying to keep new members de-stressed. They are to be told that combined songs are not as important in getting risers done.
- Since email to members, more use of *absence@* as well as improved response to notifications.
- Rina and Judith have frequent absence due to illness.

### FUNDRAISING

- Report from Lyn – reminder needs to be sent.
- \$1220 from Trybooking for the Trivia Night. Expenses - \$350 for hire of Southern Cross Room and \$350 for MC.

## MARKETING/ PR

- Kate to select committee – Lissa, Jen Kumar, Ann Keating
- Chorus competition – chorus costume re- brand new logo and slogan.
- *I am Woman* video clip – venue? Blues Point Rd reserve – no permit is required for groups under 60.
- World Singing Day – St Aloysius College? Ferry?
- Do both on 19 October – CKC morning, WSD afternoon. Picnic day?

## PERFORMANCE

- City of Sydney is very keen to have us back for Christmas gigs. 3 dates, invoiced and half payment received already. Change of format.
- Focus on Australia Day
- No need for more Christmas events.

## COSTUMES AND MAKE-UP

- Vicki gets final decision
- Shoes – Vicki looking for new ones. Perhaps rocket dance sneaker or jazz slip-on
- Hobart convention – teal costume with new make-up
- Colours for travel top to replace polo shirt, tunic top. Colours teal to purple (jeurvwel colours?) to be scattered amongst the chorus.
- Costume committee to run survey of what members have.
- New make-up – eye shadow, bronzer

## 7. GENERAL AND OTHER BUSINESS

- Mary Owens Trophy – decision not to use at the moment. Is it feasible as it is?
- Hornsby RSL to be revisited late 2019
- Permission to be sought for CKC name to be used in non-chorus events. No banner to be used. Needs to come through marketing and PR. Can't just put articles in media without permission.
- "Application for chorus participation" form to be created? Event to be described, singing/non-singing programme, when, who (whole chorus or representative/s), including Bunch of Keys events. Carol to try to organise form. Ground rules needed.
- Ann Keating – baby shower for Linda – special supper after rehearsal; bridal shower for Heather – can't leave rehearsal to set up. Needs to be ratified.
- Risers – to be put away by different allocated group each week – use riser numbers
- Request to get risers steam-cleaned. No – carpet is glued on, made of wood. Can be vacuumed. Maintenance needed?
- Overseas training for director? In contract that director attends overseas training every second year. Vicki would like to attend next year 2020.
- Other chorus leaders to education events?
- August A Capella at Parramatta RSL – chorus members should be going, another avenue of receiving education as well as mingle with others in the region. 24-25 August.
- Reminder to chorus – responses for show needed so that riser placements can be confirmed.

Meeting closed 9:55pm

Next meeting 15 August 2019

8. MEETING CLOSED AT

9. NEXT MEETING: