

**MINUTES MANAGEMENT TEAM MEETING**  
THURSDAY, 12 September 2019 AT 7.55PM

**1. ATTENDANCE**

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

APOLOGIES: Vicki Dwyer, Susan Kelly

**2. Resolution:** Minutes of previous meeting 15 August 2019 to be ratified

Moved: Jen Senior

Seconded: Sharon Sullivan

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

- participation form – update still to come
- decision to not buy \$US – exchange rate too low

**4. CORRESPONDENCE**

IN

- Resignation from Management Team – Kate Hawkins
- Accommodation offer for Wrest Point Hotel during 2020 convention in Hobart

OUT

- Confirmation of accepting Wrest Point rooms offer – Wednesday to Sunday

**5. RATIFICATIONS BY EMAIL**

- Nil
- Kate's resignation to be ratified. She has asked for 6 weeks' leave from chorus. Resignation from Management Team accepted.

## 6. REPORTS

### FINANCE

. Finance Reports – see email attachments.

- Carol and Pippa to go to Baulkham Hills Westpac to do signatures.
- Sue G. has asked D. Martin to be an administrator until everyone else has signed in. Will add more committee members, Di is already a signatory. Sue to provide a document next meeting.
- Suggestion by Sharon that members pay by direct debit/transfer – online banking. 6 months to phase in, phase out cash and cheques. Prospective members can pay by cash.
- \$70,000 in working account.
- Carol to explain Angel Fund in SCB – donations and applications

Moved: Di Jenkins

Seconded: Carol Lutz

### MUSIC TEAM

Presented by Di Jenkins

- Meeting held 6 September
- Christmas songs – section leaders are happy with chorus attitude towards live risers. New members to do recorded risers, everyone to do risers for wedding songs.
- New risers will need to be done by everyone on competition songs after Ann Downton visit in November, once changes have been cemented.
- Attendance prior to convention – 6 weeks compulsory. Performance ready risers will need to be completed by that point. Easter week will be taken into consideration for those going away. Attendance at last 2 rehearsals before convention are mandatory. Attendance at workshops prior to convention are compulsory for those members wanting to compete.
- Region is bringing out performance director. Vicki and Lea Baker are interested in combining for a workshop with him in mid-January after directors' school. Only a possibility at this stage.
- Looking at lesser commitment on Australia Day in Parramatta.
- Di to look at workshop date on a Saturday in April 2020 as preparation for convention. Probably 4<sup>th</sup> or 18<sup>th</sup>.
- Show 2020. Music Team very excited about the concept. Lots of ideas being thrown around. 29 August still ok. Vicki is keen to invite selected members onto a creative team as soon as possible.
- Decision to go back to the old way of auditioning for prospective members – SAI songs.
- Di suggested sectionals once a month.

## MEMBERSHIP

Membership stands at 58 members.

Attendance at rehearsals since our last meeting has averaged 49 members.

### Members' Leave

Linda Vitali-Alchin	14/08/19 – 31/10/19
Kate Hawkins	11/09/19 – 16/10/19
Alison Anderson	28/09/19 – 18/09/19
Jane Masters	02/09/19 – 15/09/19
Lyn Howells	04/09/19 – 30/10/19
Cheryl Benson	12/09/19 – 04/10/19
Vicki Dwyer	18/09/19 – 25/09.19
Arpy Iskikian	23/09/19 – 09/10/19
Heather Will	25/09/19 – 30/10/19
Miryam Baeza	30/09/19 – 17/10/19
Frances Gurto	01/10/19 – 06/11/19
Rina Pinto	01/10/19 – 31/10/19
Vicki Dwyer	20/11/19 – 03/12/19
Miryam Baeza	22/11/19 – 13/12/19
Doris Ward	17/06/20 – 16/07/20

Lissa Lao tendered her resignation on 26<sup>th</sup> August. She has returned her costumes and 'Change the World' music. She is hopeful of returning next year some time.

Elizabeth Wojtczak found us online and has joined the basses as a prospective member. When Jessica Skoog returns, she will be offered the opportunity to also become a prospective member. The audition process has reverted to the original learning of 2 SAI songs before progressing to the competition pieces.

There are 9 members due to receive longevity pins next year between March and December. With Management Team's approval, I was thinking that the 3 that are due before International next year be ordered online together to save postage costs then the other 6 could be purchased at convention next year if any of our members attend. I purchased this year's in St Louis last year. If no one is attending, I'll purchase all together later next year online. Any other suggestions welcomed.

Jennifer Senior  
Membership Chair

- Jen to send card and flowers to Kate when she returns to the risers as a way of thanking her for her efforts over the years on Management Team.
- Longevity pins to be ordered when needed.

## FUNDRAISING REPORT

12 September 2019

The Fundraising Committee has been working hard to raise funds for Chorus over the past 4 months with a variety of activities and events which the members of Chorus have supported. Please find below a breakdown of funds raised so far:

Bunnings cake stall April 11th \$366.50

Easter egg raffle March/April \$300.00

Bunnings cake stall June 15th \$704.30

No More Plastic May/June \$500.00

Trivia Night July 13th \$1,385.65

Entertainment Books \$224.00

Funds raised to date: \$3479.80

We are always trying to find new ways of raising funds which do not demand too much of the members either financially or by way of encroaching on their time but as I'm sure you will appreciate, this is not easy. At this stage we have two events planned over the next few months: The Bunnings BBQ on 22nd September and a Giant Garage Sale on 16th November. Thanks to Lorraine Barlow's generosity the Garage Sale will be held at her house as on previous years and will therefore have no upfront costs involved. Both these events are in SCB's diary and will hopefully be well supported by the Chorus. I will contact the PR team and ask them to post information on our social media platforms to advertise the Garage Sale. I contacted Mission Valley Chorus regarding their Jingle Bells High Tea, as you are aware. It is a large event to organise and does require 100% support from the Chorus members to make table decorations, food and to help on the day. I have tentatively booked the Southern Cross Room at St Joseph's but we would require it for approximately 6 hours which will cost us \$297. This will demand a serious commitment from members to sell tickets, cook/prepare/serve the food, perform some Christmas carols and decorate the room. I haven't yet put this idea to the Chorus; I have written an email which I will send out asking whether they are happy to support this event and put the work into it to make it financially successful. In my absence I would like to thank all members of the Fundraising Committee and Chorus for organising and supporting the Bunnings BBQ on 22nd September.

Lyn Howells, Fundraising Chair

- Decision to put high tea on hold until 2020, garage sale to go ahead this year but not in 2020.
- In future, Fundraising Team to use event participation form for future events so that Management Team knows in advance.

## COSTUMES/MAKE-UP

- See Vicki's email regarding new costumes for new members. Kath Ware getting quotes – up to end of September to finalise quotes. Could ask dance costume dressmakers.
- Carol wants decision on eye make-up as soon as possible to allow time for orders, etc.

## MARKETING/PR

- No report
- Di has offered to pick up anything from Kate when needed at the end of the 6 weeks.

## PERFORMANCE

- Shirt sizes to be sent to City of Sydney 13 September for Christmas sing-outs.
- Credit note requested from City of Sydney for monies paid.
- Wanting more information about singalong night 30 November. Steph directing.
- Will only do Parramatta City Australia Day event if payment is worth it

## 7. GENERAL AND OTHER BUSINESS

- Survey results regarding concert 29/8/2020. 47 responses – 81% of chorus. Yes, 66% (31); No, 34% (16). Di asked if members should be informed of decision. Decided that as it was a decisive result, members should be informed. Vicki to be supported by management team and all members encouraged to be involved. Need to get concert moving ahead now. Carol to notify members.
- 2 emails received commenting on the time frame between convention and concert.
- PERLA event - Steph very happy to have. Ask Liam Dwyer to video *I Am Woman* for region. Combine the 2 events on Sunday 13 October. Sue G. to fill in event participation form. Fagan Park, Galston suggested as venue, check with Steph. Good sound system required so that chorus can hear soundtrack for singing along to. Carol to investigate.
- Need to encourage newer members with Christmas risers.

## 8. MEETING CLOSED AT 10:20pm.

## 9. NEXT MEETING: 24 October (maybe 17 October) 2019