

MINUTES OF CKC MANAGEMENT TEAM CHANGEOVER MEETING

THURSDAY 30 MAY AT 7:50PM

1. ATTENDANCE

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

APOLOGIES Kate Hawkins

2. **Resolution:** Minutes of previous meeting 11 April 2019 ratified

Moved: Di Jenkins
Seconded: Jen Senior

3. BUSINESS ARISING AND ACTIONING

DIANE Costume transfer completed by Kath Ware. Ribbons can be stored there, but not medals as the room cannot be locked.

DEBORAH Chorus payments are now almost completely up-to-date.
Escrow amounts need to be updated. Sue G. asked if currency fluctuations cause issues with our escrow payments – do we need to raise fees? At the moment, no. Suggested that those in arrears with Escrow payments pay \$10.00/month until caught up. Escrow is due on anniversary of membership, so everyone due at different times during the year.
Harmony Classic medals have arrived. To be handed out when Karen Tucker can attend rehearsal. Jen to contact Karen.

SUE G. Talked to Deb Griffiths and sparkly name badges. More information to come.
MeetUp subscription for another 12 months.
CKC bling transfers ordered by Kate. She has been reimbursed. Will sell at \$5.00/set.

4. CORRESPONDENCE IN AND OUT

IN Jo Oosterhof is our Regional rep visitor but timing of February 2020 is not right for us. Early November while she is in Sydney for Quartet Workshop would be preferable.

5. RATIFICATIONS BY EMAIL

New members have been ratified.

6. REPORTS

- DI Hornsby RSL booking for 2020 – email to be sent – prefer booking for late August
- FINANCE Deborah to stay onboard until Sue G. can log into Westpac. Signatories to be changed and finalized with the bank.
April expenditure high - \$4000 in, \$13000 out. 2 airfares, event expenses, regional and international dues.
Deb and Sue to follow up with Kate about workshop fees from Trybooking.
Di to sign off in preparation for auditor later in the year.
Carol and Pippa to get Westpac customer profile as signatories for cheques, etc.
Auditor needed – Di suggested an internal audit committee – Deborah to check on rules for this.

Moved: Jen Senior
Seconded: Di Jenkins

Committee thanked Deborah for her long-standing work in this role. Deborah thanked Sue G. for taking on the role.

MUSIC TEAM

Hasn't met since last meeting.
Getting new members and current members up to speed on new songs.
I Am Woman to be introduced.
Back up to speed on combined voices.
Steph to direct *Skyfall* at Sydney Harmony concert. Di yet to be allocated a song to direct.
Heather's wedding (27/9/19) to be treated like Star Chorus – personal responsibility to get up to speed. Decision not to charge as we don't charge chorus members.

MEMBERSHIP

11 new members from the membership drive
Karen Tucker has resigned.
Arpi (visitor) would like to join – has almost passed first song.
Carol reimbursed for CKC name badges. Jen Kumar has made certificates for graduates.
Jen Senior sent email to members regarding notification of absence on website or through email, and signing in.
Carol revised rules of etiquette regarding phones on the risers – for recording purposes only.

FUNDRAISING

Cake stall 15 June at Bunnings Castle Hill
No Plastic campaign by Alison Anderson
Trivia in July

MARKETING/PR

I Am Woman regional song video. Will be on CKC website by Wednesday. Video due to region by end of October.

PERFORMANCE

Our contact at Parramatta Council has moved on. Kate to find out new contact and if CKC will be used again.

City of Sydney and St Mary's to be approached regarding Christmas performances.

Bella Vista Christmas in the Hills good for publicity but prefer paid events at Christmas.

Sharon to check on Darling Harbour as a possibility.

Carol said there was a possibility of Premier's Dept Australia Day event.

7. GENERAL AND OTHER BUSINESS

Team members – 3 interested: Rachael Moessis. Susan Kelly, Di Jenkins. Di has been accepted. Rachael is on Music Team. Susan Kelly to be approached to help Sue G. with Finance if a Team Member. Only 2 members needed again this year. Carol to send emails.

Coastal A Capella wish to hire our risers for their retreat at St Josephs in March 2020.

Need to check if they have been charged in the past.

CKC banner damaged at Relay For Life by water drips, can no longer be used. New banner needed for regional video and Hornsby show. Outdoor banner also needed.

Suggested that new banner be bought after photo shoot. In future banners may not be taken and used without approval.

Next meeting 11 July at Sue Gray's house at 7:30pm.

Meeting closed at 9:50pm.