

Secret Chorus Business

Integrity ★ Commitment ★ Fun
Dare to be Different

THIS WEEKS REHEARSAL

This week's rehearsal will be in the **Chapel** at St Josephs.

- Arrival: 6.30pm onwards
- AGM starting at 7.30pm
- Rehearsal
- Supper
- Departure: 10.30pm – 11.00 pm

This week's rehearsal will also be shared on zoom for those who are unable to make rehearsal or prefer not to attend in person.

Join Zoom Meeting: <https://us02web.zoom.us/j/8345956112>

Please Note:

1. On arrival at St Josephs, sign in as usual at the front desk
2. Rehearsals will be in the Chapel and will take place without risers this week.
3. Masks are optional.
4. Please think of your chorus sisters and keeping them safe. We ask that you do not attend in person if:
 - a. You have tested positive for Covid within the last week
 - b. You are a close contact of someone with Covid
 - c. You are not well or have any symptoms, even if you have tested negative for Covid
5. If you are a casual contact with a covid case, should you attend rehearsal, we ask that you wear a mask.

Be aware that some members may feel more comfortable wearing a mask. Please respect their decision to do so without informing them that they "don't have to wear a mask anymore".

Rehearsal Notes:

We will be working on **Almost Like Being in Love**, and **I Wish You Love**

LET'S PARTY!

Come for the **singing**, stay for the **supper!!** Suppers after rehearsal are **back on the program**. Hope to see you **all there this week to celebrate**.

UPCOMING BIRTHDAYS

Jen Senior May 01
Carol Lutz June 04
Anne-Maree Magi June 06



Sue Gray
Karen Pike

June 15
June 22

REGIONAL COMPETITION FILMING

Costume for the contest video:

- Teal sequin top
- Black velvet pants
- New style chorus shoes preferred - though if you are not front row, you can wear alternate black shoes that make sense if you have difficulties wearing the chorus shoes
- Black knee high stockings
- Teal sequin earrings
- No watches, bangles, necklaces etc

Make up should be full stage makeup, **excluding** lashes, nail polish and heavy foundation. (we will have a make up demo/guide soon from Kaity and Courtney)

We will also be doing some publicity shots with the photographer and you will need the following costume:

- Black top of your choice
- Black skirt or pants that will go with your top (you may choose to wear the black velvet pants)
- Black shoes of your choice to go with your outfit
- Silver bling earrings and other jewellery as desired

Program:

- Arrive at 10am
 - Black outfit of your choice
 - Hair and Makeup done
- Publicity Photos
- Change to contest blue tops and velvet pants
- Vocal warmup
- Video
- Quartet videos (3 quartets competing)

Please try on your teal sequin top and velvet pants this coming week. If you have any issues with your costume or require a change of size for your top or pants, please speak to Kath Ware. **Kath will be at rehearsal from 7pm for the weeks leading up to 14 May.**



ANNUAL GENERAL MEETING 2022 – 27 April 2021

The AGM will be held on the 27th of April 2022 at St Josephs.

The slate for the 2022 AGM is:

2 YEAR TERM

- Team Co-Ordinator – Carol Lutz
- Finance Manager – Sue Gray
- Public Relations Co-Ordinator – no nominations received

The following members of the management team were elected for a two year term last year and will remain on the management team for a further 12 months.

- Secretary – Pippa Anderson
- Performance Co-Ordinator – Jane Masters
- Membership Chair – Anne Thompson

The management team can appoint up to 3 more ladies to join the team.

Annual reports are included in this SCB and available on the website at:

<https://circularkeys.org/node/12345> (or under Documents – Chorus Management – Annual General Meetings – AGM 2022).

Please note that not all reports are available at time of releasing SCB – these will be presented at the meeting.

CKC COMMITTEES 2022

Soon you will have the opportunity to volunteer on one of our many committees. So start thinking about where you believe you can help our chorus and bring your enthusiasm and team work. Committees to consider are:

- | | | |
|--------------------|----------------------|---------------|
| ❖ Finance | ❖ Music Librarian | ❖ Costume |
| ❖ Membership | ❖ Fund Raising | ❖ Makeup |
| ❖ Public Relations | ❖ Social | ❖ Web Team |
| ❖ Historian | ❖ Resource Librarian | ❖ Golden Keys |
| ❖ Hospitality | ❖ Wardrobe | |



A big shout of thanks to:

- Inese, Alison, Stephanie for organising the birthday celebration, flowers and cake for Vicki's birthday last week

STAR OF THE WEEK



Noticed one of our CKC members doing something fabulous lately? Why not recognize them with a nomination for the Star of the Week?

To nominate a member: Please email Anne Thompson (amthompson@live.com.au) with the member's name and short description as to why you would like to nominate them.

Region 34 Festival Adelaide

Friday 20 May – Sunday 22 May



Check out the latest information at:

<https://www.sweetadelines.org.au/R34-festival-2022/>

Circular Keys is not planning to attend the festival as a group – but you can go if you wish. There is an exciting programme of events, and it should be a fun weekend of singing and catching up with chorus members from around the region.

The 2022 Region 34 Festival Song is HAPPY TOGETHER - a fun, uplifting song which captures the sentiment of the 2022 Festival (Together Again!) perfectly.

Any member who registers to attend the festival, please contact me to obtain a hard copy of the sheet music. The Region will provide access to learning tracks for you with your registration confirmation.

CHORUS PAYMENTS

Please be advised that EFT should be used for your payments to chorus. Please contact Sue Gray if you need further details, or if you have an issue that prevents you from paying using EFT.

Make sure you include your relevant information in the reference field so Sue knows who the payment is from and what it is for.

CKC Bank Account Details for online payments:

Westpac Bank: BSB: 032170

Account Number: 273702

Account Name: Circular Keys Chorus Incorporated



MEMBER LEAVE

Are you planning on taking holidays or unable to attend rehearsal?
If so please email absence@circularkeys.org





Using this email address ensures the Musical Director, Membership and the Music Team are all notified at the same time.

Current member leave

Marea Witt	22/04 – 27/04/2022	Pippa Anderson	05/05 – 16/05/2022
Cheryl Wolfenden	04/05 – 26/05/2022		

DIARY DATES

2022	
Wednesday 27 th April	CKC Annual General Meeting
Thursday 28 th April	Management Team Meeting – 7.30pm – Sue Gray's House
Saturday 14 th May 	Recording for entry into Regional Contest – Ron Dyer Centre, North Sydney - full details tba
Saturday 21 st May 	Stand by date for recording for entry into Regional Contest – Ron Dyer Centre, North Sydney – full details tba

27 April 2022

Circular Keys
chorus

We are fundraising with
 **Entertainment**

CELEBRATE A MONTH OF MUM BECAUSE...
Every mum deserves more!

Get a **BONUS**
\$20 or \$40
eGift Card*



Support us, buy an
Entertainment Membership and get a
BONUS \$20 or \$40 eGift Card!*

SUPPORT US & BUY NOW

We are better together

Did you know **20% of your Membership purchase** price goes directly to our fundraising cause?
Show you care. Buy today!

SUPPORT US & BUY NOW

Order your memberships online to support Circular Keys Chorus:

<https://au.entdigital.net/orderbooks/21684e7>

CIRCULAR KEYS CHORUS
ANNUAL GENERAL MEETING

WEDNESDAY 27 APRIL 2022

AGENDA

1. Apologies
2. Minutes of the previous AGM, 21 April 2021

Motion: That the minutes of the AGM on April 21st 2021 be accepted as a true and proper record.

Moved by
Seconded by
Carried?

3. Matters arising from the minutes

4. Management Committee reports

- a) Music Director
- b) Team Coordinator
- c) Finance Manager
- d) Membership
- e) Public Relations
- f) Performance coordinator

Motion: That the Financial Reports for 2021 be accepted.

Moved by
Seconded by
Carried?

5. Election of Management Committee

2022 Slate

2 YEAR TERM

- a) Team Co-coordinator – Carol Lutz
- b) Finance Manager – Sue Gray
- c) Public Relations Co-coordinator – Candace Deller

6. Any other business?

7. Meeting closed

Team Coordinator Report 2021

2021 began with such optimism and hope that we would be rehearsing together on the risers and back to a sense of normality. When along came COVID and lockdowns to put an end to all that for periods during a second year seeing us returning to zoom rehearsals. Towards the end of the year it was wonderful to be able to return to face to face rehearsals for those members who felt comfortable to do so.

Throughout this time, even though it made things challenging, not even the pandemic could stop CKC from growing our skills, learning new songs and continuing to thrive. A big thank you to our Director, Vicki Dwyer, who works tirelessly to keep us all engaged and providing opportunities for us.

Your management team has continued to meet and work through the year, and I thank them all for their commitment, energy and support. It is great to know we can all count on those who step up on the management team to do their best in keeping the chorus running smoothly. This past year we had 4 members join the management team for the first time and it has been a pleasure to see them embrace their roles and actively participate in chorus business discussions. It has been an honour to work with such an enthused management team over the last 12 months.

There weren't many opportunities for a lot of our committees over the last year. However, things haven't quite stood still, and I would like to thank the chairs of the committees for continuing in their work this year. Here's to a year ahead where more opportunities arise for fundraising, social events, performances, makeup, hospitality and many magical memory making moments to be captured by our historians.

To each and every member, I also want to thank you for all you have done for CKC this year. Your continued caring, not only for the chorus, but for each other, does not go unnoticed, and in a time where lockdowns and life can get anyone down, it is heartwarming to know there is a wonderful support network in our membership. Your enthusiasm and commitment is what will lift us as we move towards competition and all the exciting things we hope to do throughout the rest of 2022.

2022 will be a year for us to make Circular Keys Chorus grow and shine – a chance to polish and perform our new repertoire and enjoy making beautiful music together. We will need to band together and support fundraising efforts to top up our COVID depleted funds. We will need to find ways to attract and retain new members to cover the costs we incur in running the chorus. With yet unknown performance opportunities, it is up to all of us to work together, plan and determine the future. I have no doubt, with such a great team, that we have a very bright future indeed.

Carol Lutz

Team Coordinator

CIRCULAR KEYS CHORUS

FINANCE REPORT FOR 2021

What a year. Even with the year we had last year I am pleased to report that we ended the year with a minimal operating loss if around \$1000. This is an excellent result given that we only had one Bunnings sausage sizzle and three performance opportunities, all whilst working with the standard chorus operating costs.

OVERVIEW :

Income \$30,590.10

Expenses \$9,422.60

Operating Expenses \$22,123.56

Net profit -\$956.06

INCOME :

Our major income from the year comes from our member fees which we have maintained at \$50 per month per full member. Associates remain at \$35 per month.

The Bunnings BBQ early last year, ably organized by Alison, made a net profit of \$992. Thankyou to everyone that helped on the day – somewhat challenging with increased CoVid requirements but also saw our first event using electronic payment form thanks to the Bunnings Stripe platform.

Thankyou to Courtney and the fund raising team for the Christmas Raffles – a bumper amount of raffle prizes. Thankyou to everyone who bought or sold the raffle tickets, that raised \$500.

Our three Christmas sing out with the City of Sydney paid us \$1950, and who would have thought those bells would be such a lucrative earner (\$272) – bless the little cherub who thought a \$50 note was a better option than a bell!

MEMBER EXPENSES :

SAA membership fees have remained at \$67 AUD per member for the year and the SAI fees at \$100 USD. As we have elected not to increase our CKC member fees, we have needed to invoice our members for the difference between what we have been holding in escrow for each member and what we have actually paid. The variances in the USD have not helped but thankfully been at the lower end of the scale of late. Thankyou to Sue Kelly who has issued these invoices each month and the prompt payment of our members. The invoicing from our new finance system has made this an easier process – thanks to Sue Kelly for managing this piece! Our members should be used to our CKC invoices by now and be aware that these are not part of a scam....

CKC OPERATING EXPENSES :

Our chorus operating expenses have maintained at the same level of previous years, we have been exceptionally lucky to have St Joseph's be so flexible in working with the various CoVid changes and accommodating our various rehearsal venue changes. They have not increased the rent for the room we use each week and have allowed us to use the outdoor porch at the beginning of the year (we were lucky it wasn't this year of a wet summer!)

Our music expenses this year have been for the purchase of three music songs for our Christmas repertoire (“Up On The House Top” and “Holly Jolly Christmas” and “Text Me Merry Christmas”) and two new songs for our concert repertoire (“All That Jazz” and “Don’t Rain our Parade”). We also had final production expenses for the fabulous “Something’s Coming” video that we launched late last year.

BALANCE SHEET :

No major change to our balance sheet items, although we are now in the last year of depreciation for our Teal Blue Costume Tops. We have maintained a healthy bank balance with a solid cash reserve available should we need to access funds for future development funds and chorus growth. Our major asset is the risers and these remain in good shape, as is our rehearsal technology. We may need to invest in further technology to assist our director should we have to return to Zoom rehearsals or to manage the split situations of meetings in person with those who have to isolate at home.

The Pay It Forward (Angel Fund) has received a few donations during the year, the balance is currently circa \$1160.

FUTURE CHALLENGES AND OPPORTUNITIES:

Hard to know where we are heading and what the future holds what with the current economic uncertainty and the world returning to some form of normalcy. We have recently invested in two new banners which will be used to advertise CKC in local rat runs and hopefully entice new members. No plans at

this stage for overseas coaches so it is assumed that our operating costs and expenses will remain similar to that of previous years.

Our set of accounts are currently being audited.

We are now in our third year of using Xero Accounting Software. A huge Thankyou to Sue Kelly for all her help in get this organized and also the ongoing administration (and following me up when I forget things – and teaching me accounting all over again!).

Members are welcome to contact me with any questions.

Sue Gray
Finance Manager

CIRCULAR KEYS CHORUS

STATEMENT OF INCOME AND EXPENSES FOR 2021

INCOME	\$		TOTAL
Member Fees		25,423.96	
Performance Fees		1,950.00	
Fundraising			
Bunnings BBQ	1,532.65		
Entertainment Books	426.00		
Xmas Raffles	500.50		
Xmas Bells Donations	272.70	2,731.85	
Donations	140.00	140.00	
Bank Interest		344.29	
			30,590.10
EXPENSES			
Member Association Fees :			
SAI Fees		5,683.46	

SAA Fees		3,149.00	
Fund Raising Expenses (BBQ)		540.14	
Doris Ward Flowers		50.00	9,422.60
GROSS PROFIT			21,167.50
Chorus Operating Expenses :			
Director Fees	8,800.00	8,800.00	
Director's SAI Membership	129.00	129.00	
SAI Longevity Pins	352.80	352.80	
St Joseph's Room Hire	3,780.00	3,780.00	
AON Insurances (Property & Liability)	1,017.76	1,017.76	
Subscriptions & Licences :			
Groupanizer Website (2 years)	1,105.92		
ANCA	95.00		
OneMusic	295.22		
CKC SAI Chapter Fees	82.35		
Zoom Subscription	92.36		
Xero Fees	603.00	2,273.85	
Music & Learning Tracks		1,296.93	
Depreciation		3,741.42	
Sundry Expenses			
Video Production (Something's Coming)	600.00		
Doris Ward SAI Membership	131.80	731.80	
TOTAL EXPENSES			22,123.56
NET PROFIT			-956.06

WESTPAC ACCOUNT BALANCES AS AT 31 DECEMBER 2021		
Business Cash Reserve	\$22,051.33	
Community Solutions One	\$22,426.48	
Term Deposit	\$37,956.74	
	\$82,434.55	

Profit and Loss

Circular Keys Chorus

For the year ended 31 December 2021

	2021	2020	2019
Trading Income			
Bank Interest Income	344.29	942.02	982.52
CKC Events Income	-	5,967.70	7,419.47
CKC Fund Raising Income	2,731.85	1,743.15	10,925.20
CKC Performance Fees	1,950.00	1,200.00	3,500.00
Donations Received	140.00	75.00	310.00
Fees Received - CKC	18,010.00	18,145.00	20,490.95
Fees Received - SAI - Sweet Adelines International	4,599.96	8,316.39	7,781.74
Fees Received - SWAA - Sweet Adelines Australia	2,814.00	3,484.00	3,819.00
Grants Received	-	1,000.00	-
Members - Reimbursement	1,028.50	4,732.00	730.75
Total Trading Income	31,618.60	45,605.26	55,959.63
Cost of Sales			
CKC Event related expenses	50.00	7,425.70	5,999.03
CKC Fund Raising Expenses	540.14	889.15	3,289.10
Fees Paid - SAI - Sweet Adelines International	5,683.46	8,653.02	6,836.32
Fees Paid - SWAA - Sweet Adelines Australia	3,149.00	3,618.00	3,819.00
Members reimbursable expenses	1,028.50	4,592.00	990.69
Total Cost of Sales	10,451.10	25,177.87	20,934.14
Gross Profit	21,167.50	20,427.39	35,025.49
Operating Expenses			
Costumes & Badges	352.80	-	2,566.42
Depreciation	3,741.42	5,737.73	4,437.15
Director Expenses	129.00	471.70	2,166.16
Director Honorarium	8,800.00	9,420.00	8,060.00
Donations to Others	-	-	200.00
Education Expenses	-	3,538.65	9,179.57
Grant Related Expenses	-	1,955.00	-
Insurance	1,017.76	1,017.76	1,028.21
Meeting Room Expense	3,780.00	1,120.00	6,820.00
Music expenses	1,296.93	426.75	1,045.31
Printing & Stationery	-	-	41.88
Subscriptions & Licences	2,273.85	1,963.01	468.87
Sundry Expenses	731.80	-	477.42
Total Operating Expenses	22,123.56	25,650.60	36,490.99
Net Profit	(956.06)	(5,223.21)	(1,465.50)

Balance Sheet

Circular Keys Chorus

As at 31 December 2021

	31 DEC 2021	31 DEC 2020	31 DEC 2019
Assets			
Bank			
Westpac Business Maxi	22,051.33	22,048.65	22,035.34
Westpac Community Solutions	22,426.48	14,068.10	19,292.52
Westpac Term Deposit	37,956.74	37,956.74	37,956.74
Total Bank	82,434.55	74,073.49	79,284.60
Current Assets			
Accounts Receivable	70.55	5,254.13	1,338.50
Total Current Assets	70.55	5,254.13	1,338.50
Fixed Assets			
Costumes	7,685.00	16,156.16	16,156.16
Equipment	25,065.00	25,065.00	25,065.00
Less Accumulated Depreciation on Costumes	(6,273.50)	(12,360.24)	(9,129.01)
Less Accumulated Depreciation on Equipment	(15,118.00)	(13,761.00)	(11,254.50)
Total Fixed Assets	11,358.50	15,099.92	20,837.65
Total Assets	93,863.60	94,427.54	101,460.75
Liabilities			
Current Liabilities			
Accounts Payable	1,655.65	25.00	655.00
Fees Received in Advance	1,550.00	-	-
Funds held in Trust	3,498.30	6,698.73	7,859.50
Total Current Liabilities	6,703.95	6,723.73	8,514.50
Non-current Liabilities			
Escrow Account	-	-	543.52
Pay it Forward Funds	1,161.91	750.01	225.72
Total Non-current Liabilities	1,161.91	750.01	769.24
Total Liabilities	7,865.86	7,473.74	9,283.74
Net Assets	85,997.74	86,953.80	92,177.01
Equity			
Current Year Earnings	(956.06)	(5,223.21)	(1,465.50)
Retained Earnings	86,953.80	92,177.01	93,642.51
Total Equity	85,997.74	86,953.80	92,177.01

MEMBERSHIP REPORT 2021
CIRCULAR KEYS CHORUS
ANNUAL GENERAL MEETING
27 APRIL 2022

Our membership stands at 42 full members.

We made it through another 12 months of ongoing restrictions and lockdowns, in-person and online rehearsals, and thankfully were able to resume in-person rehearsals again in the lead up to our Christmas performances in Martin Place in December 2021.

While the year continued to throw challenges at us, we remained optimistic and demonstrated what a resilient and tenacious group of women we are. Our Christmas performances were such a thrill for all participating members as we rediscovered the joy of singing together as an ensemble and performing in front of live audiences.

Being back on the risers for our coaching day with Jo Oosterhoff on 9 April also left all who attended happy, tired and motivated!

We were unable to hold a membership drive again in 2021 due to the combination of restrictions and lockdowns but intend to hold one this year.

Sadly, four members made the decision to resign during the past 12 months and we extend our thanks to them for everything that they achieved and contributed during their time with CKC.

The ongoing commitment of members to CKC continues with 4 longevity pins awarded. Vicki Dwyer and Stephanie Wallbank received their 25-year pins, and Alison Anderson received her 10-year pin. Barbara Morris has achieved an amazing 30 years and will be personally presented with her pin very soon.

This year, we have joint recipients of the Doris Ward Award. Alison Anderson and Jenny Do Rozario have been recognised for their ongoing support and commitment to CKC and its members. We are absolutely delighted that Alison and Jenny are our Sweet Adeline's of the Year.

On a happier note, a wonderful celebration was held to farewell Doris Ward. It was lovely to see so many former CKC members at the event and a huge thank you to everyone who put in so many hours of hard work to make it such a special and happy occasion.

And finally, we introduced Golden Keys. This a special new recognition for past members who have been a big part of Circular Keys Chorus and aims to:

- honour selected members and their contributions throughout their active membership years
- provide a way for them to belong to the CKC family and remain active, even though they do not feel they are able to commit to singing and performing at the level required
- enable current members to maintain friendships, which probably started as part of CKC, doing what we all love to do as part of the CKC family.

Thank you for giving me the opportunity to be a member of the management team this year.

Anne Thompson
Membership Chair

Performance Report 2021

Lockdowns and a ban on public singing due to the pandemic, meant that it was a rather quiet year, performance wise, for the chorus.

Without the ability to rehearse in person, let alone sing to an audience, for a large chunk of the year, I turned my attention to trying to build connections with local councils and kept an eye out for performance opportunities as we began to emerge from lockdown.

It was very exciting to sing for the City of Sydney, Choirs in the City Christmas program, as we have done on previous years. We were lucky to be invited to perform on four different evenings, which provided a much needed injection of cash to the chorus. We even scored bonus dollars from public donations, thanks to Linda's basket of bells. Thank you to all of the chorus members who worked hard to learn our new Christmas songs, as well as revising our current repertoire. I think you will all agree we put on a great performance.

I recently applied for a grant from the Blacktown Arts Fund. Successful applicants will be announced in August.

I feel optimistic that I shall be busier coordinating performances for the chorus in the year ahead.

Jane Masters

Performance Chair