

Secret Chorus Business

Integrity ★ Commitment ★ Fun
Dare to be Different

THIS WEEKS REHEARSAL

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

- Arrival: 6.30pm onwards
- Rehearsal starting at 7.30pm
- 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/85132896955>

Password: **080226**

Please Note:

1. On arrival at St Josephs, sign in as usual at the front desk
2. 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
3. If you are a casual contact with a covid case, should you attend rehearsal, we ask that you wear a mask.

Rehearsal Songs:

- And All That Jazz
- All The Things You Are
- I Will Survive
- Don't Rain on My Parade
- I Wish You Love



YOUR 2022 MANAGEMENT TEAM

- | | |
|---------------------------------|----------------|
| • Team Co-Ordinator | Carol Lutz |
| • Finance Manager | Sue Gray |
| • Secretary | Pippa Anderson |
| • Public Relations Co-Ordinator | Candace Deller |
| • Performance Co-Ordinator | Jane Masters |
| • Membership Chair | Anne Thompson |

The management team appointed the following members to join the team:

- Diane Jenkins
- Susan Kelly
- Marea Witt

COMMITTEES

There are a small number of committees that are critical to the running of CKC and these are where we will ask members to focus and assist to help run the chorus in some way:

- Hospitality
- Fundraising
- Social (now re-split from Hospitality)
- Coach Coordination/Hospitality (New Committee)
- Rehearsal Equipment (New Committee)

As I cannot be at rehearsal this week due to work commitments, anyone wishing to be on a committee that hasn't put their name down, please email me which committee you wish to be on and I will add you to the list. Next week I will be at rehearsal and will put the sheets out one more time.

A number of our other committees are not required all the time and will be convened as required.

The committees that we won't be calling for nominations for this year are:

- Historian – this will now fall under the PR/Marketing committee
- Membership/Friendship Team – this will be called for membership drives as required
- Finance – At the moment, Sue Gray and Susan Kelly do not require a committee to assist, especially with the move to Xero which has significantly streamlined the workload
- PR/Marketing – This will now be a core committee appointed by the Public Relations Co-Ordinator with additional volunteers as required
- Show/Props – This will be a committee appointed by the Director on an as required basis
- Costume – This will now be a committee appointed by the Costume Chair as required

About financing CKC activities.

The Management Team is responsible for approving all funds spent by CKC.

- All members are required to ask the Finance team to seek approval from the Management Team before purchasing or committing to purchase anything on CKC's behalf.
- Once the Finance team informs the member that the request has been approved, they will assist the member in determining the best way to process the payment – for example, the Finance team may be able to pay using electronic banking avoiding the need for a member to be out of pocket.
- If the request is not approved, then CKC will not fund the spend.
- Approved out of pocket expenses incurred by members can be reimbursed by filling out an EXPENSE REIMBURSEMENT CLAIM FORM and submitting it to the Finance Team.

(https://circularkeys.org/sites/circularkeys.org/files/legacy_files/CKCClaimform%20Updated.pdf)

The following lists the current responsibilities for the committees.

HOSPITALITY COMMITTEE DUTIES

- Organises a roster of volunteers for the provision of refreshments for Chorus rehearsals and other functions as requested by Management Team
- Maintains basic supplies of tea, coffee, sugar and provides milk
- Ensures that the kitchen is left clean, windows closed and supplies returned to the storage cupboard
- Cleaning out cupboards
- ~~Locking up after rehearsal~~
- Presents an annual budget for hospitality for approval to the Finance team
- Either asks the Finance Management for necessary funds in advance or submits an expense reimbursement claim form
- Reports to Management on the outcomes, including financial, of the hospitality activities prior to the AGM

FUND RAISING COMMITTEE DUTIES

- Plans fundraising activities
- Presents ideas to Management and to the Chorus for approval by 2/3 majority
- Carries out each project, recruiting assistance if required
- Presents a budget for approval to the Finance team before the fundraising event
- Either asks the Finance Management for necessary funds in advance or submits an expense reimbursement claim form
- Reports to Management on the outcomes, including financial, of the fundraising event
- Maintains a file of ideas, events and contacts for future reference

COACH COORDINATION / HOSPITALITY COMMITTEE DUTIES

- A new committee for ensuring our visiting coaches are well looked after.
- Ensuring our coaches have suitable accommodation/housing
- Transport to and from rehearsals, airport, housing (as required)
- Social activities for coaches around the coaching nights/days (if required)
- Purchasing a thank you gift for the Coach
- Catering (meals/lunches) for coaching days for both the Coach and our Director.
- Presents a budget for approval to the Finance team before the coaching
- Either asks the Finance Management for necessary funds in advance or submits an expense reimbursement claim form
- Reports to Management on the outcomes, including financial, of the coach hosting

SOCIAL COMMITTEE DUTIES

- Arranges social functions for members, their partners, families and friends as required
- Organises attendance at events held by other choruses or organisations
- Organises the annual Christmas party for the Chorus (in conjunction with Hospitality Committee)
- Maintains a file of suitable venues and ideas
- Presents a budget for approval to the Finance team before the social event
- Either asks the Finance Management for necessary funds in advance or submits an expense reimbursement claim form
- Reports to Management on the outcomes, including financial, of the event

REHEARSAL EQUIPMENT COMMITTEE DUTIES

- A new committee for organising the Tech for rehearsals (as needed)
- Speakers
- Laptop
- Music stand
- Microphone
- Batteries

GOLDEN KEYS

You can now find a nomination form for Golden Keys on the CKC website, under *Instructions* on the *Chorus Documentation* page.

<https://circularkeys.org/system/files/attachments/344/GoldenKeysApplicationForm2022.pdf>

The form includes instruction and information for the Golden Keys.

NEW SUGGESTION BOX

A number of our members will remember the suggestion box that we used to have in the kitchen.

As a replacement, we have now set up an email on the CKC site to replace this.

The email is suggestionbox@circularkeys.org

This email has been set up so that it is sent to me (Team Coordinator) only and as you can see in this screenshot, I do not know who sent the email unless you want to sign it.

All suggestions will be discussed by the management team and outcomes of the discussions will be included in SCB.

PLEASE UPDATE THE CHORUS WEBSITE

Please don't forget to logon to the website and update your attendance and song status on a regular basis. Your Music Team and Management Team work very hard behind the scenes and if you can assist by taking responsibility for always making sure your status is up-to-date this will certainly assist.

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



UPCOMING BIRTHDAYS

Marea Witt August 23
Pippa Anderson September 10
Kaye Kendall September 24



Susan Kelly
Liz Perry

September 28
October 04

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, Team Coordinator, Membership and the Music Team are all notified at the same time.

Current member leave

Karen Pike 08/06 - tbc Heather Baeza 29/06 – 30/09/22

LOCK UP ROSTER

Thank you to all the lovely ladies who volunteered for the lock up roster. If you are feeling left out, it's not too late to be included – just email me to let me know.

If you are not able to make it on the night, please arrange with someone else on the roster to swap weeks and let me know so I can update the roster.

I have started with the ladies from the hospitality team who are going to write down the list of duties for us.

DATE	NAME
Wed 17 August	Cathy Sugar
Wed 24 August	Kath Ware
Wed 31 August	Anne Thompson
Wed 7 September	Carol Lutz
Wed 14 September	Deb Martin
Wed 21 September	Rachael Moessis
Wed 28 September	Marea Witt
Wed 5 October	Amanda Lovegreen
Wed 12 October	Alison Anderson

DIARY DATES

2022	
Friday 2 nd September	Management Team Meeting – 7.30pm – Sue Gray's House
Wed 28 th September	REF Visit – Bec Hewitt