

# *Secret Chorus Business*

*Integrity ★ Commitment ★ Fun*  
*Dare to be Different*

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## **THIS WEEKS REHEARSAL - Week 4 of SING and SHINE**

**Please wear your name tag.**

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

- Arrival: 6.30pm onwards – need to be ready to Welcome people from 7pm
- 7pm – Welcome
- 7.30 – Rehearsal
  - Vocal Lesson 4 – Coordination
  - Section work
  - Audition Process Talk Through
- Supper
- Departure: 10.30pm – 11.00 pm

This week's rehearsal will also be shared on zoom for those who are unable 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:**

- I Will Survive (A minor)
- All The Things You Are (G major)

Keys to rehearse **Don't Rain On My Parade** during Audition Process Talk Through Session

## CALL FOR COACH HOST – 28<sup>th</sup> SEPTEMBER

We have our REF Visit with Bec Hewitt for Wednesday 28<sup>th</sup> September 2022. This is a call for someone to host Bec for the night. Please let Carol know if you are willing to assist.

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## 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
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## COMMITTEES

At the management team meeting last week we discussed the committee requirements for this year, prompted by an email from one of our treasured members.

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)

Volunteers for these committees will be called for after the Sing and Shine course.

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

The following lists the current responsibilities for the committees. Over the next week I will send out a member survey to gather your feelings on this change and some other questions we have 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

### **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
- Asks the Finance Management for necessary funds in advance and reports to Management on the outcomes, including financial, of the 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.

### **SOCIAL COMMITTEE DUTIES**

- Arranges social functions for members, their partners, families and friends as required
- Organises attendance at events held by other choruses or organizations
- Organises the annual Christmas party for the Chorus (in conjunction with Hospitality Committee)
- Maintains a file of suitable venues and ideas

## REHEARSAL EQUIPMENT COMMITTEE DUTIES

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

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## NEW SUGGESTION BOX

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

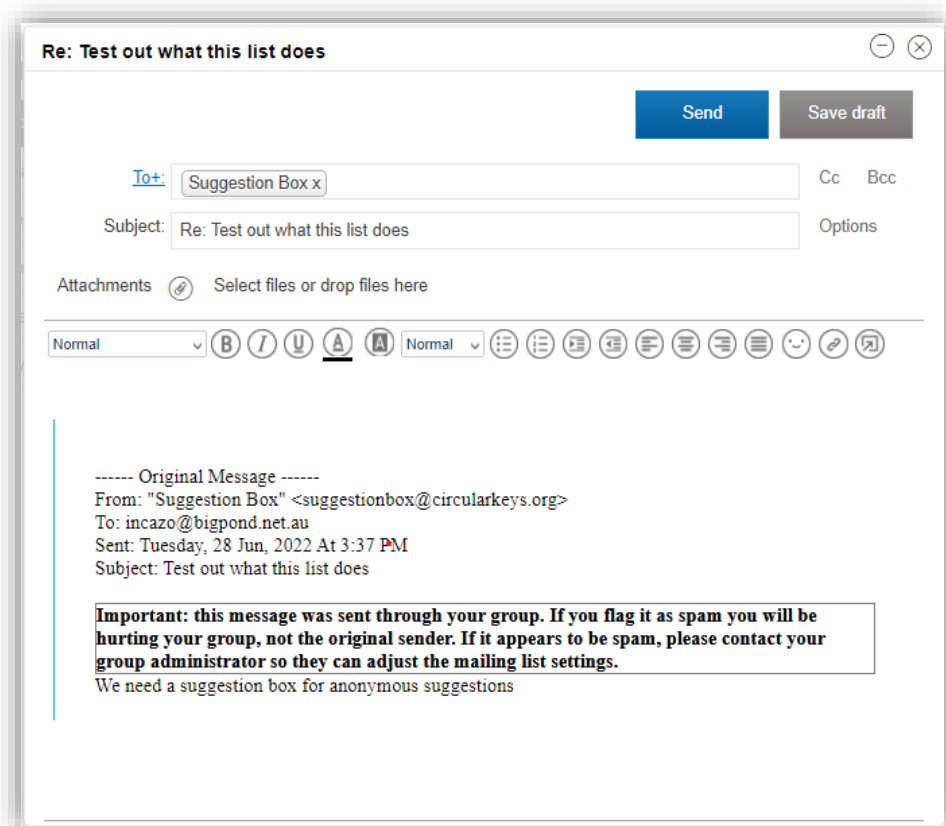
As a replacement, we have now set up an email on the CKC site to replace this.

The email is [suggestionbox@circularkeys.org](mailto: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.

Here is a sample email I sent to the email address (well I had to try it) and when I hit reply, I can only reply to the suggestion box.

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



## 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




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## 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 and is also included later in this SCB.

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## UPCOMING BIRTHDAYS

Cheryl Wolfenden July 08  
Inese Kamenyitzky July 21  
Dani Groeschel July 23



Diane Jenkins July 25  
Deborah Martin August 13

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## MEMBER LEAVE

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

Frances Gurto	01/06 – 13/07/2022	Dani Groeschel	29/06 – 19/07/22
Inese Kamenyitzky	15/07 – 22/07/22	Heather Baeza	29/06 – 30/09/22

## 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.

## SUPPER ROSTER

DATE	NAMES	HOSP TEAM
<b>JUNE</b>		
Wed 29 <sup>th</sup>	SING & SHINE COURSE SUPPER – Week 4 – BASS Section	Verne & Jenny D
<b>JULY</b>		
Wed 6 <sup>th</sup>	SING & SHINE COURSE SUPPER – Week 5 – LEAD Section	Liz PW & Alison
Wed 13 <sup>th</sup>	SING & SHINE COURSE SUPPER – Week 6 – TENOR & BARI	Cathy & Inese

## ABOUT OUR SING & SHINE SUPPERS

We will all have jobs to do over the coming weeks in order to make the nights go smoothly, but most importantly, we need to help our guests feel welcome at all times.

Rostered voice parts please -

- Bring food to share, ready to serve,
- Label your plate/container with your name.
- If you are free, help with set up and clean up to assist the Hosp Team.
- Take your plates/ containers home at the end of the night.

## DIARY DATES

<b>2022</b>	
Wednesday 29 <sup>th</sup> June	Week 4 of Sing and Shine course
Wednesday 6 <sup>th</sup> July	Week 5 of Sing and Shine course
Wednesday 13 <sup>th</sup> July	Week 6 of Sing and Shine course
Sunday 17 <sup>th</sup> July	Sing and Shine Performance – 1pm – St Josephs – more details to come
Friday 24 <sup>th</sup> July	Management Team Meeting – 7.30pm – Sue Gray's House
13/14 <sup>th</sup> August	Bookings Now Open: Sweet Adelines Australia Barbershop Boot Camp Lea Baker and Vicki Dwyer NOW AT ST JOSEPHS – Check for an email from SAA re this

**Sydney**  
13-14 August



Saturday 13 Aug, 9am to 5pm  
and  
Sunday 14 Aug, 9am to 3pm

**St Josephs Baulkham Hills**  
**33 Barina Downs Rd, Baulkham Hills**

*Faculty:*  
*Lea Baker and Vicki Dwyer*

This is a weekend to get stuck into what we love doing, boots and all...

All singers, Region 34 members as well as members of BHA, teachers, and young singers are welcome - no need to be a barbershopper (yet!)

You'll have access to learning tracks and music for the Boot Camp songs. Chorus members will be able to get these from their Team Coordinator/President. If you are not in a Region 34 chorus you will receive the tracks and music via email after you register. The music suits female vocal ranges but everyone is welcome to join in.

Extend yourself! Do you want to have a go at one of these roles over the weekend?

- Director
- Section Leader
- Visual Leader

Just tick the box when you register, and if you're selected you'll be mentored and receive coaching. You do NOT need to be currently performing these roles in your chorus!

How about trying your hand at quartetting? Come to Quartet Club on Sunday, running from 1pm-3pm. All singers welcome, this will be a great opportunity to learn more about quartetting.

Boot Camp is non-residential. Please bring your own water bottle, name tag, lunch, snacks.

Registration at the following link:

<https://web.cvent.com/event/5912d2a2-22c1-414f-86a3-394deb812045/summary>



## **GOLDEN KEYS APPLICATION FORM 2022**

Nominee Name:

Contact Email of Nominee:

What roles did the Nominee hold during their membership? Please tick all that apply:

☐

**Committee Member**

*(role and years that the position(s) held)*

☐

**Management Team Member**

*(role and years that the position(s) held)*

☐

**Music Team**

*(role and years that the position held)*

Please list any other contributions above and beyond regular membership that makes this Nominee a standout for Golden Key consideration.

Years of Membership

How will this Nominee contribute to the Chorus as a Golden Key?

Your Name:



# **INTRODUCING GOLDEN KEYS**

**Golden Keys is a special new recognition for past members who have been a big part of Circular Keys Chorus.**

## **Golden Keys 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.

## **What does it mean to be a Golden Key?**

### ***Golden Keys will be:***

- Required to have some involvement and be active with the chorus.
- Invited to Key Nights - special rehearsals they can join in and participate on the risers for some old repertoire, share supper, CKC can perform some of our new repertoire for them (a good chance for us to practice with a live audience)
- Able to help on committee work.
- Able to be invited to committee meetings.
- Able to attend CKC functions and events to help CKC with activities like selling raffle tickets, helping with sausage sizzles, minding bags at Christmas Carols or Competitions (all the things that members usually help out with).

### ***Golden Keys will not:***

- Be considered formal members of CKC.
- Pay any membership fees.
- Have access to the website.
- Receive SCB.
- Be eligible for the Management Team or Music Team.

***NOTE: If a Golden Key wishes to remain a member of SAI, they will have to join as Chapter at Large and manage their own Membership fees.***

## **Who can be a Golden Key?**

### ***Past members are eligible to be a Golden Key if they:***

- Resigned/retired from CKC at least 3 months ago
- Left in good standing.
- Returned all costumes and chorus property they had been issued.
- Are invited to be a Golden Key by the Membership Chair, after the endorsement of the Management Team.

### **How does someone become a Golden Key?**

Past members can express their interest to the Management Team in becoming a Golden Key or they can be nominated by someone to be a Golden Key.

#### ***Nominating:***

If you are nominating someone to be Golden Key, you must fill out the Golden Keys Application Form for that person to be considered. The application form must be forwarded to the Membership Chair and/or Team Coordinator by email for review by the Management Team at the following Management Team meeting.

If a nomination/expression of interest is accepted by the Management Team, an invitation to be a Golden Key will be issued by the Membership Chair (or delegate) to the nominated person.

Golden Keys will be renewed annually (from AGM to AGM). Prior to the AGM, current Golden Keys will be:

- ♪ Reviewed and endorsed by the Management Team.
- ♪ Asked to confirm they wish to remain a Golden Key for the next 12-month period.

#### **Contacts:**

*Membership Chair: Anne Thompson - [amthompson@live.com.au](mailto:amthompson@live.com.au)*

*Team Coordinator: Carol Lutz - [incazo@bigpond.net.au](mailto:incazo@bigpond.net.au)*

