

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
- Vote for Doris Ward Award 2022
- Celebration 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 *I Wish You Love*, *Almost Like Being in Love*, *True Colours* and *And All That Jazz*

HIP HIP HOORAY –CKC IS HAVING A BIRTHDAY



Circular Keys Chorus turns 26 years young this week – what better way to celebrate than bringing supper back to rehearsals.

Please bring a little something to share as we celebrate this special birthday.

In recognition of Harmony Day – celebrating all things that bring us together – we ask that you wear something orange if you can.

**Wear ORANGE to
celebrate
Harmony Day**

UPCOMING BIRTHDAYS

Jessi Foulke
Jane Masters

Mar 27
Mar 28



Kath Ware
Kaity Dwyer
Anne Harris

April 02
April 04
April 07

CKC MEMBER UPDATES

Doris' Farewell High Tea

- If anyone needs anything shown on the screen at Doris's Farewell on Sunday, please send your files, photos - what may have you, to Candace by Friday.
- This Sunday is the day – please make sure you fill out the food list to let the team know what you are bringing to help celebrate.
- Can you please remember to wear your name tag on Sunday – we have a number of visitors coming
- Alison has asked for donations of small blocks of chocolate for Doris to go in the gift box. Last chance to give your chocolates to Alison tonight
- Please check the email from Inese with instructions on what we need you to do for the party, to help make it a huge success.
- Make sure you sign Doris' card if you haven't already done so – look out for the card at rehearsals.



Ann Keating



- Look out for the Get Well card at rehearsals for you to sign and please bring something to add to a "hospital/care bag" which will be delivered when Ann is home and able to have visitors.
- Steph is also collecting cash donations towards a fruit and goodies basket for Ann in lieu of flowers.

A NOTE FROM THE FUNDRAISING TEAM

Hi Keys,

After the success of our Christmas raffle, the Fundraising team would love to do an Easter raffle! If you could start bringing in donations of Easter chocolates and other easter/gift items you'd be willing to donate, from this Wednesday night. More info to come!

We will also be running a Easter egg jar guessing completion at \$2 per guess, hopefully this will be up and running this Wednesday night!

Thanks Keys x





**DORIS WARD AWARD 2022
(Sweet Adeline of the Year)**



Voting tonight!!!.

Voting will take place at rehearsal tonight.

There will be voting slips at rehearsal.

For any members attending on zoom this week, please sms your vote to me (0438 552 366) before 8pm so I can include your vote in the count – I promise to keep your vote confidential.

I have received nominations for the five wonderful ladies for this year's Doris Ward Award (Sweet Adeline of the Year):

- Jenny DoRozario
- Susan Kelly
- Alison Anderson
- Deborah Martin
- Candace Dellar

Congratulations on your nomination, and best of luck. Personally, I think you are all winners.

JENNY DoROZARIO

I would like to nominate Jenny DoRozario for the Doris Ward Award.

Jenny has been the section leader of the Basses for many years. In that role she has actively participated in the Music Team, taking on extra musical challenges such as assisting Vicki with writing/adjusting music files, a very time consuming job but very much appreciated.

She is a kind and thoughtful member of CKC, always enthusiastic, passionate about singing and taking all basses to the highest level they can reach. She is part of a wonderful quartet and joins in all chorus activities putting her name down on rosters to help such as fundraising and hospitality.

I recommend her for this award.

I would like to nominate Jenny DoRozario for the award. Jenny has rarely missed a performance, rehearsal or fund raising event in all the time she has been with CKC. She has even timed breaks to make sure she doesn't miss a rehearsal if she can help it. In her early days she also looked after the sound system.

She took on the position of Bass Section Leader shortly after she joined and has done a great job following on from Doris in assisting the basses and being an active member of the Music Team, including transposing music to assist the Chorus generally.

As well as being part of the Music Team she is also on the Hospitality Team and contributes to that as well.

She is also a member of the quartet Tango and since her retirement a member of the Bunch.

Jenny takes a keen interest in Chorus affairs, being a committed Chorus member including the wellbeing of fellow members.

SUSAN KELLY

I would like to nominate Susan Kelly for this year's award.

Susan has done a fabulous job moving the CKC accounts to Xero and automating a lot of the approvals and other financial processing. She continues to work tirelessly behind the scenes in chasing and explaining outstanding fees. All done with a smile, one of CKC's genuine quiet achievers.

ALISON ANDERSON

Could I please nominate Alison Anderson for this prestigious award.

Alison is a dedicated committed much-loved member of our chorus. Alison epitomises all the criteria required for the award. I am in awe of how quietly, and efficient she does this, always with a smile and a positive attitude.

Alison is always the first to volunteer when something needs to be done.

Alison's attendance, dedication to her music, can do attitude to something to aspire to. Always respectful, very loyal and my go to medical advisor.

Alison & Gordan have hosted our international coaches, opened their home to the bunch rehearsals and Bass get togethers.

Alison is in Fundraising, hospitality/social, membership, public relations and Bunch.

Alison would be a very worthy recipient of the Doris Ward Award

I'd like to nominate Alison Anderson for this year's DWA. Having just celebrated her 10th anniversary with CKC makes us realise how much fabulous work she has done for our chorus over this decade!

As well as offering to be our Team Leader - a role carried out with total professionalism & efficiency- Alison has continued to put her hand up for a wide variety of tasks, all done with great common sense & good humour. She shows consistent pastoral care - keeping in touch with many singers during lockdown with phone calls, visits & home -made goodies - all much appreciated. Alison is an energetic member of the Bunch & offers her home regularly for rehearsals. She is a dedicated bass, always prompt with risers & learning new songs, always trying to improve her skills. I really enjoy Alison's enthusiasm & warmth - she embodies all that is great about our Chorus & I am pleased to be able to submit her name to be considered for the Doris Ward Award 2022!

DEBORAH MARTIN

I would like to nominate Deborah Martin for the Doris Ward award for 2022. Deborah is very much the 'quiet achiever' of CKC. She is always the first one ready on the risers at rehearsal.

Deborah has worked tirelessly for many years on all things technical or computer related. She has looked after the website almost single handedly for as long as I can remember. Deborah is a most fitting nominee for this award.

CANDACE DELLAR

I'd like to nominate Candace for the Doris award Award this year.

Candace is enthusiastic about all aspects of chorus life and shares her many skills to support and promote CKC. She has a beautiful voice and is always friendly and open to everyone.

I'd like to nominate Candace for our SA queen this year as she is doing a fabulous job with bringing CKC into the social media world as our PR guru.

She is a talented lead and her commitment to attendance at rehearsals is second to none.

She has spent countless hours producing the video for Doris's celebration and is always keen to step up to do whatever is needed to keep our chorus running smoothly.

She is Sweet Adeline!

NOTICE OF AGM

CKC's Annual General Meeting will be held on the 27th of April 2022 at St Josephs.

The AGM gives members the opportunity to think about contributing further to the day-to-day running of the chorus, and nominating for a position on the Management Team.

The positions give members great experience in stretching their minds and extending their skills in a variety of roles including:

- Team Co-Ordinator,
- Finance Manager, and
- Public Relations Coordinator

Note: Secretary, Membership Chair and Performance Co-Ordinator were all elected for a 2-year term in 2021 and are not up for re-election until 2023.

The management team can then also appoint 3 more ladies that assist with the organising that goes into making our chorus great.

Your commitment involves 1 monthly meeting to discuss chorus issues, new ideas, and make plans. You will also spend time outside of the meeting and chorus rehearsals following up particular aspects and actions relevant to your role. Job Descriptions are available to view at <http://circularkeys.org/node/370>. They have also been included on the last page of SCB.

Please consider this carefully and if you are interested in nominating for one of the 3 positions above, or nominating somebody for a position, the nominating committee would like to hear from you, either by e-mail, or in person at chorus.

2022 Nominating Committee

Kaye Kendall (colinkaye7@bigpond.com)

Alison Anderson (aja.ando@gmail.com)

Carol Lutz (incazo@bigpond.net.au)

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.

MEMBERSHIP CATEGORIES

There are 4 categories of membership for CKC:

Member

A member in good standing is entitled to the full benefits of CKC, and has the following rights:

- Be able to vote at meetings
- Be eligible to hold office on the management team
- Be able to participate in CKC's performances and competitions

To be considered as a member in good standing, you need to ensure:

- All your fees and financial commitments are paid
- Any attendance standards are met.

Associate Member

An associate member:

- Must be a current or former CKC member.
- Holds all privileges of membership, except that she may not compete or perform as part of CKC
- Pays the full International per capita fee
- Pays any Regional assessment due
- Pays a reduced member fee
- May reapply for full membership at any time according to the standard membership and audition procedures

Youth Member

A youth member:

- Is a member 25 years or younger as of May 1 of the membership year
- Has membership privileges
- Pays a reduced member fee
- Will automatically become a full member with full fees payable once they are older than 25 as of May 1 of the membership year

Dual Member

A dual member:

- is a member who holds membership in another chorus at the same time as their membership with CKC.
- Has membership privileges.
- Pays CKC's full member fee
- Chooses through which chorus she will pay her regional and international per capita fees

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 Golden 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 endorsement of the Management Team

How does someone become a Golden Key?

Past members can express their interest in becoming a Golden Key or they can be nominated for consideration to be a Golden Key. The nomination or expression of interest can be forwarded to the Membership Chair and/or Team Coordinator 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).

Golden Keys are renewed annually at the 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.

Can a Golden Key rejoin CKC?

Of course, we would welcome a Golden Key to rejoin as an active member of CKC.

To rejoin, a Golden Key would need to reapply for membership according to the standard membership and audition procedures and payment of all fees will be required.

A special note of thanks:

The Management Team would like to thank Steph for proposing the original idea and working with us to develop the Golden Keys.

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

Crystal Forbes	03/02 – 06/04/2022	Marea Witt	22/04 – 27/04/2022
Kath Ware	10/02 – 26/03/2022	Pippa Anderson	05/05 – 16/05/2022
Anne Harris	06/03 – 20/03/2022		

DIARY DATES

2022	
Sunday 27 th March 	Farewell Function for Doris at St Josephs <p style="text-align: center;">Call time 1pm for set up and welcome guests 2pm – 4pm – Farewell High Tea Pack up 4pm – 5pm.</p> <p><i>Please Note: We will do everything possible to make this a COVID safe event, including ensuring that all participants are fully vaccinated (with boosters) and apologies in advance if circumstances require us to cancel or postpone again.</i></p>
END March 2022 	Performance Readiness completion date <p><i>Contest Song recordings must be approved and signed off by your section leader by this date for you to be a part of the Regional Contest entry recording</i></p> <p><i>In fairness to your section leaders, recordings need to be submitted with provide feedback and for you to have ample time to re-record as many times as needed to achieve the standard for approval. Please do not leave your recordings until the last day.</i></p>
Wednesday 23 rd March 	Vote for Doris Ward Award 2022 (Sweet Adeline of The Year)
Saturday 9 th April/ Sunday 10 th April 	Planned Ref visit – Jo Oosterhoff – details to be confirmed pending COVID restrictions (Jo is in WA)
Wednesday 27 th April	CKC Annual General Meeting
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

JOB DESCRIPTIONS

Management Team

- Develops long range plans based on the goals and core values of the Chorus
- Oversees and evaluates the implementation of strategies developed to achieve long range plans
- Develops an appropriate structure of task oriented groups responsible for developing strategies to implement plans determined by the management team
- Ensures open communication at all levels of the Chorus.

Team Coordinator (elected)

- Leads the Management Team
- Takes responsibility to see that the Management Team and Standing Committees carry out their functions effectively and efficiently
- Calls meetings of the Management Team and in consultation with Team members, sets the agenda
- Ensures that Chorus members are kept informed of the work of the Team
- Represents the Chorus at Regional meetings as appropriate
- Liaises between the Chorus and Sweet Adelines International and the Regional Team
- Is the spokesperson for the Chorus

Finance Manager (elected)

- Has responsibility for all Chorus financial matters including collecting money, issuing receipts, banking, paying accounts and issuing petty cash
- Maintains a record of each member's dues and payments and apportions part, as determined by Management Team, to the member's escrow account
- Advises members who are in default of dues as per Standing Rules
- Keeps in books belonging to the Chorus full and accurate accounts of all receipts and disbursements
- Signs all cheques, drafts and orders for payment, which will be countersigned by one other member designated by the Management Team
- Prepares the annual budget and presents it to the Management Team for approval
- Oversees the budget and presents reports of transactions and financial condition of the Chorus to meetings and as requested
- Has the books for the period April 1 to March 31 audited as directed by the Management Team, the cost, if any, to be borne by the Chorus

Public Relations Coordinator (elected)

- Attends to all publicity relating to the Chorus including advertising for new members, publicizing the Show and other Chorus events and activities
- Organises for brochures, pamphlets and the like to be printed and to be available at events where appropriate
- Contacts potential venues for performances, being aware of our fee structure and availability
- If a performance is obtained, contacts the Performance Coordinator and Director before accepting it. Further contact can be through the Performance Coordinator.



Circular Keys
chorus



Circular Keys Chorus

invites you to join us for afternoon tea
to honour our founder Doris Ward
on the occasion of her retirement



Where: The Southern Cross Room at St Josephs Centre
33 Barina Downs Rd Baulkham Hills

When: Sunday March 27 2022

Time: 2pm - 4pm

RSVP: Alison - aja.ando@gmail.com or
(essential) Steph - stephwallbank@hotmail.com
no later than by Sunday March 13 2022

Please wear a touch of purple and
ensure that you are triple vaccinated against COVID

