

MANAGEMENT TEAM MEETING

THURSDAY, 16 April 2020

Opened: 7:40pm

1. ATTENDANCE

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

APOLOGIES: Nil

2. **Resolution:** Minutes of previous meeting 19 March 2020 to be ratified

Moved: Jen Senior

Seconded: Vicki Dwyer

3. **BUSINESS ARISING AND ACTIONS from 19 March meeting**

- Registration with One Music Australia \$290 – Sue Gray to pay
- Payment of Photo Bucket fees – Deborah Martin has paid, is yet to claim
- Renew Admin Bandit for 12 months - paid
- Auditing of books before AGM – SAI want this done by the end of September. AGM to be postponed. Has been mentioned to members. Writing of text for communicating this idea to all members.
- Virtual rehearsals working well with Zoom.
- Vicki's honorarium to be raised to \$200 p/week due to extra work required for virtual rehearsals.

4. **CORRESPONDENCE**

IN

- SAI regarding postponement of audits
- City of Sydney Council grants: discussion on different grants available as well as Hills Council and Parramatta Council grants. Decided that we best qualify for the Quick Response grant. Extra money required due to extra expenses caused by coronavirus as well as loss of revenue due to members dropping out and cancellation of planned concert. Estimate of \$100 p/week for music rollout resources; development of projects such as weekend recruitment drive once rehearsals return to normal. Di to register for the City of Sydney grant
- SAA: Distribution of Hobart Convention pins. Enquiry as to where best to send them.

OUT

- Carol advised SAA that convention pins should be addressed to individuals not to the chorus.

5. RATIFICATIONS BY EMAIL

- Honorarium rise for Vicki Dwyer

6. REPORTS

FINANCE

- . Finance Reports –
- \$16000 accessible – expenses for retreat and shoes
- Invoices for costumes to be sent to new members
- Should we offer financial assistance to members who have lost jobs due to the pandemic? Discussed: need to act quickly. Drop fees to \$15 for members and \$7.50 for members under 25 for 3 months (1 May to 31 July) with reassessment if a longer period is required. Carol will send detailed email to membership with follow-up in SCB and “face-to-face” at 22 April rehearsal.
- Sue Gray to have conversation with member who is in arrears with fees.

Moved: Susan Kelly

Seconded: Di Jenkins

- . See Attachments (to come)

MUSIC TEAM

- Vicki is working on two new songs, recording learning tracks.
- During virtual rehearsals, section leaders will act as team leaders in breakout rooms; for choreography the front row will break out with Betty Fuller while Heather Baeza works with members on the risers.
- Vicki will be recording new learning tracks for our competition songs so that they fit in with recordings from retreat with Di Huber.
- Project for members: recording of *What Doesn't Kill You* on mp3 to be sent to Vicki by 29 April, as well as fun video recording lip-synched to learning track to be sent to Cloud.
- Discussed options for going forward during time of lockdown.

MEMBERSHIP

- Sue Gourdie resigned as she joined us to sing in Hobart and no further. Cancellation meant she doesn't need to be a member of CKC. Has now been registered as Chapter-At-Large. Costumes to be returned to Kath Ware.
- Kate Hawkins has resigned and is Chapter-At-Large at the moment.
- Jessica Foulke's email address problems have been solved.
- Several leave requests have been reversed due to cancellation of holidays, at the moment Emma, Kaye and Doris are going ahead with their requests.
- Di Jenkins now has her 20 year pin
- 53 members registered

FUNDRAISING

- No report as there has been no fundraising activity and none planned due to uncertainty of pandemic rules.

COSTUMES/MAKE-UP

- Reminder needed for members to pay for new shoes.

MARKETING/PR

- Chorus still needs to have a presence in the community through media – photos of virtual rehearsals?
- Theme each week for rehearsals: 'formal' Wednesday, pyjama party, treasure hunts

PERFORMANCE

- No performances planned at the moment

7. **GENERAL AND OTHER BUSINESS**

- AGM 2020 postponed

MEETING CLOSED AT 9:03pm

NEXT MEETING: Thursday 14 May 2020