

MANAGEMENT TEAM MEETING

THURSDAY, 5 November 2020

Opened: 7:45 pm

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 1 October 2020 ratified
Moved: Vicki Dwyer
Seconded: Jen Senior

3. BUSINESS ARISING AND ACTIONS from 1 October meeting

- Susan Kelly has been trialling Xero, will establish it for Sue Gray. Will be paid for as a monthly subscription by direct debit, with a discount as CKC is a not-for-profit organisation. She has also been organising accounts for auditing and will get help if needed.
- SAI escrow is not enough due to the exchange rate with USA. Members to be asked if fees are to be raised or pay extra when the SAI fees are due. Need to let the members know the break-up of where their fees go, e.g. SAI, SAA, St Joseph's, etc. Have to establish this point for operation of Xero.
- Discussion forum with members to be held regarding delay of AGM until 2021. Can discuss finances with them. Susan K. would like to tidy up finances from December 2019. Will let members know about the forum on 11 November, to be held 18 November.
- Virtual projects: *Something's Coming* video is being prepared. Vicki is matching up audio with video – one at a time. *Secret of Christmas* is 80% ready to add to videos. Simpler with Christmas card style graphics.
- Puppy Picnic – 22 November at Fagan Park. BYO everything. Groupaniser event. Near rear car park.
- Standing rules regarding elections to management team – Carol has put together an amendment that only half committee elected each year alternately, two year term. Dianne James has not responded to Carol's emails. Suggested that another regional member be contacted if no response to Vicki's email sent at meeting, possibly Sharon Cartwright.

- Zoom games have not been added to rehearsals yet as there has not been time to fit them in. *Celebrity Heads* could be played with breakout rooms for competitors. Members kept on mute using thumbs up and down for yes/no answers. 2020 Bingo.
- 18 November – forum night; 25 November – Fun and games night – (last rehearsal night for 2020).

4. CORRESPONDENCE

IN

- Verification of audit from SAI sent to Carol and Sue Gray. To be actioned by Sue Gray and Susan Kelly
- SAI Board of Directors vote – due December
- WayAhead final report form. Pippa to ask if needed now as we have not yet completed all areas required.

OUT

- Carol to Dianne James regarding standing rules

5. RATIFICATIONS BY EMAIL

- Nil

6. REPORTS

FINANCE

- \$75,000 in total with more money to come in for Pinot and Picasso Night. Vicki's Payment to be covered by CKC.
- Fees back to normal from November for all members unless unable to pay due to hardship. Pay-it-forward fund to be set up so that members can donate money to cover fees for those unable to pay at present. To be presented to members at forum.
- Cash reserve - \$22,000; Term Deposit - \$37,000; Working account - \$15,000
 Moved: Sharon Sullivan
 Seconded: Susan Kelly

MUSIC TEAM

- Roster for rehearsal presentations is continuing

MEMBERSHIP

- Average of 38 members at Zoom rehearsals
- 51 members on the books at present

FUNDRAISING

- Bunnings survey. Keep an eye on future requests. At the moment not many are interested in helping as not many customers in the present position of the barbecue.
- Might be able to do more activities in small groups in 2021.

COSTUMES/MAKE-UP

- No report

MARKETING/PR

- WayAhead project had 19 women sign up, 8 have stayed. Diane to forward emails to Pippa from participants who have expressed positivity towards the project with comments to be included in final report.

PERFORMANCE

- No word yet from City of Parramatta regarding our grant application by Sharon.

7. GENERAL AND OTHER BUSINESS

- Survey responses – take the information and use it to make decisions for the future.
- Vicki is not comfortable with face-to-face rehearsals until NSW Health raises the numbers able to rehearse. We would start with staggered numbers. Our insurance does not cover actions which are not approved by NSW Health. A Covid plan is needed before return to rehearsals.
- Members could record themselves during rehearsals and send to Vicki.
- Activities with a mini chorus. New survey to be conducted in the new year to find out who would be happy to participate and can provide a suitable space to have extra people/ is happy to go to another member's house for rehearsal. Would need good internet speed. We are not able to organise it, it would be up to individual members once they have the relevant information.
- Social events – face-to-face: members are wanting something other than virtual rehearsals. Early January event. Kath Ware has offered her place for social events as she has large grounds – to find out if she is able to host a CKC event in early January, acknowledging her offer. Cheryl and Lyn to be approached if Kath is unavailable.
- 11/11 – end of project; 18/11 – forum; 25/11 – Christmas games;
- 3 February 2021 – return to rehearsals – probably virtual.

MEETING CLOSED AT 10:20 pm

NEXT MEETING: Thursday 4 February 2021