

# Secret Chorus Business

7 June 2023

## THIS WEEKS REHEARSAL

This week's rehearsal will be in the Pacifica Room.

- Arrival: 6.30pm onwards
- Rehearsal starting at 7.30pm
- Departure: 10.30pm – 11.00 pm

At this stage we are not planning to run Zoom rehearsals or Facebook live feeds during 2023.

### *Please Note:*

1. On arrival, 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

If you are a casual contact with a covid case, should you attend rehearsal, we ask that you wear a mask.



## Rehearsal Songs

- All The Things You Are
- Don't Rain On My Parade
- And All That Jazz

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

# COMMITTEES

## *HOSPITALITY COMMITTEE*

☆ Inese Kamenyitzky – Chair

☆ Anne Harris

☆ Kaye Kendall

☆ Alison Anderson

☆ Verne Mantova

☆ Jenny Do Rozario

☆ Amanda Lovegreen

☆ Stephanie Wallbank

## *SOCIAL COMMITTEE*

☆ Jessi Foulke

☆ Jen Kumar

☆ Dani Groeschel

## *COACH COORDINATION COMMITTEE*

☆ Alison Anderson

☆ Kath Ware

## *FUND RAISING COMMITTEE*

☆ Courtney Churchward – Chair

☆ Jen Senior

☆ Ann Keating

☆ Amanda Lovegreen

☆ Alison Anderson

☆ Frances Gurto

☆ Kaity Dwyer

☆ Linda Vitali

## *REHEARSAL EQUIPMENT COMMITTEE*

☆ Kaye Kendall – Chair

☆ Emma Edwards

☆ Barb Morris

☆ Rachael Moessis

☆ Steph Wallbank

☆ Anna Zhang



Look out for the Committee sign up sheets at  
chorus this week

# COMMITTEE DUTIES

## *Hospitality Committee*

- 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*

- 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

Other committees are:

- ❖ Historian – this will now fall under the PR/Marketing committee
- ❖ Membership/Friendship Team – called for membership drives as required
- ❖ Finance – assistance called for as needed

## COMMITTEE DUTIES continued

### *Coach Coordination / Hospitality Committee*

- 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*

- 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*

- Organise the Tech for rehearsals (as needed)
- Speakers
- Laptop
- Music stand
- Microphone
- Batteries

Other committees are:

- ❖ PR/Marketing – Appointed by the PR Co-Ordinator with additional volunteers as required
- ❖ Show/Props – Appointed by the Director on an as required basis
- ❖ Costume – Appointed by the Costume Chair as required

## ANGEL FUND



Did you know CKC has an Angel Fund to assist Chorus members who may be experiencing personal hardship that prevents them from participating in Chorus activities such as weekend retreats and Convention. Angel Fund assistance cannot be used to pay monthly membership dues.

The Fund is funded from donations and specific fund-raising events. It is administered by the Team Coordinator and Finance Manager and all requests for assistance are confidential.

If you would like to make a donation to the Angel Fund, please deposit it via EFT to the Circular Keys Account and make sure you include **Angel Fund** in the reference field.

There is no requirement to repay assistance, but any members may wish to make a donation to the fund when they are able to do so.

You can contact the Team Coordinator or Finance Manager if you want to ask about assistance. All enquiries will be kept confidential.

## LOVENOTES QUARTET, QUEENS OF HARMONY

### *Save the Dates*

LoveNotes Quartet, Queens of Harmony, will be travelling to Sydney in August to run a series of classes at a weekend workshop focused on individual and ensemble skill development. And of course, there will be a not-to-be-missed concert. More details to come. Lock the following dates in your calendar for this amazing opportunity:

Friday 18<sup>th</sup> August – Sunday 20<sup>th</sup> August – SAA Weekend Workshop - Southern Cross College

Tuesday 22<sup>nd</sup> August – CKC Coaching evening– St Josephs (to be confirmed)



❖	Sue Gray	June 15
❖	Cheryl Wolfenden	July 08
❖	Inese Kamenyitzky	July 21
❖	Dani Groeschel	July 23
❖	Diane Jenkins	July 25

## SUGGESTION BOX

### *Submitting Suggestions*

Have a suggestion you want to raise? Simple the [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.

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

## ABOUT THE STAR OF THE WEEK

Any member of the chorus can nominate someone who has gone above and beyond, who has personally helped you, who has made a special difference or contribution to the Chorus or who has tried extra hard.

There are many other positive attributes that can be recognized with this award.

To nominate a member, simply email Frances Gurto ([fgurto@gmail.com](mailto:fgurto@gmail.com)) with the member's name and short description as to why you would like to nominate them.

If no nominations are received, the star will not be awarded.



Congratulations to last week's star:

Cathy Horner

## YOUR MANAGEMENT TEAM

- |                                 |                |
|---------------------------------|----------------|
| • Team Co-Ordinator             | Carol Lutz     |
| • Finance Manager               | Sue Gray       |
| • Secretary                     | Anne Harris    |
| • Public Relations Co-Ordinator | Candace Deller |
| • Performance Co-Ordinator      | Jane Masters   |
| • Membership Chair              | Frances Gurto  |

Appointed members:

- |                 |               |                  |
|-----------------|---------------|------------------|
| • Diane Jenkins | • Susan Kelly | • Pippa Anderson |
|-----------------|---------------|------------------|

## PRIVACY

If you don't want your emails available to all members, you can edit your member profile and set the Privacy Level to **High Privacy – contact details are hidden from non-admins**. This will then only be available to the admins on the website and not regular members.

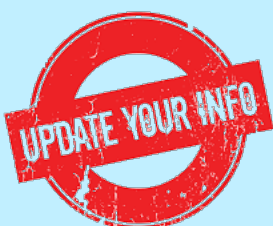
## SAI 600 SINGER PIN BULK ORDER

Sue Gray is interested in placing a bulk order for the 600 Singer pins if members are interested so we can save on postage. Cost is \$30 AUD to be paid to the CKC account by 8<sup>th</sup> June – use reference of 600 PIN and your name.



For those that competed in Brisbane, you are eligible to purchase a Singer Series Pin 600. Available from shop on the SAI website under Jewelry – page 4

USD 19.95 plus postage



Please 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 you can assist by taking responsibility for always making sure your status is up-to-date.



# MEMBER LEAVE

## *Current 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.



Barb Morris	6 <sup>th</sup> Feb – ??
Sue Gray	19 <sup>th</sup> Aug – 6 <sup>th</sup> October 2023
Jane Masters	17 <sup>th</sup> May – 30 <sup>th</sup> July 2023
Inese Kamenyitzky	28 <sup>th</sup> June – 27 <sup>th</sup> July 2023
Rachael Moessis	8 <sup>th</sup> – 24 <sup>th</sup> August 2023 13 <sup>th</sup> – 25 <sup>th</sup> November 2023
Kath Ware	17 <sup>th</sup> Aug – 3 <sup>rd</sup> Oct 2023
Frances Gurto	21 <sup>st</sup> June – 26 <sup>th</sup> July 2023
Pippa Anderson	22 <sup>nd</sup> Sep – 17 <sup>th</sup> Nov 2023
Jenny Do Rozario	2 <sup>nd</sup> Aug – 14 <sup>th</sup> Sep 2023
Kaye Kendall	2 <sup>nd</sup> – 30 <sup>th</sup> Aug 2023
Liz Perry	31 <sup>st</sup> May – 5 <sup>th</sup> July 2023
Ann Keating	10 <sup>th</sup> May – ??
Jessi Foulke	24 <sup>th</sup> May – 28 <sup>th</sup> June 2023
Emma Edwards	16 <sup>th</sup> Sep – 11 <sup>th</sup> Oct 2023



## SUPPER ROSTER

DATE	SUPPER	HOSP TEAM
Wed 7 <sup>th</sup> June	Minor Supper Night	Jenny & Kaye
Wed 14 <sup>th</sup> June	CKC 27 <sup>th</sup> Birthday Celebration Come dressed up as your version of being a SPICY GIRL – lot's of colour, style and outrageous outfits all welcome!!!	Anne H & Inese
Wed 21 <sup>st</sup> June	Minor Supper Night	Steph & Verne
Wed 28 <sup>th</sup> June	Birthday Supper – June Birthday Supper	Alison (cake) & Kaye

## DIARY DATES

2023	
Fri 9 <sup>th</sup> June	Management team Meeting – Sue G's house
Sat 17 <sup>th</sup> June	Blacktown Community Event – Blacktown Senior Citizens Centre 9am – 6pm
Sat 17 <sup>th</sup> June	Management Team 101 online workshop (SAA)
Sat 22 <sup>nd</sup> July	Doonside Festival Performance – 9:00 – 12:00
Fri 18 <sup>th</sup> – Sun 20 <sup>th</sup> August	LoveNotes Quartet Weekend Workshop and concert
Sat 19 <sup>th</sup> August	PERFORMANCE: Concert with Love Notes
Tue 22 <sup>nd</sup> August	LoveNotes coaching night for CKC
Sat 18 <sup>th</sup> November	Show with Sydney Harmony at Hornsby RSL
2024	
Sun 21 <sup>st</sup> May	Sweet Adelines Australia Regional Convention – Freemantle WA
October 28 <sup>th</sup> – November 2 <sup>nd</sup>	Sweet Adelines International 76th Annual International Convention and Competition Kansas City, Missouri, USA