

# Secret Chorus Business

5 April 2023

## THIS WEEKS REHEARSAL

*Compulsory for all competing members*

This week's rehearsal will be at St Josephs 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
3. If you are a casual contact with a covid case, should you attend rehearsal, we ask that you wear a mask



## Rehearsal Songs

- Something's Coming
- I Wish You Love
- Almost Like Being In Love

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

# COUNTDOWN TO CONTEST

*4 weeks to contest*

## **Brisbane Conv & Expo Centre, 4-7 May 2023**

### **Quartet Competition – Friday 5<sup>th</sup> May 2023**

- Alouette – Contestant Number 15
- Tango – Contestant Number 16
- Kephi – Contestant Number 22

### **Chorus Competition – Saturday 6<sup>th</sup> May 2023**

- Circular Keys Chorus – Contestant Number 3



### **Please note:**

We have booked a venue close to the convention centre for chorus rehearsals on:

- Thursday evening
- Friday evening and
- Saturday morning.

A bus is being arranged to pick up at the rehearsal venue and transport us to contest venue. More details to come.

# CONVENTION REGISTRATION

If you need to change your convention registration form - maybe you changed your mind about ordering a snazzy convention pin - you have until **Thursday 27 April** to go back in and update your registration. You'll need to enter your registration confirmation number (this is located in the confirmation email you will receive when you register)

If you cannot find your confirmation email (some seem to have gone missing...) Carol has a copy of your registration confirmation number if you registered before the early bird cut-off date.



It's important to remember our chorus etiquette. We need to work as a team and respect each other when rehearsing. Look out for the Riser etiquette signs at each rehearsal.

# NOMINATING COMMITTEE

## *Thank you*

Our AGM is coming up and in accordance with our rules, we need to appoint a nominating committee to prepare a list of nominees for the following vacancies:

- Secretary,
- Membership Chair, and
- Performance Co-Ordinator

I would like to thank Alison Anderson, Kaye Kendall and Kath Ware for being our nominating committee this year.

## NOTICE OF AGM

*Wednesday 19<sup>th</sup> April 2023*

CKC's Annual General Meeting will be held on the 19th of April 2023 during our rehearsal at Thompson Hall, Balcombe Heights Estate.

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:

- Secretary,
- Membership Chair, and
- Performance Co-Ordinator

*Note:* Team Co-Ordinator, Finance Manager, and Public Relations Coordinator were all elected for a 2-year term in 2022 and are not up for re-election until 2024.

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.



❖	Kaity Dwyer	April 04
❖	Anne Harris	April 07
❖	Liz Perry	April 10
❖	Vicki Dwyer	April 20
❖	Linda Vitali	April 21

## COMPETITION COSTUME

### *Oh what shall we wear...*

Our costume for this year's contest will be:

- Teal sequin top
- Black velvet pants
- New style chorus shoes
- Black knee high stockings
- Teal sequin earrings
- No watches, bangles, necklaces etc



Please try on your teal sequin top and velvet pants.

If you have any issues with your costume or require a change of size for your top or pants, please speak to Kath Ware.

## COMPETITION MAKEUP

### *What makeup will we put on...*

Make up for competition will be the same as last year (for the video competition), however you will need to wear your favourite false eyelashes. The items you will need are:

- Chorus Eye Shadows – Revlon Photoready Eye Contour Kit Metropolitan
- Chorus Sparkle Dust – la femme Hollywood – Opal (purchased from CKC)
- Chorus blusher – Red Rouge Pot (purchased from CKC)
- Chorus lipstick – Rimmel “Provocalips” 16 hour - 500 Kiss Me You Fool
- Chorus Foundation – Max Factor – Pan Stik ‘Cool Bronze No. 97’
- Loose translucent powder for your face (any brand)
- Concealer (for pre-eye shadow base prep – any brand)
- Eyeliner liquid – black
- Eyeliner pencil- black
- Eyebrow pencil – same colour as own eyebrows (fair hair colours should use a shade darker than your natural root colour)
- Waterproof mascara black
- Lip Liner – Red
- Chorus nail polish – tba
- Bronzing Powder (any brand)



Full instructions and step by step photos are on the website - view them at [Chorus Documentation - Makeup and Grooming](#)

# COMMITTEES

## HOSPITALITY COMMITTEE

☆ Inese Kamenyitzky – Chair

☆ Anne Harris

☆ Kaye Kendall

☆ Alison Anderson

☆ Verne Mantova

☆ Jenny Do Rozario

☆ Amanda Lovegreen

☆ Cathy Sugar

☆ Anna Joseph

☆ 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

☆ Belinda Stewart

☆ Cathy Sugar

☆ Steph Wallbank



To all our wonderful members who  
volunteered to help on the various committees.  
You rock!

## 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)



LoveNotes Quartet

2014 Sweet Adelines International Quartet  
Champions



# 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 Anne Thompson ([amthompson@live.com.au](mailto:amthompson@live.com.au)) 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 all our stars

## YOUR 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  |

Appointed members:

- |                 |               |              |
|-----------------|---------------|--------------|
| • Diane Jenkins | • Susan Kelly | • Marea Witt |
|-----------------|---------------|--------------|

## YOU ARE A CLIMATE CREATOR!

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Each of us can help create the climate or atmosphere each week at rehearsal. We know that we have an effect on those around us energy-wise and interference-wise. We have the capacity to create and maintain our own levels of focus, intention and energy.

How to do that:

1. Be intentional about what kind of CLIMATE you want to create each rehearsal. Think about this before you walk in the door.
2. Choose a KEY WORD that represents your intention for the evening. (Focused? Committed? Joyful? Generative? Energized? Community? etc) Make that key word one that will positively inspire you and contribute to the chorus atmosphere. Repeat it to yourself throughout the evening, write it on a piece of paper and keep in your pocket to remind you.
3. Recognize and celebrate the fact that you do have an impact. Your energy level, your level of engagement and your self-talk directly impacts the Chorus climate. Challenge yourself to intentionally create the climate that will positively affect the chorus energy and unity.

### **Things to remember on the risers**

- Singers voice at all times and best vocal production – not speaking voice = muscle
- Use CKC Light
- Don't put your instrument on the floor
- Limit Jaw Movement



# TIPS TO OVERCOME PERFORMANCE ANXIETY

## *Most of all – Don't Panic*

Use your nerves to your advantage!

Remember adrenaline is your friend.

- Be prepared.
- Limit caffeine and sugar intake the day of the performance. Eat a sensible meal a few hours before you are to perform so that you have energy and don't get hungry.
- Shift the focus from yourself and your fear to the enjoyment you are providing to the audience. Close your eyes and imagine the audience cheering, and you feeling good.
- Don't focus on what could go wrong. Instead focus on the positive. Visualize your success.
- Avoid thoughts that produce self-doubt.
- Practice controlled breathing, meditation, biofeedback, and other strategies to help you relax and redirect your thoughts when they turn negative
- Take a walk, jump up and down, shake out your muscles, or do whatever feels right to ease your anxious feelings before the performance.
- Connect with your audience -- smile, make eye contact, and think of them as friends.
- Act natural and be yourself.
- Enjoy the performance



**More things to remember on the risers**

- Breathe early and often – take your personal breaths
- Breath deprivation and pitch do not mix
- Each phrase needs to be finished with purpose
- Twitterpation and remember the Dug

## SUPPER ROSTER

DATE	SUPPER	HOSP TEAM
Wed 5 April	Minor Supper Night	
Wed 12 April	Minor Supper Night	
Wed 19 April	Minor Supper Night	
Wed 26 April	April Birthday Supper	

## 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 – 12 May 2023
Sue Gray	19 <sup>th</sup> Aug – 6 <sup>th</sup> October 2023
Jane Masters	15 <sup>th</sup> – 22 <sup>nd</sup> March 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
Alison Anderson	8 <sup>th</sup> – 28 <sup>th</sup> May 2023
Anne Harris	4 <sup>th</sup> – 27 <sup>th</sup> April 2023
Susan Kelly	4 <sup>th</sup> – 27 <sup>th</sup> April 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



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.

# DIARY DATES

2023	
Wed 5 <sup>th</sup> April	COMPULSORY ATTENDANCE for competing members
Wed 12 <sup>th</sup> April	COMPULSORY ATTENDANCE for competing members
Fri 14 <sup>th</sup> April	Management team Meeting – Sue G's house
Wed 19 <sup>th</sup> April	COMPULSORY ATTENDANCE for competing members Venue Change: Balcombe Heights Estate – Thompson Hall - 7pm – 10pm 92 Seven Hills Road, Baulkham Hills <a href="#">AGM will be held this night</a>
Wed 26 <sup>th</sup> April	COMPULSORY ATTENDANCE for competing members Venue Change: Wrights Road Community Centre - Room 2 - 7pm – 10pm Corner of Harrington Road & Wrights Road, Kellyville
Thu 27 <sup>th</sup> April	Last day for registration for Convention
Wed 3 <sup>rd</sup> May	Rehearsal – night before convention
Thu 4 <sup>th</sup> May	Start of Convention - you need to be in Brisbane on or before this day
Fri 5 <sup>th</sup> May	Quartet Competition
Sat 6 <sup>th</sup> May	Chorus Competition
Sun 7 <sup>th</sup> May	Convention Education workshops – Convention Close
Sat 17 <sup>th</sup> June	Management Team 101 online workshop (SAA)
Fri 18 <sup>th</sup> – Sun 20 <sup>th</sup> August	LoveNotes Quartet Weekend Workshop and concert
Tue 22 <sup>nd</sup> August	LoveNotes coaching night for CKC

# JOB DESCRIPTIONS

## *How you can help run your chorus*

### Secretary (elected)

- Records minutes of all meetings and files them in a permanent minute book of the Chorus
- Is familiar with and maintains current copies of by laws and standing rules
- Keeps a list of all committees
- Keeps in files copies of all Chorus correspondence
- Conducts all correspondence necessary for the proper functioning of the Chorus and keeps the Management Team and Membership involved
- Gives notice of meetings as required.

### Membership Chair (elected)

- Greets and introduces visitors and potential members to the Director, Team Coordinator and others as appropriate
- Maintains a record of attendance and contacts any member who is not in good standing as per the Standing Rules and advises the Management Team of this
- Maintains and updates First Night Kits, handing them to potential members and filing completed registration forms.
- When a potential member passes her audition, ensures that a membership form is completed and advises the Management Team
- On approval of the member, arranges for her certificate and its presentation
- Updates singes list as required and distributes it
- Distributes name badges and organizes these for new members
- Makes the Visitors Book available for signing when appropriate

### Performance Coordinator (elected)

- Is contact person for all performances
- Obtains Director's approval for performance
- Informs Chorus of details and posts sign-up sheets
- Confirms details with requesting organization
- Is aware of our fee structure and negotiates a suitable fee for performance unless it is a charity performance
- Gives the Director a list of performers and all relevant information
- Maintains a list of performances and contact details
- Passes any fees to the Finance Manager who sends a receipt and thanks them, if appropriate