

# Secret Chorus Business

19 April 2023

## THIS WEEKS REHEARSAL

*Compulsory for all competing members*

This week's rehearsal will be at:

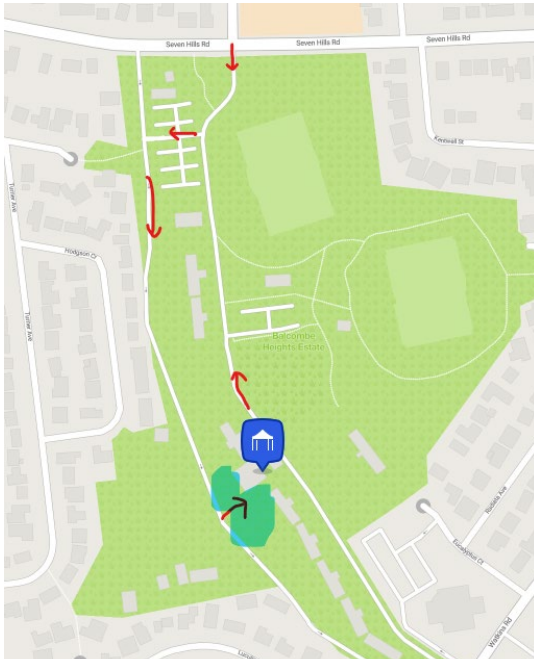
Thompson Hall

Balcombe Heights Estate

92 Seven Hills Road, Baulkham Hills

- AGM starting at **7.00pm**
- Rehearsal following AGM
- Departure: **10.00pm**

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



## Rehearsal Songs

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

Tango and Kephi to perform  
AGM

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

# ANNUAL GENERAL MEETING 2023

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

The AGM will be held on the 19th of April 2023 at:

Balcombe Heights Estate – Thompson Hall during our rehearsal (7pm – 10pm)  
92 Seven Hills Road, Baulkham Hill

The slate for the 2023 AGM is:

## 2 YEAR TERM

- Secretary – Anne Harris
- Performance Co-Ordinator – no nominations received
- Membership Chair – Frances Gurto

The following members of the management team were elected for a two year term last year and will remain on the management team for a further 12 months.

- Team Co-Ordinator – Carol Lutz
- Finance Manager – Sue Gray
- Public Relations Co-Ordinator – Candace Dellar

The management team can appoint up to 3 more ladies to join the team.

Annual reports are included in this SCB and available on the website at:

<http://circularkeys.org/node/12382> (or under Documents – Chorus Management – Annual General Meetings – AGM 2023).

Please note that not all reports are available at time of releasing SCB – these will be presented at the meeting.

## CKC COMMITTEES 2023

After convention you will have the opportunity to volunteer on one of our many committees. So start thinking about where you believe you can help our chorus and bring your enthusiasm and team work.



❖	Vicki Dwyer	April 20
❖	Linda Vitali	April 21
❖	Jen Senior	May 01
❖	Linda Bacic	May 07
❖	Carol Lutz	June 04

# COUNTDOWN TO CONTEST

*2 weeks to contest week*

## **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 (with a wheelchair lift for Sue) is 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 - Registrations Close midnight on Wednesday 26th April 2023. 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.

[Click to open  
Convention Bulletin  
Third Edition](#)

The third and final edition of the 2023 Convention Bulletin has been released. Check your emails.

This edition has lots of important convention information including the convention schedule, how to purchase general public session tickets and Harmony Sunday!

## 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](#)

## 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 HAVE THE POWER

© 2017 Jan Carley, *Inner Coach of Barbershop*

Despite our best efforts at eliminating interference, each one of us will, at various times and for various reasons, experience mental interference on the risers.

It could be that hearing pitch loss throws you off, or maybe you aren't yet confident doing your choreo, or perhaps someone says something that rubs you the wrong way.

Our reaction to that interference is where each one of us holds the power.

We each can control our internal environment.

Taking responsibility for our thoughts and learning how to self-manage is mindset mastery.

First step is to be aware of what throws you off centre and notice when that happens.

Second step is to then consciously and proactively shift back to a grounded, positive, fully-present generative mindset.

Remember: You are the only thinker in your own mind.

### **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

## BREATH FLOW

### *Something we've heard before – just said a slightly different way....*

As you rehearse, deliberately ensure your outward flow of breath is consistent. That means exactly the same flow rate from start to finish in the phrase.

Don't allow consonants and word sounds to disrupt/reduce/stop that continuous flow.

Become aware of where you might back off the flow as one syllable prepares to change into another.

It's a very common problem. So is using "puffs" of breath for rhythmic effect.

This is not to say that some occasional "puffs" and disruptions to your breath flow are forbidden.

But if you master the connected legato line with ruthlessly consistent breath flow, you will maintain better resonance through the line, better musical flow to the line, and even better audience engagement.

You can still articulate this is not slurring words together. Just make the articulation work WITH the breath flow instead of against it.

*Let It Out Vocal Coaching*

Don't wait until you've  
reached your goal to be  
proud of yourself.  
Be proud of  
*every step you take*  
toward reaching that goal.

### **More things to remember on the risers**

- Breath 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 19 April	No Supper Night – alternate venue	
Wed 26 April	No supper – alternate venue - April Birthday Supper to be held in May	

## MEMBER LEAVE

### *Current member leave*

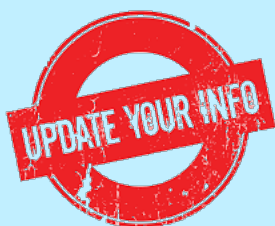
Are you planning on taking holidays or unable to attend rehearsal?

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
Jenny Do Rozario	3 <sup>rd</sup> ,10 <sup>th</sup> and 17 <sup>th</sup> May 2023 though will be at contest 2 <sup>nd</sup> Aug – 14 <sup>th</sup> Sep 2023
Marea Witt	3 <sup>rd</sup> and 10 <sup>th</sup> May 2023 though will be at contest
Kaye Kendall	3 <sup>rd</sup> ,10 <sup>th</sup> -31 <sup>st</sup> May 2023 though will be at contest 2 <sup>nd</sup> – 30 <sup>th</sup> Aug 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 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 <i>AGM will be held this night</i>
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 Chorus Rehearsal – 7pm – 9pm
Fri 5 <sup>th</sup> May	Quartet Competition Chorus Rehearsal – 7pm – 9pm
Sat 6 <sup>th</sup> May	Chorus Rehearsal – prior to competition – time to be confirmed Chorus Competition
Sun 7 <sup>th</sup> May	Convention Education workshops – Convention Close
Fri 12 <sup>th</sup> May	Management team Meeting – Sue G's house
Sat 20 <sup>th</sup> May <b>NEW</b>	BHA Easter Region Contest – Hills Grammar School, Kenthurst
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



# 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

## 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

# 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



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

CIRCULAR KEYS CHORUS  
**ANNUAL GENERAL MEETING**

WEDNESDAY 19 APRIL 2023

**AGENDA**

1. Apologies
2. Minutes of the previous AGM, 27 April 2022

Motion: That the minutes of the AGM on April 27<sup>th</sup> 2022 be accepted as a true and proper record.

Moved by .....

Seconded by .....

Carried?

3. Matters arising from the minutes

4. Management Committee reports

- a) Music Director
- b) Team Coordinator
- c) Finance Manager
- d) Membership
- e) Public Relations
- f) Performance coordinator

Motion: That the Financial Reports for 2022 be accepted.

Moved by .....

Seconded by .....

Carried?

5. Election of Management Committee

2023 Slate

2 YEAR TERM

- a) Secretary – Anne Harris
- b) Membership Chair – Frances Gurto
- c) Performance Co-coordinator – vacant, no nominations received

6. Any other business?

7. Meeting closed .....

## **Team Coordinator Report 2022**

What a year 2022 has been for Circular Keys Chorus! After tireless COVID Zoom only rehearsals, we finally returned to in-person rehearsals. The thrill of being back on the risers with the fabulous women of the chorus has been a highlight for me, and I'm sure all of you feel the same way. We even returned to competition, submitting a video entry for the 2023 Regional Competition and placing 4th. Although this was a challenge of a different kind, it really helped refocus us on singing together in person.

Throughout the year, we faced ongoing absences at our rehearsals, but continuing with Zoom rehearsals allowed all members to participate and not miss out on chorus activities. This kept us growing our skills, learning new songs, and thriving. I am grateful to acknowledge the remarkable efforts of our Director, Vicki Dwyer, who has tirelessly kept us engaged and provided numerous opportunities for our personal and collective growth. Her infectious passion for barbershop and singing has inspired us to become better singers and more self-assured performers.

I would also like to extend my thanks to the Music Team for their unwavering support of Vicki and the chorus. Their countless hours spent supporting their section members, checking riser recordings and videos, and providing feedback have benefited the entire chorus greatly.

Furthermore, I want to thank the members of the management team, whose efforts behind the scenes keep CKC running so smoothly. My genuine thanks go to:

- Pippa Anderson, our Secretary, plays a vital role in our chorus by diligently documenting all our meetings and providing valuable insights during our discussions. Her contributions are greatly appreciated and help us make informed decisions to improve our chorus.
- Sue Gray, our Finance Manager, and her wonderful assistant, Sue Kelly, deserve special recognition for their exceptional work in managing our finances so well. Their attention to detail, organization, and efficient handling of our financial transactions has been critical to the smooth running of our chorus. Their dedication to the task has ensured that we can continue to pursue our passion for singing, without any financial worries or concerns. We are grateful for their expertise, and we couldn't have done it without them. They have been an integral part of our team, and we appreciate their contributions to our success.
- Anne Thompson, our Membership Chair, who supports members and helps new members integrate into our wonderful chorus. Her efforts have helped to build a sense of community within the chorus, and we are grateful for all that she does.
- Candace Deller, our PR Coordinator, whose efforts in reorganizing Photobucket and ensuring the visual history of CKC is maintained have been exceptional. She also spearheaded the chorus marketing video entry that saw CKC win 1st place in the Sweet Adelines Australia competition. Candace continues to raise the profile of CKC on social media and in various publications.
- Jane Masters, our Performance Coordinator, who has been instrumental in securing performance opportunities for CKC post-COVID. Her efforts have resulted in CKC gaining performances at Doonside Festival, Granny Smith Festival, Blacktown Christmas Carols, City of Sydney Christmas Carols, Kenthurst Christmas Carols, and Australia Day. She has also successfully won a grant from Blacktown Council.
- Sue Kelly, Marea Witt, and Diane Jenkins, our elected members, for their knowledge and ideas and for supporting the activities of the management team and CKC.

I would also like to express my sincere appreciation for the commitment, enthusiasm, and dedication of the various committees. CKC would not be the same without you wonderful women. Thank you to:

- Inese and her team of trusty workers on the Hospitality Committee for having a successful year with a return to face-to-face suppers and birthday celebrations.
- Jessi, Jen, Anne-Maree, and Dani, our Social Committee, for making our 2022 Christmas party so much fun.
- Courtney, and the Fundraising Committee, for organizing successful Bunnings BBQs and Cake Stalls, which drew funds from outside the chorus members, along with our usual raffles throughout the year.
- Kath, for managing our chorus costumes with such care and attention to detail. Your hard work ensures that we look our best on stage and feel confident in our performances. We appreciate all the time and effort you put into keeping our costumes organized and in excellent condition.
- Cathy, Heather, and Courtney for keeping us energized with their engaging warm-ups every week. Your dedication and creativity have made our rehearsals more enjoyable and helped us improve our singing abilities. Thank you for your contributions to our chorus!
- Kaye and her team for their hard work in setting up and packing away the rehearsal equipment every week. Their dedication and commitment ensure that our rehearsals run smoothly and efficiently.
- Alison and Kath for taking on the responsibility of managing our visiting coaches. We are hopeful that we can have more opportunities for coaching sessions next year.

Lastly, I want to extend my gratitude to all the members for their unwavering support. CKC is not just one person; it is the collective effort of many individuals that make us a strong and resilient chorus. Despite the challenges we faced this year, including a decline in membership and some negativity within our ranks, we remain steadfast in moving forward, seizing opportunities, and uplifting each other to create a dynamic and innovative chorus. Looking ahead, we have an exciting line up of events to anticipate, including our regional convention and competition where 12 members will compete with us for the first time, a new singers workshop, and a joint concert with Sydney Harmony. Let's continue to sing and shine brightly together.

Carol Lutz

Team Coordinator

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**CIRCULAR KEYS CHORUS  
FINANCE REPORT FOR 2022**

Another challenging year but I am so pleased that we have ended the year ahead given we only had a few performance opportunities and little fund raising, particularly in this climate of rising costs.

**OVERVIEW :**

**Income \$38,606.98**  
**Expenses \$10,061.26**  
**Operating Expenses \$23,043.80**  
**Net profit \$5,501.92**

**INCOME :**

Our major income from the year comes from our member fees which we have maintained at \$50 per month per full member. Associates remain at \$35 per month.

Thankyou to Courtney and the fund raising team for the Christmas and Easter Raffles – a bumper amount of raffle prizes. Thankyou to everyone who bought or sold the raffle tickets, that raised \$595.

We had 4 Christmas performances with the City of Sydney which paid us \$2,800, but sadly we are no longer allowed to sell those lucrative little bells like last year. We also performed at the Kenthurst Carols and Blacktown which raised us another \$800.

In addition we received a grant from Blacktown Council for \$2000 which we will be using this June with a short new member course run in the Blacktown area.

**MEMBER EXPENSES :**

SAA membership fees have remained at \$67 AUD per member for the year and the SAI fees at \$100 USD. As we have elected not to increase our CKC member fees, we have needed to invoice our members for the difference between what we have been holding in escrow for each member and what we have actually paid. The variances in the USD have not helped but thankfully been at the lower end of the scale of late. Thankyou to Sue Kelly who has issued these invoices each month and the prompt payment of our members. As I write this, we only have one member in arrears with their fees.

**CKC OPERATING EXPENSES :**

Our chorus operating expenses have maintained at the same level of previous years, we have been exceptionally lucky to have St Joseph's be so flexible in working around our needs and have not increased their room hire fees.

**BALANCE SHEET :**

No major change to our balance sheet items, although we are now in the last year of depreciation for our Teal Blue Costume Tops. We have maintained a healthy bank balance with a solid cash reserve available should we need to access funds for future development funds and chorus growth. Our major asset is the risers and these remain in good shape, however the time has come to replace our rehearsal recording technology. On the back of the recording disaster post the recent coaching weekend, we have agreed to invest in replacing the recording equipment which has now been purchased and will appear in

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our 2023 accounts. We did continue to run zoom/facebook live sessions last year to accommodate members who were unable to attend live rehearsals.

The Pay It Forward (Angel Fund) has received a few donations during the year, the balance is currently circa \$1460.

**FUTURE CHALLENGES AND OPPORTUNITIES:**

Hard to know where we are heading and what the future holds but I am anticipating a significant increase in both our insurance costs and perhaps other operating expenses with the general increases being seen across the market. We have purchased two new banners (one outside Jenny Do's house in Glenhaven and one outside mine in Castle Hill) with the intention to advertise CKC in local rat runs and hopefully entice new members. No plans at this stage for overseas coaching visits at this stage (other than Love Notes in August), but as domestic airfares have increased in cost, this will increase the overall costs for any further interstate coaching visits (like Bec Hewitt from WA) .

We are now in our fourth year of using Xero Accounting Software which has made the finance side of CKC a whole lot easier to manage. A huge Thankyou to Sue Kelly for all her ongoing help and assistance in keeping things running.

Members are welcome to contact me with any questions.

Sue Gray  
Finance Manager



# Profit and Loss

## Circular Keys Chorus

For the year ended 31 December 2022

	2022	2021	2020
<b>Trading Income</b>			
Bank Interest Income	424.36	344.29	942.02
CKC Events Income	1,591.00	-	5,967.70
CKC Fund Raising Income	595.00	2,731.85	1,743.15
CKC Performance Fees	5,200.00	1,950.00	1,200.00
Donations Received	-	140.00	75.00
Fees Received - CKC	18,885.00	18,010.00	18,145.00
Fees Received - SAI - Sweet Adelines International	5,702.80	4,599.96	8,316.39
Fees Received - SWAA - Sweet Adelines Australia	2,747.00	2,814.00	3,484.00
Grants Received	2,000.00	-	1,000.00
Members - Reimburse Exp Paid	30.00	1,028.50	4,732.00
Other Revenue	1,431.82	-	-
<b>Total Trading Income</b>	<b>38,606.98</b>	<b>31,618.60</b>	<b>45,605.26</b>
<b>Cost of Sales</b>			
CKC Event related expenses	1,913.50	50.00	7,425.70
CKC Fund Raising Expenses	112.56	540.14	889.15
Fees Paid - SAI - Sweet Adelines International	5,221.20	5,683.46	8,653.02
Fees Paid - SWAA - Sweet Adelines Australia	2,814.00	3,149.00	3,618.00
Members reimbursable expenses	-	1,028.50	4,592.00
<b>Total Cost of Sales</b>	<b>10,061.26</b>	<b>10,451.10</b>	<b>25,177.87</b>
<b>Gross Profit</b>	<b>28,545.72</b>	<b>21,167.50</b>	<b>20,427.39</b>
<b>Operating Expenses</b>			
Advertising and Promotion	308.00	-	-
Contest Expenses	203.84	-	-
Costumes & Badges	-	352.80	-
Depreciation	-	3,741.42	5,737.73
Director Expenses	920.00	129.00	471.70
Director Honorarium	8,450.00	8,800.00	9,420.00
Education Expenses	1,306.36	-	3,538.65
Grant Related Expenses	-	-	1,955.00
Insurance	1,077.23	1,017.76	1,017.76
Meeting Room Expense	6,693.72	3,780.00	1,120.00
Music expenses	343.31	1,296.93	426.75
Subscriptions & Licences	1,430.94	2,273.85	1,963.01
Sundry Expenses	2,310.40	731.80	-
<b>Total Operating Expenses</b>	<b>23,043.80</b>	<b>22,123.56</b>	<b>25,650.60</b>
<b>Net Profit</b>	<b>5,501.92</b>	<b>(956.06)</b>	<b>(5,223.21)</b>

# Balance Sheet

## Circular Keys Chorus As at 31 December 2022

	31 DEC 2022	31 DEC 2021	31 DEC 2020
<b>Assets</b>			
<b>Bank</b>			
Westpac Business Maxi	22,134.08	22,051.33	22,048.65
Westpac Community Solutions	23,900.92	22,426.48	14,068.10
Westpac Term Deposit	37,956.74	37,956.74	37,956.74
<b>Total Bank</b>	<b>83,991.74</b>	<b>82,434.55</b>	<b>74,073.49</b>
<b>Current Assets</b>			
Accounts Receivable	2,750.00	70.55	5,254.13
<b>Total Current Assets</b>	<b>2,750.00</b>	<b>70.55</b>	<b>5,254.13</b>
<b>Fixed Assets</b>			
Costumes	-	7,685.00	16,156.16
Equipment	25,065.00	25,065.00	25,065.00
Less Accumulated Depreciation on Costumes	1,411.50	(6,273.50)	(12,360.24)
Less Accumulated Depreciation on Equipment	(15,118.00)	(15,118.00)	(13,761.00)
<b>Total Fixed Assets</b>	<b>11,358.50</b>	<b>11,358.50</b>	<b>15,099.92</b>
<b>Total Assets</b>	<b>98,100.24</b>	<b>93,863.60</b>	<b>94,427.54</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	912.56	1,655.65	25.00
Fees Received in Advance	(73.90)	1,550.00	-
Funds held in Trust	4,100.00	3,498.30	6,698.73
Rounding	0.01	-	-
<b>Total Current Liabilities</b>	<b>4,938.67</b>	<b>6,703.95</b>	<b>6,723.73</b>
<b>Non-current Liabilities</b>			
Angel Fund	300.00	-	-
Pay it Forward Funds	1,361.91	1,161.91	750.01
<b>Total Non-current Liabilities</b>	<b>1,661.91</b>	<b>1,161.91</b>	<b>750.01</b>
<b>Total Liabilities</b>	<b>6,600.58</b>	<b>7,865.86</b>	<b>7,473.74</b>
<b>Net Assets</b>	<b>91,499.66</b>	<b>85,997.74</b>	<b>86,953.80</b>
<b>Equity</b>			
Current Year Earnings	5,501.92	(956.06)	(5,223.21)
Retained Earnings	85,997.74	86,953.80	92,177.01
<b>Total Equity</b>	<b>91,499.66</b>	<b>85,997.74</b>	<b>86,953.80</b>

**MEMBERSHIP REPORT**  
**CIRCULAR KEYS CHORUS**  
**ANNUAL GENERAL MEETING**  
**19 APRIL 2023**

Our membership currently stands at 44 members with 43 full members and 1 associate member.

We were proud to be placed 3<sup>rd</sup> overall chorus and 2<sup>nd</sup> midsize (AA) chorus in the 2022 contest. A great achievement after the lockdown roller coaster that was 2020 and 2021.

We ran a 6-week “Sing & Shine” course/membership drive in June 2022, with a graduation performance for family and friends in July 2022. We had a fantastic turnout and would not have been able to do this without the support and help of our current members. Again, a huge thank you to everyone who contributed. Although we had participants who passed then passed auditions and joined CKC, many of them have decided that they’re unable to continue at the moment due to other commitments.

We are however thrilled to still have Anna Zhang, Cathy Horner, Sue Winter and Amanda Lovegreen (Associate) as members. This year we welcomed Kate Gregory-Wong (ex Melbourne Chorus) and Linda Bacic who has returned to CKC after a break of several years.

We sadly lost our darling Miryam Baeza (Millie) in January this year after a long illness. She’s very much missed and will always be in our hearts

While we have farewelled some chorus members, others have received longevity pins with Frances Gurto, Kaitlyn Dwyer and Marea Witt receiving their 10 year pins.

We congratulated Diane Jenkins who successfully completed the Director Certification Program and received her official Certified Director’s Certificate and Director’s pin.

The Doris Ward Award recipient for 2023 is Kath Ware, who has been recognised for her ongoing support and commitment to the chorus in all that she does, along with her dependability and positive attitude. We are absolutely delighted that Kath is our Sweet Adeline’s of the Year for 2023.

After some fabulous coaching with Bec Hewitt, we’re now in the final stage of preparing for the 2023 Region 34 Convention in Brisbane. This will be a very exciting time for members who will be crossing the contest stage for the very first time!

Thank you for again giving me the opportunity to be a member of the management team over the last two years.

Anne Thompson  
Membership Chair



## **PR & MARKETING ANNUAL REPORT 2022/2023**

What another wonderful year we have all had! It has been great to get back out into the community again and do what we love the most.

Since being voted again to continue my position as PR/Marketing Coordinator/Chair, I have had the absolute pleasure to continue with PR & Marketing for CKC. Here is a re-cap and some highlights on PR/Marketing from April 2022 March 2023!

### **NEW BANNERS!**

Firstly, our lovely new banners arrived! CKC purchased x1 Pull-Up and x2 Outdoor Banners. Thankyou to both Sue Gray and Jenny Do-Rozario for offering to have them in their front yards. My mother makes sure to let me know every time she drives down Glenhaven Road that they are still there and are still looking wonderful!

### **CONTEST FILMING PHOTOSHOOT:**

Then came our contest filming day. We were in need of some updated photos of the Chorus so we had Jenny Do-Rozario's wonderful daughter come and take some lovely professional photos for us (which can be accessed on Photobucket if you haven't seen them) and they all look amazing!

### **MEMBERS DRIVE:**

My first big task was to market our Members Drive. We had everything ready to go as we had planned to do this the year before. Because of COVID-19, it was a wait and see situation. As soon as we could do it, we were ready!

Our main target area to market the drive was Social Media (Facebook, Instagram etc.) and Local Newspapers and Magazines. We had articles published in The Hills District Independent Magazine and Hills to Hawkesbury Magazine.

We also did a Letter Box drop around our local areas and put some the front of local shopping centres, community halls etc.

Thank you to members who took flyers and handed them out, the lovely Jen Kumar for designing our flyer for the Members Drive and Kath Ware for her generosity of printing out approximately 2000 flyers and the A4 glossy ones. They all looked amazing!

**SAA COMMERCIAL CONTEST:**

When it was announced by SAA that they would be holding a Commercial Contest with the prize money of \$250.00, I immediately jumped at the opportunity to get creative and put a video together. Initially got a team together through advertising on our private CKC On-Key page that I would be holding a ZOOM meeting to discuss our ideas and what we could do. Some members came to that meeting and we threw around some ideas between us

I presented the ideas to the chorus and we voted on a concept via Google Forms. Of course we didn't stick to any of it! We ended up just having fun with it. The finished product looked amazing after hours of tearing my hair out with editing.

A massive thank you to those ladies who came early to Chorus on both those Wednesday nights. Your participation was greatly appreciated and I could not have done this without you all.

I did not think I would be getting an email from Karen (SAA Marketing Coordinator) on New Year's Eve telling me that CKC had won the contest and \$250.00! I was ecstatic and had tell all of you right away.

**PERFORMANCES:**

Weren't we all glad to be getting gigs/performances again! Jane has done a remarkable in the last year getting performances for us. For a PR/Marketing Coordinator that meant regularly posting about upcoming performances and photos from the day(s). Christmas was a especially a hit! The public certainly loved it, and our Social Media presence has grown larger since and in continuing to grow,

**OTHER:**

Other than those highlights, I've been updating our Social Media regularly with the happenings in the Chorus such as Awards, Coaching themed nights, Anniversaries etc.

It has been an absolute pleasure so far and I can't wait to do more even when my full term is up in April 2024.

As always, thank you for being such a great group of women to collaborate, have fun, and most importantly, sing with!

Candace Deller  
PR & Marketing Coordinator

## Annual Performance Report 2023

During the last year there have been a number of performance opportunities that the chorus were able to take advantage of.

In July we performed at the Doonside Festival. This was a very small event, for which we didn't get paid, but it came soon after our membership drive so it was great to have some of our new members singing with us. It also put us on the radar of Blacktown City Council.

In October we sang for the Granny Smith Festival. A beautiful, sunny day meant huge crowds turned out for the event and it felt great to be singing for such a large audience.

At Christmas we were in high demand. We started in November with a performance at the Blacktown Christmas Carol event.

We then had four dates with the City of Sydney, performing at Martin Place and Pitt Street Mall. A change in the event management process at City of Sydney meant that the running of this event was not as smooth as previous years, but everyone coped well with the situation (and we all had the right-coloured t-shirt in the end).

In addition to the above, we performed at the Kenthurst Christmas Carols. The chorus bravely sang through a few technical issues with the sound equipment, but the vibrant energy in the park made it a very enjoyable event.

January saw the return of Australia Day celebrations for the City of Parramatta, which we were once again invited to be part of.

Thank you to all of the members who performed at these events. Your commitment to preparing for and taking part in the performances is greatly appreciated. Thank you also to Di and Steph, who stepped in to direct us, when Vicki was unable to.

Jane Masters

Performance Coordinator