

Secret Chorus Business

15 March 2023

THIS WEEKS REHEARSAL

Compulsory for all competing members

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



Rehearsal Songs

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

Integrity ★ Commitment ★ Fun
Dare to be Different

DORIS WARD AWARD (Sweet Adeline of the Year)

Last call for nominations - due by tonight's rehearsal

The Doris Ward Award was instigated in 2006 to recognize the work of CKC's founder and Director for six years, Doris Ward. The purpose of this award is to recognize, honour and thank a special member in our Chorus for her contributions to the chorus. A perpetual trophy is presented annually, and the recipient of the award is our Sweet Adeline of the Year, recognized at Convention with a certificate.

Nominations are now invited from the chorus. Any current full chorus member is eligible for nomination with the exception of Doris Ward, Vicki Dwyer and the previous year's winners, [Alison Anderson](#) and [Jenny Do Rozario](#)

The ideal candidate:

- ✓ Serves CKC to the best of her ability without thought of personal gain
- ✓ May hold an elected position or other high profile but is not the previous year's winner, or Doris Ward, or the Music Director.

The candidate displays many or all of the following traits at chorus level:

- ✓ Has excellent attendance records at rehearsals, performances, fund raising and other chorus activities
- ✓ Willingly takes on responsibilities and generously donates her skills when required
- ✓ Can be depended upon to carry through tasks/projects to completion
- ✓ Shows keen interest in chorus affairs, respecting and supporting decisions made by chorus Management Team or Music Staff.
- ✓ Believes in the importance of her personal marketing responsibility to present her chorus, the region and Sweet Adelines International in the best positive way to the general public.

Please email your nominations including a paragraph or two with the reason why you are nominating a person to Carol Lutz – incazo@bigpond.net.au

A full list of nominees and their attributes will be published to members in time for voting on Wednesday 22nd March.

Previous recipients:

2006: Doris Ward	2011: Diane Jenkins	2015: Steph Wallbank	2019: Carol Lutz
2007: Deborah Martin	2012: Liz Perry-Windhorst	2016: Karen Tucker	2020: Ann Keating
2008: Di Godwin	2013: Judith Bourne	2017: Karen Totaro	2021: Heather Baeza
2009: Rosemary Champion	2014: Kate Hawkins	2018: Inese Kamenyitzky	2022: Jenny Do Rozario & Alison Anderson
2010: Steph Wallbank			

CALL FOR NOMINATING COMMITTEE

Please help your chorus

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

We need at least 3 members to be on the nominating committee. This is not a big job, please help your chorus. If you are interested in being part of the nominating committee, please let Carol Lutz know this week. Thanks

NOTICE OF AGM

Wednesday 19th 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.



❖	Jessica Foulke	March 27
❖	Jane Masters	March 28
❖	Kath Ware	April 02
❖	Kaity Dwyer	April 04
❖	Anne Harris	April 07

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](#)

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 18th August – Sunday 20th August – SAA Weekend Workshop - Southern Cross College

Tuesday 22nd August – CKC Coaching evening– St Josephs (to be confirmed)

MEMBER LEAVE

Current member leave

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

If so please email

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 th Feb – 12 May 2023
Sue Gray	19 th Aug – 6 th October 2023
Jane Masters	15 th – 22 nd March 2023
Inese Kamenyitzky	28 th June – 27 th July 2023
Rachael Moessis	8 th – 24 th August 2023 13 th – 25 th November 2023

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 |
|-----------------|---------------|--------------|



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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.

CHORUS ETIQUETTE

R E S P E C T – what does it mean for CKC

Ask the right person - If you have questions about music, ask your Section Leaders. If you have questions about chorus administration, ask your Team Coordinator or the appropriate Committee member – that's what they are there for. Don't ask the Director.

Mind your own business - If you have advice for other chorus members about their singing, and you are not a Section Leader, speak to your Section Leader, not to the member concerned. Ditto for visual performance – speak to a member of the Visual Team, not the member concerned.



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.

SUGGESTION BOX

Submitting Suggestions

Have a suggestion you want to raise? Simple the 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) 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

BRISBANE ACCOMMODATION INFORMATION

Your input is required ASAP

We are collecting your accommodation details (address, who you're staying with, when you are arriving) so we can coordinate rehearsal times, rehearsal spaces and transport on contest day.

Please complete this survey as accurately as possible. There is a space at the bottom of the form for any other information you feel we need to know about your stay etc.

<https://forms.gle/BEiv3xF1gVamgNeSA>

CONVENTION NEWS

The next regional bulletin has been sent – check your emails

The RMT have received a few queries about convention and competition. Here's your 'go to' people for queries relating to convention and competition:

For queries relating to the 2023 chorus and quartet competition, your contacts are:

Kate Hawkins and Debra Griffiths, Competition Coordinators - cc@sweetadelines.org.au

For queries relating to 2023 convention, your contact is:

Megan Bishop, Chair of Regional Convention - crc@sweetadelines.org.au

For queries relating to Harmony Sunday, your contact is:

Education Coordinator, Bec Hewitt - education@sweetadelines.org.au

Also:

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).

But wait there's more...

The next edition of the convention bulletin was sent out to all members, please check your inboxes.

Chorus Coaching Weekend

Saturday 1st April and Sunday 2nd April

2 days of coaching with Bec Hewitt at St Josephs

CONVENTION PLANNING

Time to register for convention

Region 34! Get ready to rise, shine and sing!

We're very excited to announce that registration for 2023 Convention is now open!

Click on the link below to register. Registrations close on **Thursday 27 April**. Don't forget - you must register before 31 March to qualify for the early bird fee discount!

SAA members - \$295.00

Youth - \$145.00

Other registrants (e.g. BHA members) - \$325.00

All fees will increase by \$20.00 from 1 April 2023.

The following items will be available for pre-purchase - information can be found in the registration:

- replacement lanyard
- souvenir pin
- bling transfer
- dinner after Chorus comp
- leaders lunch

Also - please seriously think about whether you (or someone you know) could volunteer. Our conventions need people like you to help in various areas to make things run smoothly for our competitors and guests.

Looking forward to seeing you all in sunshiney Brisbane!

[Register Now!](#)



2023 Regional Convention

Brisbane Conv & Expo Centre, 4-7 May 2023

8 Wednesday rehearsals before competition

LOCK UP ROSTER

Changing the way we do things...

The Hospitality Committee will be responsible for venue lock up in 2023. A huge thank you to those members that participated in the venue lock ups during 2022. If you feel like continuing this duty, I'm sure Inese would love you to help out on the hospitality committee.

SUPPER ROSTER

DATE	SUPPER	HOSP TEAM
Wed 8 March	Minor Supper night	Kaye & Jenny
Wed 15 March	Minor Supper night	Verne & Steph
Wed 22 March	Minor Supper night	Amanda & Anne
Wed 29 March	March birthday Supper	Cathy & Inese

MEMBER LEAVE

Current member leave

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Please don't forget to 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 if you can assist by taking responsibility for always making sure your status is up-to-date this will certainly assist

DIARY DATES

2023	
Wed 8 th March	COMPULSORY ATTENDANCE for competing members
Sun 12 th March	Management team Meeting – Carol's house
Wed 15 th March	COMPULSORY ATTENDANCE for competing members
Wed 22 nd March	COMPULSORY ATTENDANCE for competing members Sweet Adeline of The Year Vote
Wed 29 th March	COMPULSORY ATTENDANCE for competing members
Saturday 1st April – Sunday 2nd April	COACHING WEEKEND at St Josephs Compulsory attendance for competing members
Wed 5 th April	COMPULSORY ATTENDANCE for competing members
Wed 12 th April	COMPULSORY ATTENDANCE for competing members
Wed 19 th April	COMPULSORY ATTENDANCE for competing members Venue Change: Balcombe Heights Estate – Thompson Hall - 7pm – 10pm 92 Seven Hills Road, Baulkham Hills AGM will be held this night
Wed 26 th April	COMPULSORY ATTENDANCE for competing members Venue Change: Wrights Road Community Centre - Room 2 - 7pm – 10pm Corner of Harrington Road & Wrights Road, Kellyville
Wed 3 rd May	Rehearsal – night before convention
Thu 4 th May	Start of Convention - you need to be in Brisbane on or before this day
Fri 5 th May	Quartet Competition
Sat 6 th May	Chorus Competition
Sun 7 th May	Convention Education workshops – Convention Close
Sat 17 th June	Management Team 101 online workshop (SAA)
Fri 18 th – Sun 20 th August	LoveNotes Quartet Weekend Workshop and concert
Tue 22 nd August	LoveNotes coaching night for CKC



LoveNotes Quartet

**2014 Sweet Adelines International
Quartet Champions**

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