

Secret Chorus Business

18 October 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

Concert Preparation

Reminder:

Choreo rehearsal for And All That Jazz front row team from 6.30pm to 7.15pm

Lead section rehearsal from 6.30pm to 7.15pm

Integrity ★ Commitment ★ Fun
Dare to be Different

BUNNINGS BBQ

Castle Hill Bunnings, 12th November 2023

7.30am to 10.30am	10.30am to 1.30pm	1.30pm to 4.30pm
Steph Wallbank	Verne	Kath Ware
Daniela G	Rachael M	Alison Anderson
Carol	Candace	Liz Perry
Ian Lutz	Linda V ?	Sue Winter?
Sue Gray		

Can everyone who has volunteered please check that the rostered times are OK? We also need more volunteers – please let Sue Gray know if you can help out – even 1 hour's assistance will be great if that is all you can manage.

Sue has also asked Bunnings about holding a cake stall but she has had no response to date – We will let you know when we hear back.

CONCERT RAFFLE

Donations required

As mentioned at rehearsal, we are seeking donations to use as raffle prizes for our show in November. We are seeking good quality items that will entice lots of people to buy tickets – think good wine, chocolate, self pamper items (no candles). Please check the use by dates on anything you donate and make sure it is all good.

Anything left over will be used for our Christmas raffles – but other items can be brought in after the concert for the Christmas raffles as well.

We also need volunteers to sell raffle tickets on the night – are there any partners or friends who may be available to help out? Please let Sue know asap.



❖	Alison Anderson	November 05
❖	Emma Edwards	November 21
❖	Anne Thompson	November 23
❖	Cathy Horner	November 24
❖	Candace Deller	December 08

CHORUS VALUES AND GUIDING PRINCIPLES

Commitment – Integrity – Fun

Based on CKC's values, the following guiding principles are statements that guide our actions and behaviour, and influence the way members interact and work with each other. They influence us when making decisions on: who we are as a chorus, who you are in the chorus, what we do as a chorus, and why we do it. They become the basis for our chorus culture.

Commitment

- ❖ We develop knowledge, skills and experience to always perform our best, both individually and collectively.
- ❖ We strive for excellence through personal responsibility and accountability.
- ❖ We value each other's time and efforts and trust each other to arrive prepared each week.

Integrity

- ❖ We treat everyone with respect, dignity, and equality.
- ❖ We create a welcoming and nurturing environment which fosters respect, acceptance and involvement of all women embracing differences in age, ability, ethnicity, sexuality and religious background.
- ❖ We give attention to our leaders, are supportive, mindful, friendly, and respect decisions made.

Fun

- ❖ We create a culture that enables, inspires and celebrates singing, joy, friendship and laughter.
- ❖ We encourage each other with positive attitudes and feedback.
- ❖ We sing from the heart



A reminder that our coaching weekend sessions with Bec is available to be reviewed on our Facebook Group page – Circular Keys – On Key.

FROM THE MANAGEMENT TEAM

Chorus fees to increase from 1st November 2023

As you are aware, a portion of your monthly membership fee is set aside in your “escrow account” to pay for your Sweet Adelines Australia and Sweet Adelines International memberships when they fall due.

When the memberships fall due, our Finance team pays your memberships using the funds from your escrow account. If there is not enough money to cover the membership cost, you will be invoiced for the additional fees. This is so you don't build up a negative balance in your escrow account.

Recently members of SAI were sent a notice about an increase in annual fees from \$100 USD to \$125 USD. With today's exchange rate, this equates to \$195 AUD.

Sweet Adelines Australia the membership fee is currently \$67 AUD.

Currently \$15 from each month from February – December is added to your escrow account. (January's fees are used to build the costume fund.) This amounts to \$165 per year, leaving a shortfall of \$97.

To limit distress to members, the management team have decided to increase CKC's monthly fees to \$60 per month commencing from 1st November 2023. The additional fees will mean that your escrow account should cover your membership fees (let's hope SAA don't increase their fees and the exchange rate does not get worse)

We ask that all members who currently have a regular bank transfer set up, could you please adjust the transfer amount to \$60 from November.

We are sorry to bring you this news, but with the rising costs of rehearsal venue hire, insurances, memberships and general chorus running costs, it has become a necessity.

Should this increase cause you any hardship, please contact Sue Gray or Carol Lutz to discuss (Sue is currently travelling the world, but will be back in mid October)

REGION 34 CONVENTION AND COMPETITION 2024

Thursday, 16th May to Monday, 20th May 2024

VENUE: Esplanade Hotel Fremantle, 46-54 Marine Terrace, Fremantle WA 6160

ACCOMMODATION:

CKC are advised to book at Tradewinds Hotel <https://tradewindshotel.com.au/>



Don't forget to sign the attendance sheet when you get to rehearsals. This is a requirement of our booking with St Josephs in case of an emergency, it is important that we have a complete list of people on site.

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 Frances Gurto (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

Steph Wallbank

SHOW WITH SYDNEY HARMONY

Hornsby RSL - Saturday 18th November 2023

Updated Performance Program

SET 1

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

Combined Song: SING

SET 2

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

Backup Song: Rolling in the Deep

SONG ASSESSMENT

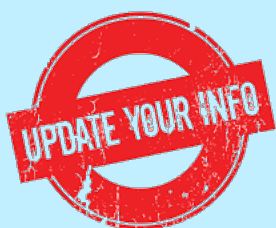
For the November Show

As always, members need to be **Approved** on all songs prior to performing them.

- ☐ If you have passed songs in 2021-3, you don't need to be re-assessed, but you do need to attend a section rehearsal where these songs are covered.
- ☐ If you passed before 2021, or have never passed them, you need to submit a recording to your section leader/assessor.

There will also be opportunities for live riser assessments for members who have passed songs before (but not for those who have never passed); if there are errors, you will need to correct these with a subsequent live riser or submit a recording.

Talk to your section leaders if you need any assistance with this process.



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.

CHORUS ETIQUETTE

'Be the change you want to see in the world' - Paraphrasing MAHATMA GANDHI

HONOUR THY DIRECTOR

She knows what she's doing

Believe that your Director knows what she's doing and restrain yourself from offering advice on how to run the chorus (or any other topic) while standing on the risers – or any time, really. Wait for her to invite your opinion,

Ten second rule

If the Director has not addressed the chorus within ten seconds, then you can talk quietly with your riser neighbour until the Director resumes. Keep your eye on the Director so you know when she has resumed, and then immediately give her your full attention.

Listen, don't correct

Often when there's a pause, chorus members try to correct their mistakes or those of their neighbours. Although this may seem important, RESIST. You will miss important comments from the Director that affect everyone in the chorus. Bear in mind that the Director fixes all the problems eventually.

Listen, don't sing along

When the Director is demonstrating how to sing a particular passage, listen. Do not sing with her. She's usually doing that to demonstrate micro-differences in pitch, nuances of vocal quality, or in some cases, notes or words. If you sing with her, you keep yourself and everyone else from hearing her, and instead, you become the example. That keeps us all from learning from the expert

Listen, don't distract

When the Director is speaking to the chorus, listen. Don't pass the time singing or reviewing your part. It makes it difficult for all of us to pay her proper attention and to learn, because we're instead paying at least some attention to you.

Listen, don't sing

When the Director is working with another section or sections, listen. Don't sneak-sing your part with them (unless she asks you to). You may think no one will notice, but it's guaranteed the Director will notice, and be distracted by it.

Listen to the pitch, don't hum

When the pitch pipe is sounding, listen. Don't hum the pitch. It keeps you and everyone else from hearing the pitch accurately.

Wait to be invited

Plan to arrive on time; but if you arrive late, or step down from the risers and are returning, simply stand on the side and wait until invited by the Director to take your place. Don't stop to do anything else on the way.

Don't cross the Director

If you need to step down for any reason, stay on the risers until there's a break in the singing, then step down and leave quietly. If you need to cross to the other side of the risers, walk behind the risers if possible or walk behind the Director instead. Under no circumstances should you ever cross in front of the Director while getting on the risers.

Wait your turn

If the Director is debriefing with Assistant Directors after rehearsal, wait until they have finished before talking to them.

Watch

Watch the Director at all times.

HONOUR THY SECTION LEADERS AND MANAGEMENT TEAM

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

Hand your riser recording in before it's due

Don't leave it until the last minute to submit your riser recording: you may not pass the first time around and you will need time to re-record. Don't make your Section Leader/riser checker chase you.

Before you submit it, listen to it yourself to check notes, words and breathing are correct. If you can hear errors, don't hand it in. Work on it and record it again. Review your Section Leader's feedback and work on anything she suggests before resubmitting.

HONOUR THY FELLOW CHORUS MEMBERS

Learn the music

Learn the music and be 'off paper' by the due date, so you don't slow everyone else down

If you are still using the sheet music after the due date, stand at the side of the risers (you haven't earned your place yet!)

When there are changes to the music, record them during rehearsal and review them at home

Learn the visual interpretation

Watch and listen when the visual plan is being taught. Don't interrupt with questions: trust that if you're doing it wrong, the Visual Team will tell you sooner or later. Don't ask fellow chorus members: this distracts them from paying attention, and there's no guarantee they know the answer.

When there are changes to the visual plan, record them during rehearsal (in whatever way works for you) and review them at home

Supper is the time to share

Share your personal anecdotes at supper after rehearsal; don't take up valuable rehearsal time

Keep yourself informed

Read your emails, including Secret Chorus Business, and check the chorus website regularly (we can tell) to make sure you are informed and prepared, so you don't waste time asking questions everyone else knows the answer to

Don't be a spammer

Address emails only to the people directly concerned, don't send them to the whole chorus and clutter up their Inbox

Workers rule

Allow the team who put the risers up and put them away, and the team who set out supper, to do their job. This takes precedence over your desire for a nice cup of tea.

Your perfume gets up my nose

Wear only unscented products – hairspray, hand lotion, etc. Don't wear any perfume on rehearsal days. Do wear deodorant, though!

Some gases weren't meant to be shared

If you need to fart, move off the risers

Some germs weren't meant to be shared

If you are suffering from something infectious – even just a cold – please stay off the risers so you don't spread your germs to the rest of the chorus

Stay safe

Carry everything you need on the risers on your body; don't place anything on the risers, so you don't cause a trip hazard for other members.

Turn your phone off

When you come to rehearsal, turn your mobile phone off or switch it to silent or vibrate. It's unlikely your ring tone is in the same key as what we're singing.

HONOUR THYSELF

We miss you

Believe that you are a valued member of the chorus and missed when you are absent. Make every effort to attend rehearsals and performance. If you are unable to attend a rehearsal, let your Section Leader know and record your absence on the chorus website

We need you

Believe that you have valuable skills you can use to help the chorus. Find a way in which you can contribute (apart from standing on the risers and singing): fundraising, costumes, setting up risers, helping with hospitality, assisting Membership and other Committees are all important ways you can help.

'Avoid doing what you would blame others for doing'
THALES, 7 BC

SUPPER ROSTER

DATE	SUPPER	HOSP TEAM
Wed 18 th Oct	Supper	
Wed 25 th Oct	October Birthday Celebration Supper	Kaye and Inese (Cake)

DIARY DATES

2023	
Fri 10 th November	Management team Meeting – venue Sue's House
Fri 10 th November	Bunch Performance – Alan Walker Retirement Village
Sun 12 th November	Bunning BBQ – Castle Hill Bunnings
Sat 18 th November	Show with Sydney Harmony at Hornsby RSL
Sun 26 th November	1.15pm City of Sydney Christmas Performance – Martin Place Tree
Sat 2 nd December	6pm City of Sydney Christmas Performance – Martin Place Christmas Tree
Fri 15 th December	Bunch Performance – Rowland Village Christmas Party
Sun 17 th December	6pm City of Sydney Christmas Performance – Martin Place Christmas Tree
2024	
Saturday 24 th Feb	REF visit with Lea Baker
Wed 10 th - Sun 14 th April	Coaching with Bec Hewitt Thursday & Friday – Quartets, Wednesday night, Sat/Sun - CKC
Wed 17 th April	CKC AGM
Sat 4 th – Sun 5 th May	Coaching weekend 1 with Di Huber
Fri 10 th – Sat 11 th May	Coaching weekend 2 with Di Huber
Thu, 16 May 2024 to Mon, 20 May 2024	Sweet Adelines Australia Regional Convention – Freemantle WA

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.

Rachael Moessis	13 th – 25 th November 2023
Pippa Anderson	22 nd Sep – 17 th Nov 2023
Heather Baeza	returning 8 th Nov 2023
Steph Wallbank	22 nd Nov – 6 th Dec 2023
Betty Fuller	return depends on health



YOUR MANAGEMENT TEAM

<input type="checkbox"/>	Musical Director	Vicki Dwyer
<input type="checkbox"/>	Team Co-Ordinator	Carol Lutz
<input type="checkbox"/>	Finance Manager	Sue Gray
<input type="checkbox"/>	Secretary	Anne Harris
<input type="checkbox"/>	Public Relations Co-Ordinator	Candace Deller
<input type="checkbox"/>	Performance Co-Ordinator	Jane Masters
<input type="checkbox"/>	Membership Chair	Frances Gurto

Appointed members:

<input type="checkbox"/>	Diane Jenkins	<input type="checkbox"/>	Susan Kelly	<input type="checkbox"/>	Pippa Anderson
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COMMITTEES

HOSPITALITY COMMITTEE

★ Inese Kamenyitzky – Chair

★ Anne Harris

★ Kaye Kendall

★ Jenny DoRozario

★ Kate Wong

★ Alison Anderson

★ Stephanie Wallbank

★ Verne Mantova

SOCIAL COMMITTEE

★ Anne Thompson

★ Jen Kumar

COACH COORDINATION COMMITTEE

★ Alison Anderson

★ Kath Ware

FUND RAISING COMMITTEE

★ Sue Gray – Chair

★ Courtney Churchward – Assistant Chair

★ Jen Senior

★ Kaity Dwyer

★ Alison Anderson

★ Linda Vitali

★ Ann Keating

REHEARSAL EQUIPMENT COMMITTEE

★ Kaye Kendall – Chair

★ Emma Edwards

★ Heather Baeza

★ Steph Wallbank

★ Cheryl Wolfenden

2023 SHOW COMMITTEE

★ Diane Jenkins

★ Vicki Dwyer

★ Alison Anderson

★ Kaity Dwyer

★ Kath Ware

★ Jane Masters



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

You rock!

PS there's always room for more – let me know if
you missed out on signing up