CKC Management Team Minutes Friday 12th January 2024

**Chairperson:** Carol Lutz

**Minutes:** Anne Harris

| **Item**  **No.** | **Item** | **Discussion** | **Action** | **By Whom** | **By When** |
| --- | --- | --- | --- | --- | --- |
| 1. | **Attendance**  **Meeting commenced:** | Chairperson Carol Lutz  Director Vicki Dwyer  Secretary Anne Harris  Team members Susan Kelly  Membership Frances Gurto  Marketing/PR - vacant  Treasurer Sue Gray  Di Jenkins  Pippa Anderson  Jane Masters |  |  |  |
| **2.** | **Acceptance of previous minutes** | Moved: Jane  Seconded: Carol |  |  |  |
| **3** | **Business Arising** |  |  |  |  |
| 3.1 | Replacement polo shirt | None | Hold over | Vicki/Kath |  |
| 3.2 | CKC Website | Ongoing | Hold over | Carol |  |
| 3.3 | Director/Chorus Agreement | Ongoing | Revise | Carol/Sue | February |
| 3.4 | Combined Sydney Harmony Show Feedback to Hornsby RSL | Feedback given to Sydney Harmony to forward to Hornsby RSL | Provide feedback | Vicki | Completed |
| 3.5 | Frementle Competition | Accommodation- looking at finding accommodation closer to the convention if possible. To recontact Rydges. We need approx. 20 rooms and general consensus that it is best to have everyone at the same site if possible. Option of YHA also discussed. At the moment chorus members have mainly booked into Tradewinds but there are no shops nearby and transport is difficult.  Transport- there is a bus provided for the day of the competition but no bus/ rebates for general transport  CKC not needed to prepare ribbons for medals  Rehearsal space- Jane has made contact with several places and it will depend on where we are staying. Times needed are Thursday pm, Friday pm and Sat am.  Flights- remind members to book  Determine coaching expenses for Di Huber  Survey to chorus- who is definitely going to convention | Contact Rydges Fremantle  Continue to explore options  Notice to be put in SCB | Sue G  Jane  Carol  Sue G  Carol | ASAP  Completed  ASAP |
| 3.6 | Friends of CKC access | Past difficulties with access. Carol had updated the questions to provide smooth access. |  | Carol | Completed |
| **4** | **Correspondence** | 1. Key dates for 2024 competition including registration- 2nd Feb 2. Marketing (Membership regional Zoom catch up Sat 27th Jan 11am- need to register 3. Lee Baker- asking if CKC would like to share time and costs for expression coach ?Lee Beverley. Unsure of cost at the moment as other choruses will also share the expense | Attend Zoom meeting | Carol  Francis | Feb/March  27th January |
| **5** | **Ratifications by Email** | Conversation with Gay from Coastal Arcapella  re borrowing CKC risers on 16-18th February. Confirmed and charging $100. |  |  |  |
| **6** | **Reports** |  |  |  |  |
| 6.1 | Financial | (see report)  Sue G reports there is a shortfall of $2200 for the year with outstanding Christmas gigs income not yet received. Susan reports these have been received and there is a profit of $3455 for the year.  Fund raising obtained approx. $10,000  Income now reduced as some members have left. We now have approx. 36-39 members. Finances will be tight this year.  Sue has requested Bunnings dates for the year- not yet received. Discussion that members who help out with Bunnings could use the profits to help with their convention registration. No decision made re this.  At the moment 3 members are behind in payments  Discussion that January fees continue to be held to cover uniforms in the future.  Moved: Sue G  Accepted: Jane |  |  |  |
| 6.2 | Music team | None |  |  |  |
| 6.3 | Membership | (see report)  Francis has the 10year pin for Cheryl for end of February  Alison has the BBQ equipment and this needs picking up  SAI fees discussed and Francis to try to put as many together in the month as possible.  Vicki still in touch with Naevi | Pick up equipment | Sue G |  |
| 6.4 | PR/ Marketing | Position vacant at the moment due to resignation of Candace.  Vicki reports that Katie has volunteered to help with Instagram and Facebook. Many thanks Katie.  Jane reports that she is happy to help co-ordinate newspapers etc until the AGM in April.  Vicki discussed moving the CKC banner to outside Coles at Schofields and attach with padlocks  Sandwich board/ sign to be made including QR code |  | ???  Carol | As possible |
| 6.5 | Performance | (see report)  Parramatta council has requested that we sing on stage for extra time on Australia Day. Discussed that as our Australia Day songs are not able to be included it would be difficult for the chorus. Discussed that Allouette may like to sing as well. Suggested cost for extra singing to be $600.  Di to be the contact person for the day as Jane is unavailable. | Check with quartet re their availability | Vicky | As possible |
| 6.6 | Fund Raising | Jane suggested using Bingo for Friends of CKC website. Need to look up not for profit guidelines | Check guidelines for not for profit | Jane | As possible |
| **7** | **New Business** |  |  |  |  |
| 7.1 | Membership drive | Ideas discussed- this would need to be post-convention. Other chorus ideas include open nights, advertising for those who already sing. |  |  |  |
| 7.2 | Valentines Day | Pippa discussed having heart shaped pieces of paper and writing something positive about a chorus member. |  | Pippa | 14th February |
| 7.3 | Chorus etiquette | Positive attitude towards all things chorus when talking with other members as we head towards convention  “Glass half full”. |  |  |  |
|  | Meeting closed: | 10.30pm |  |  |  |
|  | **Next meeting Friday 9th February** | **Venue: Sue Gray**  **Theme:** |  |  |  |