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 HarrisTeam members Susan KellyMembership Frances GurtoMarketing/PR - vacantTreasurer Sue GrayDi Jenkins Pippa Anderson Jane Masters |  |  |  |
| **2.** | **Acceptance of previous minutes** | Moved: JaneSeconded: 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 transportCKC not needed to prepare ribbons for medalsRehearsal 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 bookDetermine coaching expenses for Di Huber Survey to chorus- who is definitely going to convention | Contact Rydges FremantleContinue to explore optionsNotice to be put in SCB | Sue GJaneCarolSue GCarol | ASAPCompletedASAP |
| 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 | CarolFrancis | Feb/March27th January |
| **5** | **Ratifications by Email** | Conversation with Gay from Coastal Arcapellare 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. $10,000Income 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 paymentsDiscussion that January fees continue to be held to cover uniforms in the future.Moved: Sue GAccepted: Jane |  |  |  |
| 6.2 | Music team | None |  |  |  |
| 6.3 | Membership | (see report)Francis has the 10year pin for Cheryl for end of FebruaryAlison has the BBQ equipment and this needs picking upSAI 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 padlocksSandwich 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:**  |  |  |  |