CKC Management Team Minutes Friday 13th October 2023

**Chairperson:** Carol Lutz

**Minutes:** Anne Harris

| **Item**  **No.** | **Item** | **Discussion** | **Action** | **By Whom** | **By When** |
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| 1. | **Attendance**  **Apologies:**  **Meeting commenced:** | Chairperson Carol Lutz  Director Vicki Dwyer  Secretary Anne Harris  Team members Susan Kelly  Membership Frances Gurto  Marketing/PR Candace Deller  Treasurer Sue Gray  Di Jenkins  Pippa Anderson  Jane Masters  7.45pm |  |  |  |
| **2.** | **Acceptance of previous minutes** | Moved: Vicki  Seconded: Sue Gray |  |  |  |
| **3** | **Business Arising** |  |  |  |  |
| 3.1 | Replacement polo shirt | eShirt option discussed.  Kath is away at the moment- no further action | Hold over | Vicki/Kath |  |
| 3.2 | CKC Website | No further action at this stage | Hold over | Carol |  |
| 3.3 | Director/Chorus Agreement | Carol and Sue G would like to review  Suggestion made to have the director agreement from January to December.  Anne has reviewed the agreement and has some potential additions | Review agreement  Email suggestions to Carol | Carol/Sue  Anne | November  November meeting |
| 3.4 | Combined Sydney Harmony Show 18th November | Vicki reports that there are 2 invited paid acts in the show  Tony Barnard- jazz guitarist $400  Vox Canvas $500  MC -Rick Herbert $700  Stage manager- Kate Hawkins- no cost except a coffee!  Discussion re costume for CKC for the second set – unable to use the older purple costumes due to difficulties with sizing. Black tops maybe suitable.  Sound and lighting fees are now on an hourly basis- Vicki trying to cut down expense.  Discussion re the need for a chair for Cathy to use on the risers- need height and width of riser  Flyers are now available and need to be distributed | Negotiating price  Make chair | Vicki  Carol’s husband | ASAP  ASAP |
| 3.5 | Riser insurance policy review | This has now been paid | Completed |  |  |
| 3.6 | Increasing group cohesion- small breaks during rehearsal | Discussion that the recent coaching session with Bec has brought the chorus together  Suggestion that there is a dinner/ drinks after the Christmas Carols in the City on 26th November. Invite to be put in SCB.   * A booking / venue/ numbers would be needed and Sue Gray to organise. | Article in SCB  Organise booking and numbers | Carol  Sue G |  |
| **4** | **Correspondence** | Two emails   * SA director school at St Josephs and Vicki has registered for January 2024. Discussion re the need and importance of Di also attending- same agreed by the meeting.   Discussion that as previously discussed there will be a charge for the risers.   * SA International Board- members will need to vote for this in the next few weeks. | Bio’s of the potential board members | Carol |  |
| **5** | **Ratifications by Email** | None |  |  |  |
| **6** | **Reports** |  |  |  |  |
| 6.1 | Financial | (See report)  Discussion that Nives has not paid yet  All members are now up to date with fees including Shelby  Long discussion re how to split the extra $10 being charged from November. Suggested 60% international 40% chorus.  Need to have separate section set aside for costumes  Acceptance of report  Moved: Carol  Seconded: Candace | Contact Nevi  Contact Annie from regional finance for suggestions  Separate costume section | Sue G  Sue G  Susan | ASAP  November  November |
| 6.2 | Music team | Vicki reports that there will be no risers needed for the Christmas sing outs this year and that members can hold music in black folders if needed.  New Christmas song Man with the Bag  There has been no music team meeting this month as members not well | Music on website | Vicki |  |
| 6.3 | Membership | (see report)  Shelby is now up to date with her fees  Amanda is planning to come back and is still paying her fees  Nive has been put as a probationary member  Linda B is away at the moment  Francis has noticed discrepancies in members attendance list signing in and who is attending | Comment in SCB | Carol |  |
| 6.4 | PR/ Marketing | (see report)  Flyers for the upcoming show A4 50, A5 100 for distribution  There has been $800 allocated for marketing  Advertising- has been put in Hornsby RSL newsletter  Multiple articles and photos on social media.  Need to not use filter when sending photos as they are blurry. | Organise printing of flyers  Social media articles | Kath  Candace/ Josh |  |
| 6.5 | Performance | Jane not present  There has been no response from the Christmas at the Airport sing out  Steph to follow up Australia Day concert at Bella Vista  Will need a bus for Fremantle | Chase up singing gig  Book a bus | Steph  Sue G |  |
| 6.6 | Fund Raising | Bunnings BBQ 12th November roster organised  Bunnings Cake Stall 12th November- need to have separate roster and stall. Courtney/Kaitlyn organising  Investigate other Bunnings BBQ opportunities  Raffle- donated items already include a $300 crock pot, a T2 box, an escape room voucher. All members to be asked to sell raffle tickets particularly at the performance show.  Christmas raffle- later | Contact Bunnings  SCB article | Sue G  Carol | November  ASAP |
| **7** | **New Business** |  |  |  |  |
| 7.1 | Fremantle SA Competition 2024 | Vicki asked do we want to invite OOTERs to compete with CKC in Fremantle? This would need to be via application and audition. General discussion. |  |  |  |
| 7.2 | Friends of CKC | Some friends have had difficulties accessing the webpage and have been declined. | Follow up and accept | Candace | ASAP |
| 7.3 | Christmas Dinner | Organised for 13th December.  Venue: St Josephs  Food: St Joseph’s to cater for mains and dessert  Entertainment: singing /skits  Secret Santa $10 only and to pull names out of a hat  For CKC members only | Quote from St Josephs | Sue G |  |
|  | Meeting closed: | 10.15pm |  |  |  |
|  | **Next meeting Friday 10th November** | **Venue: Sue Gray**  **Theme: Thanksgiving** |  |  |  |