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 HarrisTeam members Susan KellyMembership Frances GurtoMarketing/PR Candace DellerTreasurer Sue GrayDi Jenkins Pippa Anderson Jane Masters7.45pm |  |  |  |
| **2.** | **Acceptance of previous minutes** | Moved: VickiSeconded: 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 agreementEmail suggestions to Carol | Carol/SueAnne | NovemberNovember meeting |
| 3.4 | Combined Sydney Harmony Show 18th November | Vicki reports that there are 2 invited paid acts in the showTony Barnard- jazz guitarist $400Vox Canvas $500MC -Rick Herbert $700Stage 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 riserFlyers are now available and need to be distributed | Negotiating priceMake chair | VickiCarol’s husband | ASAPASAP |
| 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 togetherSuggestion 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 SCBOrganise booking and numbers | CarolSue 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 yetAll members are now up to date with fees including ShelbyLong 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 costumesAcceptance of reportMoved: CarolSeconded: Candace | Contact NeviContact Annie from regional finance for suggestionsSeparate costume section | Sue GSue GSusan  | ASAPNovemberNovember |
| 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 BagThere 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 feesAmanda is planning to come back and is still paying her feesNive has been put as a probationary memberLinda B is away at the momentFrancis 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 distributionThere has been $800 allocated for marketingAdvertising- has been put in Hornsby RSL newsletterMultiple articles and photos on social media.Need to not use filter when sending photos as they are blurry. | Organise printing of flyersSocial media articles | KathCandace/ Josh |  |
| 6.5 | Performance | Jane not presentThere has been no response from the Christmas at the Airport sing outSteph to follow up Australia Day concert at Bella VistaWill need a bus for Fremantle | Chase up singing gigBook a bus | StephSue G |  |
| 6.6 | Fund Raising | Bunnings BBQ 12th November roster organisedBunnings Cake Stall 12th November- need to have separate roster and stall. Courtney/Kaitlyn organising Investigate other Bunnings BBQ opportunitiesRaffle- 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 GCarol | NovemberASAP |
| **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 JosephsFood: St Joseph’s to cater for mains and dessertEntertainment: singing /skitsSecret Santa $10 only and to pull names out of a hatFor CKC members only | Quote from St Josephs | Sue G |  |
|  | Meeting closed:  | 10.15pm |  |  |  |
|  | **Next meeting Friday 10th November** | **Venue: Sue Gray****Theme: Thanksgiving** |  |  |  |