CKC Management Team Minutes Friday 4th August 2023

**Chairperson:** Di Jenkins

**Minutes:** Anne Harris

| **Item**  **No.** | **Item** | **Discussion** | **Action** | **By Whom** | **By When** |
| --- | --- | --- | --- | --- | --- |
| 1. | **Attendance**  **Apologies:**  **Meeting commenced:** | Director Vicki Dwyer  Marketing/PR Candace Deller  Secretary Anne Harris  Team members Di Jenkins  Pippa Anderson  Susan Kelly  Membership Frances Gurto  Performance Jane Masters  Treasurer Sue Gray  Chairperson Carol Lutz  7.45pm |  |  |  |
| **2.** | **Acceptance of previous minutes** | Recent minutes of previous meeting accepted  Moved: Vicki  Seconded: Francis |  |  |  |
| **3** | **Business Arising** |  |  |  |  |
| 3.1 | Doonside Festival 13th September | Jane is following up – no further communication at this stage |  |  |  |
| 3.2 | Replacement costumes and polo shirt | Vicki and Kath looking at Tulio tops in a variety of solid colours- green, pink, deep blue and purple. Samples have been obtained. The idea is to have each voice part in a different colour. Regular sizes cost $63 but no extra large sizes available. These would need to be made especially at a cost of $90 plus fabric. Flat fee to all chorus members would be $40 with the chorus costume fund covering the outstanding amount.  Diana suggested a CKC diamonte broach rather than a sown logo. | Ongoing | Kath and Vicki |  |
| 3.3 | CKC Website revamp | No further discussion. | Ongoing | Carol |  |
| 3.4 | CKC committee sign-up sheets | Courtney to fill in while Sue Gray away | Completed |  |  |
| 3.5 | Love Notes Concert 19th August | Caitlin- Pippa pick up from the airport  -Stephen transport to airport 23rd August  Hosting- Vicki  Those at the workshop will need to take blue performance costumes with them for the day including stage makeup and chorus shoes- optional eyelashes. There is limited space for changing  Pippa to ask chorus who is attending workshop | Transport  Discuss with chorus | Pippa  Vicki  Pippa | Next chorus rehearsal |
| 3.6 | Purchase of CKC regional professional photos from Samuel Noakes Photography | Photos have been purchased.  Email with access to photos to be sent to Candace for promotional opportunities. | Completed  Email | Sue | ASAP |
| 3.7 | Director /Chorus Agreement | Discuss at next meeting | Hold over |  |  |
| 3.8 | 21-year celebration of Vicki as our director | Discuss at next meeting | Hold over |  |  |
| 3.9 | Combined Sydney Harmony Show 18th November | No further information at this stage | Hold over |  |  |
| 3.10 | Fremantle  Convention 16-19th May 2024 accommodation | The chorus has been notified re the need to book accommodation for convention 2024. | Completed |  |  |
| **4** | **Correspondence** |  |  |  |  |
| **5** | **Ratifications by Email** | None |  |  |  |
| **6.** | **Reports** |  |  |  |  |
| 6.1 | Financial | (See report)  Renewal notice for chorus equipment valuations insurance has been received by Sue- see report  Remove digital video recorders from policy otherwise all other equipment insurance remains the same.  (motion proposed : Vicki - all in agreement)  Bill for One Music Australia  Financial report acceptance moved by Pippa and seconded by Candace. | Anne to send email to Sue re change to policy | Completed |  |
| 6.2 | Music team | Video submission received from Shelbi (ongoing) |  |  |  |
| 6.3 | Membership | (See report)  Francis following up with Laura re personal details for international registration.  Suzie needs to be transferred from her last chorus to ours.  Susan requested that all new members be grouped together if possible for SA international fees | Obtain details | Francis  Francis | As possible |
| 6.4 | PR/ Marketing | (See report)  Sue Winters has joined PR committee  Re Sydney Harmony show- Candace to co-ordinate with Josh | Email re Josh’s details to be sent to Candace | Vicki | Completed |
| 6.5 | Performance | (See attached file)  Di has forwarded info for Christmas gigs to Jane.  Granny Smith festival- a suggestion has been received from a chorus member to have more culturally diverse songs included in our repertoire. Decision was made not to attend the festival this year and concentrate on relationship with Blacktown Council. |  |  |  |
| **7.** | **New Business** |  |  |  |  |
|  | Meeting closed: 9.40pm |  |  |  |  |
|  | **Next meeting Friday 8th September** | **Venue: TBC** |  |  |  |