CKC Management Team Minutes Friday 8th September 2023

**Chairperson:** Carol Lutz

**Minutes:** Anne Harris

| **Item**  **No.** | **Item** | **Discussion** | **Action** | **By Whom** | **By When** |
| --- | --- | --- | --- | --- | --- |
| 1. | **Attendance**  **Apologies:**  **Meeting commenced:** | Chairperson Carol Lutz  Director Vicki Dwyer  Secretary Anne Harris  Team members Di Jenkins  Susan Kelly  Membership Frances Gurto  Performance Jane Masters  Marketing/PR Candace Deller  Treasurer Sue Gray  Pippa Anderson  7.50 pm |  |  |  |
| **2.** | **Acceptance of previous minutes** | Correction to Acceptance of August minutes -seconded by Di as Frances not able to second as she was not present at the meeting in July  Recent minutes of previous meeting accepted  Moved: Frances  Seconded: Vicki |  |  |  |
| **3** | **Business Arising** |  |  |  |  |
| 3.1 | Doonside Festival 13th September | See Janes email for comprehensive details |  |  |  |
| 3.2 | Replacement polo shirt/ casual top | Vicki has been exploring different companies including Tulio and eShakti and has found a tunic top with variable colours and lengths that maybe suitable for casual CKC wear.  Kath to order one in her size for a sample.  Jane discussed that it is easier to adjust larger clothing to smaller sizing than the other way around.  Ideally it would be good to have before Fremantle 2024. | Ongoing  Buy sample top | Vicki  Kath | May 2024 |
| 3.3 | CKC Website revamp | No further discussion. | Ongoing | Carol | October review |
| 3.4 | Love Notes Concert 19th August | Review of concert-  - chorus sang well  - some difficulties getting onto the stage by some members as the steps were very high |  |  |  |
| 3.5 | Director /Chorus Agreement | Carol has previously sent out the agreement for comment and has not received any comments. Could members please review members section and send comments through to Carol.  Director section  Discussion that this agreement should be attended every 12 months- Susan suggested probably best January to December  The financial section also needs reviewing and updating | Review members agreement  Review director section  Send email to Sue to review rate | All management members  Vicki  Carol | October  October  ASAP |
| 3.6 | 21-year celebration of Vicki as our director | Suggestion to have this at chorus one week | Approach social committee/hospitality to organise | Carol | ASAP |
| 3.7 | Combined Sydney Harmony Show 18th November | CKC Show committee includes Caitlyn, Kath, Alison and ? Emma, Jane and Di volunteered as team leader to co-ordinate and delegate jobs to others. CKC team to liaise with Sydney Harmony Team  Initial show Zoom meeting Friday 29th September at 8pm.  Venue- Hornsby RSL has already been booked  Music programme has been planned by Vicki | Email Sydney Harmony re meeting | Vicki | ASAP |
| **4** | **Correspondence** | Email received from SAI- international fees are increasing |  |  |  |
| **5** | **Ratifications by Email** | None |  |  |  |
| **6.** | **Reports** |  |  |  |  |
| 6.1 | Financial | (See report)  Motion for acceptance of financial reports  Moved: Di  Seconded: Carol  Payment of new members discussed- one new potential member (Shelby) has not yet paid despite attending  One member continues to pay fees despite not attending for a while.  One member in arears – reminder email/text to be sent if over 2 months  **Chorus fees**. General discussion that fees will need to rise due to increase in SAI fees. Comparison has been made with other singing groups and choruses and all are paying more  Decision made to increase fees from $50 to $60 per month commencing November 2023. Members using automatic direct debiting will need to adjust their payments.  **Riser insurance**- to continue with this and commence a riser hiring fee to help cover insurance. | Email  Text  Review insurance policy  Email to Sue Gray re payment of policy after review | Frances  Vicki  Vicki/Carol  Vicki/Carol | As possible  Completed |
| 6.2 | Music team | (See email)  Email has been sent out by Rachael re risers required for upcoming gigs.  Vicki and Di away next rehearsal and there will be section rehearsals on Wednesday night  Reassessment of numbers for the show. At the moment 26 are signed on to attend.  General discussion looking at retaining current members in the chorus.  Ideas given to create a sense of belonging in the chorus and to increase group cohesion.  Suggestion given to have a short break – 5 mins, during the rehearsal each week to move around off the risers and have a short fun time- e.g. what is something good that has happened during the week. Di volunteered to organise the first one.  Carol happy to ask the social committee to organise these in the future. | Reminder email to members to fill out attendance for the show in November  5-minute break time  in chorus  Discuss with social committee | Di  Di  Carol | 29th September  By next meeting |
| 6.3 | Membership | (See report)  Shelby has not attended the last 2 weeks  Suzie has 2 SAI numbers and Francis unsure which one to use. Vicki and Di report the one with 7 digits is the most up to date number. Her personal details need to be added onto Groupanizer and Carol reports that she is happy to attend to this.  **Attendance sheets**  Francis reports that there have been some inaccuracies entered by others of membership weekly attendance. She is happy to take over this role and will let others know. | Add personal details for Suzie to G  Groupanizer  Discuss with other CKC members | Carol  Frances | Completed |
| 6.4 | PR/ Marketing | (See report)  Due to time restraints tonight unable to proceed with actions required by PR/Marketing report  Committee members requested to read through Candace’s reports and send comments to Carol. | Read PR/Marketing report and send comments to Carol  Collate comments to send through to Candace | All committee members  Carol | Sunday 10th September |
| 6.5 | Performance | (See attached file)  Doonside gig- see recent email from Jane  Can use CKC banner to promote chorus and 100-200 flyers to be obtained for the day  Clarifying no Granny Smith festival this year  Ryde/ Rotary markets request- to decline | Send email to Candace to organise flyers through Officeworks | Jane |  |
| **7.** | **New Business** | None |  |  |  |
|  | Meeting closed: 10:55pm |  |  |  |  |
|  | **Next meeting Friday 13th October** | **Venue: Sue Gray** |  |  |  |