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 HarrisTeam members Di Jenkins Susan KellyMembership Frances GurtoPerformance Jane MastersMarketing/PR Candace DellerTreasurer Sue GrayPippa 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 JulyRecent minutes of previous meeting acceptedMoved: FrancesSeconded: 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. | OngoingBuy sample top | VickiKath | 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 sectionDiscussion that this agreement should be attended every 12 months- Susan suggested probably best January to DecemberThe financial section also needs reviewing and updating | Review members agreementReview director sectionSend email to Sue to review rate | All management membersVickiCarol | OctoberOctoberASAP |
| 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 TeamInitial 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 reportsMoved: DiSeconded: CarolPayment 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 moreDecision 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. | EmailTextReview insurance policyEmail to Sue Gray re payment of policy after review | FrancesVickiVicki/CarolVicki/Carol | As possibleCompleted |
| 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 nightReassessment 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 November5-minute break timein chorusDiscuss with social committee | DiDiCarol | 29th SeptemberBy next meeting |
| 6.3 | Membership | (See report)Shelby has not attended the last 2 weeksSuzie 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 GGroupanizerDiscuss with other CKC members | CarolFrances | Completed |
| 6.4 | PR/ Marketing | (See report)Due to time restraints tonight unable to proceed with actions required by PR/Marketing reportCommittee 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 JaneCan use CKC banner to promote chorus and 100-200 flyers to be obtained for the dayClarifying no Granny Smith festival this yearRyde/ 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** |  |  |  |