CKC Management Team Minutes Friday 9th February 2024

**Chairperson:** Carol Lutz

**Minutes:** Anne Harris

| **Item**  **No.** | **Item** | **Discussion** | **Action** | **By Whom** | **By When** |
| --- | --- | --- | --- | --- | --- |
| 1. | **Attendance**  **Apologies**  **Meeting commenced:** | Chairperson Carol Lutz  Secretary Anne Harris  Team members Susan Kelly  Marketing/PR - vacant  Treasurer Sue Gray  Di Jenkins  Pippa Anderson  Jane Masters  Director Vicki Dwyer  Membership Frances Gurto  7.50pm |  |  |  |
| **2.** | **Acceptance of previous minutes** | Moved: Susan  Seconded: Di |  |  |  |
| **3** | **Business Arising** |  |  |  |  |
| 3.1 | Replacement polo shirt | (included in Vicky’s report)  Kaye is trialling different white T shirts- planning to tie- dye these and access. |  | Vicki/Kath | Ongoing |
| 3.2 | CKC Website | Carol has asked Kath to update log posts and public content on web site | Update | Carol/Kath | Ongoing |
| 3.3 | Director/Chorus Agreement | Discussion re some adjustments that may need to be made. | Sue and Carol to discuss with Vicky | Carol/Sue | April |
| 3.4 | Frementle Competition | Accommodation- mostly at Rydges.  Members to pay 10% deposit by next week. Balance due by 1st April and members will be requested to pay 2 weeks before. Members can pay all of accommodation costs if preferred.  Rehearsal space needed for Thursday pm, Friday pm and Sat am - options discussed including Rydges and/or Sail and Anchor  Email received from SAA- registrations are now open  All members need to be up to date with their chorus fees by March 19th to be able to compete.  ? combined breakfast competition day depending on our allocated position in the competition. | Invoices to be sent out.  Contact Michael at Rydges  Contact Rydges re availability | Susan/Sue  Jane  Sue | ASAP  ASAP  ASAP |
| 3.5 | Marketing (Membership regional) | (see report)  We have 3 new potential members Spring (lead), Monica (bari), and Arome (bass) |  |  |  |
| 3.6 | Valentine’s Day | Pippa suggested heart cardboard cut outs that members could write positive comments about members. Suggested time allocation 10 minutes. | Organise cut outs | Pippa | 14th February |
| **4** | **Correspondence** | IN   1. SAA requesting if we need transport arranged for contest. declined as we are staying at the convention centre. 2. SAA registrations open |  |  |  |
| **5** | **Ratifications by Email** | None |  |  |  |
| **6** | **Reports** |  |  |  |  |
| 6.1 | Financial | (see report)  Moved: Carol  Accepted: Pippa  Several members are now behind in payments | Reminders to be sent out | Sue/ Susan | ASAP |
| 6.2 | Music team | (see report)  New foundation and make up for contest  Team of 8 front row members to ensure balance of sound in chorus  New music after contest | Explore options | Vicky and Katie |  |
| 6.3 | Membership | (see report)  Francis has the 10-year pin for Cheryl  BBQ equipment to be collected from Alison  Candace was ahead with chorus fees | Distribute  Picking up equipment  10th February  Return money | Frances  Sue G  Sue G | End of February  10th February  ASAP |
| 6.4 | PR/ Marketing | Position vacant - Katie helping with Instagram and Facebook. Jane co-ordinating newspapers  Sandwich board to be used for sing out events  Carol reports that she found the pamphlet QR code was not working. Discussed using stickers at the moment. | Update QR code | Carol  Carol | Completed |
| 6.5 | Performance | (see report)  Jane reports that there is a Blackheath Festival from 23-25th August and would CKC like to be involved- unpaid gig  Australia Day feedback.  Bella Vista – very good response from the crowd  Parramatta - Rachael, Carol and Ann were not able to access the car park as their names were not on the list. Next time clarify parking requirements further.  Some members arrived very early. A very hot day. Feedback to council disappointment with no Australian songs. |  | Jane | Hold over |
| 6.6 | Fund Raising | Jane suggested using Bingo for Friends of CKC website. Need to look up not for profit guidelines | Check guidelines for not for profit | Jane | Hold over |
| **7** | **New Business** |  |  |  |  |
|  | 7.1 Steph’s Farewell | Feb 24th 4pm- 6.15pm after Lee Baker coaching  Organising team include: Jane, Vicky, Inese, Jenny D, Kath and Rachael  Invitations being sent out today  Guests to arrive 4.15pm for a 4.30pm start  Members to bring food and others if they would like  Management team to bring drinks  Singing to include True Colours and I Wish You Love  This is Your Life section- past members with their stories with Steph  Barbershop Barbie skit  Photo presentation- Candace organising |  |  |  |
|  | Meeting closed: | 9.55 pm |  |  |  |
|  | **Next meeting Friday 15th March** | **Venue: Sue Gray** |  |  |  |