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 HarrisTeam members Susan KellyMarketing/PR - vacantTreasurer Sue GrayDi Jenkins Pippa Anderson Jane MastersDirector Vicki Dwyer Membership Frances Gurto7.50pm |  |  |  |
| **2.** | **Acceptance of previous minutes** | Moved: SusanSeconded: 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 AnchorEmail received from SAA- registrations are now openAll 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 RydgesContact Rydges re availability | Susan/SueJaneSue | ASAPASAPASAP |
| 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** | IN1. 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: CarolAccepted: PippaSeveral 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 contestTeam of 8 front row members to ensure balance of sound in chorusNew music after contest | Explore options | Vicky and Katie |  |
| 6.3 | Membership | (see report)Francis has the 10-year pin for CherylBBQ equipment to be collected from Alison Candace was ahead with chorus fees  | Distribute Picking up equipment10th FebruaryReturn money | FrancesSue GSue G | End of February10th FebruaryASAP |
| 6.4 | PR/ Marketing | Position vacant - Katie helping with Instagram and Facebook. Jane co-ordinating newspapers Sandwich board to be used for sing out eventsCarol reports that she found the pamphlet QR code was not working. Discussed using stickers at the moment. | Update QR code | CarolCarol | 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 gigAustralia 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 coachingOrganising team include: Jane, Vicky, Inese, Jenny D, Kath and RachaelInvitations being sent out todayGuests to arrive 4.15pm for a 4.30pm startMembers to bring food and others if they would likeManagement team to bring drinksSinging to include True Colours and I Wish You LoveThis is Your Life section- past members with their stories with StephBarbershop Barbie skitPhoto presentation- Candace organising |  |  |  |
|  | Meeting closed:  | 9.55 pm |  |  |  |
|  | **Next meeting Friday 15th March** | **Venue: Sue Gray** |  |  |  |