CKC Management Team Minutes Friday 9th June 2023

**Chairperson:** Carol Lutz

**Minutes:** Anne Harris

| **Item****No.** | **Item** | **Discussion** | **Action** | **By Whom** | **By When** |
| --- | --- | --- | --- | --- | --- |
| 1. | **Attendance****Apologies:**  | Team Coordinator Carol LutzDirector Vicki DwyerTreasurer Sue GrayMembership Frances GurtoMarketing/PR Candace DellerSecretary Anne HarrisTeam members Di Jenkins Pippa AndersonSusan Kelly, Jane Masters |  |  |  |
| **2.** | **Acceptance of previous minutes** | Recent minutes of previous meeting acceptedMoved: VickiSeconded: DiFeedback received that committee members liked the new minutes format.  |  |  |  |
| **3** | **Business Arising**  |  |  |  |  |
| 3.1 | Parramatta City payment for Australia Day | Sue Gray reports an invoice had been sent and that payment was received in June | Completed |  |  |
| 3.2 | Blacktown City Council grant  | Grant payment has been receivedVocal workshop 17th June at Blacktown Senior Citizens centreVenue booked and paid Discussion re name tags- to use sticky labelsLearning song is” I will Survive”To ensure copyright privacy7 participants already registeredMarketing material for CKC in marketing folderUnsure of access to venueNo tea and coffee will be provided and all participants to bring their own lunchDiscussed use of small whiteboard for the dayCKC members need to update their attendance at vocal workshop  | Check labels in folder Print music for new participantsWatermark sheet music and send through to FrancesCheck copies Email Jane to checkBring whiteboardEmail to be sent | Frances FrancesDiFrancesDiVickiVicki | ASAPASAPASAPASAPASAP17th JuneComplete |
| 3.3 | Doonside Festival 22nd July | ConfirmedPerformance to commence at 9.45am for ?20-30 minutes -check time required. (For further details see performance section) | Confirm performance time required | Jane | ASAP |
| 3.4 | Sweet Adeline pins for members of a chorus who score over 600 | 6-7 members would like to order these | To order on-line from ASA | Sue Gray | Complete |
| 3.5 | Replacement costumes and polo shirt | Discussion to keep performance costumeHand over to costume committee (Vicki and Kath) to look at finding a replacement for old polo shirt and develop a brief. New collared shirt would be funded by members, Aboriginal shirts have been already viewed and none suitable. Recommendation to look at corporate uniform and also explore jacket/coat options.Carol discussed Blank Clothing can embroider plain shirts for approx. $30.Invitation to be extended to Linda to also be involved in helping access new shirts | Email KathTalk/email Linda | Vicki Vicki | Next meetingNext meeting |
| **4** | **Correspondence** | (See attached report)Formal wild card invitation has been received and chorus has until 23rd June to respond1st place medals have been returned2nd place medals have arrived.Discussion re use of Harmony site- not using at the moment and to continue using GroupaniserSAI-Verification of audit FY22 – Sue G reports that she has a work colleague who could attend to this.New business: * Chorus Education Liaison position between chorus and region. Suggested representative Pippa. Nominated by Sue G and seconded by Vicki
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| **5** | **Ratifications by Email** | (See report attached) |  |  |  |
| **6.** | **Reports** |  |  |  |  |
| 6.1 | Financial | (see attached report)Acceptance moved: DiSeconded: CandaceSue G reports that a member has now paid an outstanding amount owed to chorusIt is the responsibility of chorus members to ensure they are up to date with chorus fees.Discussion that the members profile in the past recorded when fees were paid up to.  | Check if members can update their own profiles re payment dates | Carol | July |
| 6.2 | Music team | (see attached report)Love Notes concert 19th AugustMany members have not yet replied re their availability for this concert.Endeavour and ?Vauxall have also been invited to performNew song Always on my Mind (new ballad for the future) - Vicki has been emailing Adam Scott (arranger) re his availability to arrange the song for us. Committee agreed to go forward with this- fee $400 US subject to licensing. OneMusic Australia to research the publisher and copy writer for a fee of $60-90.Future coaching for the chorus- approaches to be made to Bec Hewitt and Di Huber. Lee Baker will also coach as part of regional education. | Email reminder Email invitations | VickiVicki | CompleteComplete |
| 6.3 | Membership | (see attached report)We have 4 prospective new members Ashley (tenor), Suzie (bass), Laura (lead) Shelby (bari)Frances reports that she is away June and July and needs someone to continue with Star of the Week | Approach another member to assist | Frances | ASAP |
| 6.4 | PR/ Marketing | (see attached report)Enquiry for attending the vocal workshop for shorted period of time- same confirmedReminder re vocal workshop on 17th June for participantsThere will be no graduation concertIdea from Kath to purchase CKC regional professional photos from Samuel Noakes Photography which could be used for future marketing/promotional material. $400 for 35 photos- committee endorsed purchase | Email to be sentEmail to be sentPhotos to be purchased | CandaceCandaceSue G/Carol |  |
| 6.5 | Performance | (see attached file) Jane not present tonight but Di read out her report* Doonside Festival 22nd July time 9.45am

Details to be confirmed - is it the same venue as last year?- length of performance?Costume- black bling top and dark pants/ skirt* Love Notes concert- nothing for Jane to do
* Christmas performances- start looking at opportunities with Blacktown, Parramatta and Sydney City councils and Botanical Gardens.

The music has been bought for “The Man with The Bag” -a Christmas song. | Email to JaneRespond to BecEmail to JaneObtain music | DiVickiDiSue | Complete20/6/23CompleteComplete |
| **7.** | **New Business** |  |  |  |  |
| 7.1 | Attendance at International Kansas 2024 | The wild card invitation has been received and needs a reply by 23rd June. Only 18 members have replied in the affirmative to attend at the moment.Vicki discussed options including attending Fremantle 16-20th May 2024- regular coaching, having 100% of chorus on board, committed and on the same page, and using resources from SAA website.PowerPoint presentation with future goals for the chorus.General discussion re venue for International 2025- unknown | PowerPoint presentation | Vicki/Di | Next week |
| 7.2 | CKC website | Carol reports that she is happy to revamp the CKC website and renew the public facing website | Develop and investigate and present a proposal |  | September/October |
| 7.3 | CKC committee sign-up sheets | Most completeFundraising- discussed chair person | Discussion with Linda and Courtney | Carol | ASAP |
|  | Meeting closed: 10.35pm |  |  |  |  |
|  | **Next meeting Friday 14th July** | **Venue: Sue Gray**Bastille Day- bring something French to eat/wear. |  |  |  |