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 Lutz  Director Vicki Dwyer  Treasurer Sue Gray  Membership Frances Gurto  Marketing/PR Candace Deller  Secretary Anne Harris  Team members Di Jenkins  Pippa Anderson  Susan Kelly, Jane Masters |  |  |  |
| **2.** | **Acceptance of previous minutes** | Recent minutes of previous meeting accepted  Moved: Vicki  Seconded: Di  Feedback 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 received  Vocal workshop 17th June at Blacktown Senior Citizens centre  Venue booked and paid  Discussion re name tags- to use sticky labels  Learning song is” I will Survive”  To ensure copyright privacy  7 participants already registered  Marketing material for CKC in marketing folder  Unsure of access to venue  No tea and coffee will be provided and all participants to bring their own lunch  Discussed use of small whiteboard for the day  CKC members need to update their attendance at vocal workshop | Check labels in folder  Print music for new participants  Watermark sheet music  and send through to Frances  Check copies  Email Jane to check  Bring whiteboard  Email to be sent | Frances  Frances  Di  Frances  Di  Vicki  Vicki | ASAP  ASAP  ASAP  ASAP  ASAP  17th June  Complete |
| 3.3 | Doonside Festival 22nd July | Confirmed  Performance 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 costume  Hand 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 Kath  Talk/email Linda | Vicki  Vicki | Next meeting  Next meeting |
| **4** | **Correspondence** | (See attached report)  Formal wild card invitation has been received and chorus has until 23rd June to respond  1st place medals have been returned  2nd place medals have arrived.  Discussion re use of Harmony site- not using at the moment and to continue using Groupaniser  SAI-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 |  |  |  |
| **5** | **Ratifications by Email** | (See report attached) |  |  |  |
| **6.** | **Reports** |  |  |  |  |
| 6.1 | Financial | (see attached report)  Acceptance moved: Di  Seconded: Candace  Sue G reports that a member has now paid an outstanding amount owed to chorus  It 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 August  Many members have not yet replied re their availability for this concert.  Endeavour and ?Vauxall have also been invited to perform  New 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 | Vicki  Vicki | Complete  Complete |
| 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 confirmed  Reminder re vocal workshop on 17th June for participants  There will be no graduation concert  Idea 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 sent  Email to be sent  Photos to be purchased | Candace  Candace  Sue 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 Jane  Respond to Bec  Email to Jane  Obtain music | Di  Vicki  Di  Sue | Complete  20/6/23  Complete  Complete |
| **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 complete  Fundraising- 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. |  |  |  |