CKC Management Team Minutes Friday 12th May 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 Anne Thompson and Frances Gurto  Marketing/PR Candace Deller  Performance Jane Masters  Secretary Pippa Anderson and Anne Harris  Team members Susan Kelly  Di Jenkins  Marea Witt  Sue Gray |  |  |  |
| **2.** | **Acceptance of previous minutes** | Discussion re original and more recent minutes - small discrepancy noted under Business Arising.in original minutes.  Recent minutes of previous meeting accepted  Moved: Vicki  Seconded: Candace |  |  |  |
| **3** | **Business Arising** |  |  |  |  |
| 3.1 | Welcome to new team members | Frances Gurto- membership  Anne Harris- secretary |  |  |  |
| 3.2 | Farewell to old team members | Pippa, Ann, Maria, Sue K and Di -all thanked for their hard work.  Maria reported that she is happy not to continue on the committee. Reports she has learnt a lot and enjoyed her time and feels she has contributed. A thank you was given to her. Maria taking October and November as leave due to her son’s wedding. |  |  |  |
| 3.3 | Nomination of appointed members of the management team | Carol requested that Sue G had proposed Sue K be a part of the committee as a Zero expert. Sue K accepted  Proposal made to have another Zero expert in training | ?? | ?? |  |
| 3.4 | Parramatta City payment for Australia Day | This has been followed up and awaiting response and payment |  |  |  |
| 3.5 | Performance Co-ordinator position | Jane reported she will stand again but would like some help and support. Di and Pippa volunteered. |  |  |  |
| 3.6 | Blacktown City Council grant $2000 | Feedback given by Jane.  17th June planned for a free day of learning to sing workshop using the grant money  Venue: Blacktown Senior Citizens Centre booked from 9am-6pm - has a hall, stage, dining room and break out rooms. No payment has been made yet.  Time: guests 10-4pm and CKC members 9-6pm  Discussion on what we should sing -? We Are Family  Marketing of the day: Discussed wording to be inclusive of all. Candace to look at previous flyers and start advertising | Song choice  Flyer/media advertising  Set up Try Booking | Vicki  Candace  Candace | ASAP  ASAP |
| 3.7 | Doonside Festival 22nd July | An invitation has been received by Carol from Blacktown Council for CKC to sing again. | Email to be sent to Jane | Candace | ASAP |
| **4** | **Correspondence** | None tabled |  |  |  |
| **5** | **Ratifications by Email** | None discussed |  |  |  |
| **6.** | **Reports** |  |  |  |  |
| 6.1 | Financial | (see attached).  Reminders have been sent to some members who are in arrears. A small payment of $38.68 to SAI has been written off.  Acceptance moved: Vicki  Seconded: Di |  |  |  |
| 6.2 | Music team | We came second at national!  Vicki gave a verbal report at the last CKC rehearsal |  |  |  |
| 6.3 | Membership | (see attached)  Deborah Martin has resigned  Vicki reports there is a bass and tenor from Redlands and someone moving over from Washington State (in May) who are wanting to join CKC.  Ann Keating requesting leave for 8 weeks post her stroke | Obtain potential members details and send an invitation | Vicki |  |
| 6.4 | PR/ Marketing | (see attached)  BHA concert doesn’t need advertising  Photobucket- now full. Discussed paying yearly to try to keep costs down. Ideas to keep down the number of photos that go into Photobucket- include ones that can be used for marketing, PR and those of good quality. Historical album to be included. | Filter those photos already on Photobucket | Candace |  |
| 6.5 | Performance | (see previous note re Doonside Festival) |  |  |  |
| **7.** | **New Business** |  |  |  |  |
| 7.1 | Members privacy | Discussed as there have been concerns about a previous member inappropriately using the members list for emails. Use of locked members lists floated but as individual members can tick if they don’t want others to know all their details, decided to continue with status quo.  Please don’t misuse membership/ email lists. |  |  |  |
| 7.2 | Proposed Bunnings BBQ this Sunday | Sue was contacted re the possibility of CKC manning a BBQ this Sunday as there has been a cancellation.  Discussed that it is too short notice to take up the offer. | Email to be sent declining BBQ for 21st May. | Sue | ASAP |
| 7.3 | Sweet Adeline pins for members of a chorus who score over 600 | Discussed that this would cost $30 per pin and w cost the chorus approx. $1200. Feedback given by Vicki that the pin is large and not very attractive. | Not to purchase |  |  |
| 7.4 | What’s next for CKC? | Feedback received from chorus members at the last rehearsal.  New songs requested  Discussed the difficulty and expense of obtaining new show costumes.  New costumes- suggested to obtain replacement for polo shirt .  Jane requested having the music in CKC music folder divided into sections so it is easy to see which songs to learn. | Type up members comments  Send through Fallen arrangement to Vicki  ?? | Pippa  Maria  ?? | By next meeting  By next meeting |
| 7.5 | What committees do we want this year? | Continue with hospitality, social, fund raising, rehearsal equipment, costumes  Commence performance group- Pippa and Di to be part of this. |  |  |  |
|  | Meeting closed: 9.55pm |  |  |  |  |
|  | **Next meeting Friday 9th June** | **Venue: Sue Gray ( to be confirmed)** |  |  |  |