CKC Management Team Minutes Friday 14th July 2023

**Chairperson:** Carol Lutz

**Minutes:** Anne Harris

| **Item**  **No.** | **Item** | **Discussion** | **Action** | **By Whom** | **By When** |
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| 1. | **Attendance**  **Apologies:**  **Meeting commenced:** | Team Coordinator Carol Lutz  Director Vicki Dwyer  Treasurer Sue Gray  Marketing/PR Candace Deller  Secretary Anne Harris  Team members Di Jenkins  Pippa Anderson  Susan Kelly  Membership Frances Gurto  Performance Jane Masters  7.50pm |  |  |  |
| **2.** | **Acceptance of previous minutes** | Recent minutes of previous meeting accepted  Moved: Sue Gray  Seconded: Vicki Dwyer |  |  |  |
| **3** | **Business Arising** |  |  |  |  |
| 3.1 | Doonside Festival 13th September | Correction- date for the festival is 23rd September  Performance songs already on CKC website |  |  |  |
| 3.2 | Replacement costumes and polo shirt | Vicki reports Kath has ordered some tops from different  companies and some chorus members are trying these for styling and sizing.  Trying to use Aussie brands but not all sizes available and still exploring different ideas.  Aiming for <$80 pp | Ongoing | Kath and Vicki | October |
| 3.3 | CKC Website revamp | Discussion re Endeavour Website and the platform they maybe using- definitely not Groupanizer | Ongoing | Carol |  |
| 3.4 | CKC committee sign-up sheets | Now completed. Carol has the list of volunteers  **Social**- Ann Thomson chair and good numbers  **Fund raising**- Linda V has declined chair and Sue Gray has accepted chair with Courtney to be approached to fill in when Sue G away. CH Bunnings contact has left  **Rehearsal equipment**- Kaye Kendall chair  **HR/ Marketing**- Candace chair | Discussion with Courtney | Sue Gray | August |
| 3.5 | Financial- updating members profile re fee payment | Carol has checked and members unable to update their fee payment details.  Members to pay in monthly installments- multiples of $50. |  |  |  |
| 3.6 | Love Notes Concert 19th August | Transport of Caitlin discussed and Pippa has offered to pick up from the airport  UBER (Stephen) to be used to transport back to airport early on the morning of 23rd August  Hosting- Vicki  Songs to be performed already on website- no other action required | Transport from airport  Approach Stephen re UBER transport | Pippa Anderson  Sue Gray | Completed |
| 3.7 | Purchase of CKC regional professional photos from Samuel Noakes Photography | Reminder discussed | Purchase photos | Sue Gray | August |
| **4** | **Correspondence** | (See report)  Additional in- 2024 Convention accommodation |  |  |  |
| **5** | **Ratifications by Email** | (See report attached)  2 new members Susannah (Susi)-bass and  Laura -lead. Both approved and ratified as new members  Both new members need to be added to the website and set up in Zero | Send details to Carol and Sue | Di Jenkins | ASAP |
| **6.** | **Reports** |  |  |  |  |
| 6.1 | Financial | (See attached report)  Acceptance moved: Di  Seconded: Candace  Public Liability insurance has been paid  Breakdown of the honorarium  Di enquiring re amount not held in trust account that could be used. Susan Kelly and Sue Gray report this is approximately $10,000 | Send through to Vicki and Carol | Sue Gray | ASAP |
| 6.2 | Music team | (See attached report from June)  Vicki reports that Ashley is no longer continuing with us  Singing at the airport to be quoted $1200 for 2 hours  Love Note workshop – Vicki would like all section leaders to attend.  Discussion to financially support Courtney and Cailtyn from Angel Fund for workshop if they are able to attend- accepted by committee  As chorus education representative Pippa to encourage chorus members to also attend workshop  . | Email to Jane  Next CKC business time | Vicki  Pippa Anderson | Completed  19th July |
| 6.3 | Membership | (See report)  2 new members Susie and Laura  Nives has also attended a few times |  |  |  |
| 6.4 | PR/ Marketing | (See report)  Pippa and Ann Thomson also on team  Laura will help with graphics  Email to be sent to Sue Winters asking her to join the committee  Continuing with monthly advertising- need to be aware of suburb boundaries  Love notes concert not to be advertised as not CKC responsibility | Email to be sent | Candace |  |
| 6.5 | Performance | (See attached file)  Vicki discussed pricing for performance at airport $1200 and $100 for Christmas gigs. |  |  |  |
| **7.** | **New Business** |  |  |  |  |
| 7.1 | Director /Chorus Agreement | We need to review current contract with Vicki and members and renew it- Carol has distributed a draft copy via email (see correspondence report) to management members and Vicki and would like them to read and offer feedback.  Contract would then be taken to chorus | Distribute director chorus agreement  Feedback | Carol  Management team and Vicki | Completed  August |
| 7.2 | 21-year celebration of Vicki as our director | Vicki reports that she would like it open to all the chorus | Send through ideas to Carol | Committee members and Vicki | 21st July |
| 7.3 | Combined Sydney Harmony Show 18th November | Discussion on formation of a show committee. Plan to ask for volunteers from chorus members at next rehearsal | Ask for volunteers to form a committee | Carol | Next CKC rehearsal |
| 7.4 | Fremantle  Convention 16-19th May 2024 accommodation | Di reports that she has been unable to obtain a block booking at Rydges Fremantle. Discussion re the options of having everyone together further out of Fremantle and transporting via bus, Air B@B’s or together at Tradewinds which is a 40 min walk to Rydges, 15 mis bus or 6 mins car. | Email chorus members to urgently book their own accommodation at Tradewinds with cancellation option | Carol | ASAP |
|  | Meeting closed: 9.55pm |  |  |  |  |
|  | **Next meeting Friday 11th August** | **Venue: Vicki Dwyer**  **Theme: Mexican** |  |  |  |