CKC Management Team Minutes Friday 14th July 2023

**Chairperson:** Carol Lutz

**Minutes:** Anne Harris

| **Item****No.** | **Item** | **Discussion** | **Action** | **By Whom** | **By When** |
| --- | --- | --- | --- | --- | --- |
| 1. | **Attendance****Apologies:** **Meeting commenced:**  | Team Coordinator Carol LutzDirector Vicki DwyerTreasurer Sue GrayMarketing/PR Candace DellerSecretary Anne HarrisTeam members Di Jenkins Pippa Anderson Susan KellyMembership Frances GurtoPerformance Jane Masters7.50pm |  |  |  |
| **2.** | **Acceptance of previous minutes** | Recent minutes of previous meeting acceptedMoved: Sue GraySeconded: Vicki Dwyer |  |  |  |
| **3** | **Business Arising**  |  |  |  |  |
| 3.1 | Doonside Festival 13th September | Correction- date for the festival is 23rd SeptemberPerformance 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 airportUBER (Stephen) to be used to transport back to airport early on the morning of 23rd AugustHosting- VickiSongs to be performed already on website- no other action required | Transport from airportApproach Stephen re UBER transport | Pippa AndersonSue 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 membersBoth 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: DiSeconded: CandacePublic Liability insurance has been paidBreakdown of the honorariumDi 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 usSinging at the airport to be quoted $1200 for 2 hoursLove 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 committeeAs chorus education representative Pippa to encourage chorus members to also attend workshop. | Email to JaneNext CKC business time | VickiPippa Anderson | Completed19th July |
| 6.3 | Membership | (See report)2 new members Susie and LauraNives has also attended a few times |  |  |  |
| 6.4 | PR/ Marketing | (See report)Pippa and Ann Thomson also on teamLaura will help with graphicsEmail to be sent to Sue Winters asking her to join the committeeContinuing with monthly advertising- need to be aware of suburb boundariesLove 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 agreementFeedback  | CarolManagement team and Vicki | CompletedAugust |
| 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 | FremantleConvention 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** |  |  |  |