

CKC Management Team Minutes Friday 24TH November, 2023

Chairperson: Carol Lutz

Minutes: Vicki Dwyer

Item No.	Item	Discussion	Action	By Whom	By When
1.	Attendance Apologies: Meeting commenced:	Chairperson Carol Lutz Director Vicki Dwyer Secretary Anne Harris Treasurer Sue Gray Diane Jenkins Jane Masters Anne Harris Pippa Anderson Susan Kelly Candace Deller Frances Gurto 7.43 p.m.			
2.	Acceptance of previous minutes	Moved: Carol Lutz Seconded: Sue Gray			
3	Business Arising				
3.1	Replacement polo shirt	Correction from last minutes that brand/supplier is Eshatki (online supplier).	Hold over	Vicki/Kath	
3.2	CKC Website	No further action at this stage	Hold over	Carol	

3.3	Director/Chorus Agreement	Carol and Sue G would like to review Suggestion made to have the director agreement from January to December.	Ongoing	Carol/Sue	January
3.4	Combined Sydney Harmony Show Feedback	All feedback received has been positive. Previous comments on sound system have been addressed and apology received through anon suggestions. Other audience comments were very complimentary about the sound. Audience were positive about venue, quality of performers and the variety. Some issues with dressing room facilities (broken toilet, insufficient lighting around mirrors). Staircase leading off back of stage was difficult for some members to access. Main floor dressing room doors could not be latched.	Give feedback to Hornsby RSL via Sydney Harmony Contact.	Vicki	ASAP

3.5	Freemantle Competition	<p>Current signups who are going (as per website)</p> <p>Baris – Pippa, Kaity, Frances, Anne H, Inese, Jane (6)</p> <p>Basses – Jenny D, Crystal, Betty, Sue G, Verne, Susie, Sue R, Jen S, Kath (9)</p> <p>Leads – Courtney, Dani, susan K, Jen K, Carol, Rachael, Liz, Linda V, Cheryl W (9)</p> <p>Tenors – Jessie, Diane, Anne, Barb (4)</p> <p>Might – Emma, Kaye, Candace.</p> <p>No response – Linda B, Jenny M, Laura, Sue W, Marea.</p> <p>Concern raised by MD about distance from convention centre to accommodation. Still want to see if Ridges have any cancelations we can pick up.</p> <p>Ask region if buses are provided for competitors on chorus day. If not, ask if subsidy will be offered for choruses who need to transport members due to shortage of appropriately close accommodation.</p> <p>Convention help tasks – CKC to offer making up the ribbons for medals.</p> <p>Rehearsal venues in Fremantle</p> <p>Flights – recommend members start looking/booking</p> <p>Costs for Di Huber (lead up coaching, registration and accommodation in Fremantle etc) to set a budget.</p>	<p>Contact Ridges to try and move our accom bookings to that hotel.</p> <p>Contact convention coordinator to ask about buses/rebates</p> <p>Respond to the email from R34</p> <p>Look into what is close by to accom.</p> <p>Put notice in SCB</p> <p>Contact Di to ask for her estimated coaching costs.</p>	<p>Sue G</p> <p>Carol</p> <p>Carol</p> <p>Jane</p> <p>Carol</p> <p>Sue</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
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3.6	Friends of CKC access	Concern raised over some ‘friends’ not being given access if the admin didn’t know of them. Decided that if the prospective answers the questions correctly, to admit them regardless of familiarity.	Manage potential friends as per the questions and allow them to join.	Candace and page admins	
3.7	Christmas dinner	Include celebration for members who are retiring/resigning:- Steph, Kate and Alison. NB additional celebration for Steph on 24/2/24. Discussion about taking up a collection for gifts. Decided instead that Carol will make gifts of coasters for departing members. Self-cater buffet style (all bring a plate to share). Will St Josephs supply plates/cutlery/glassware? Who will attend? – members only Entertainment/other? – round robin tables, trivia, “Kamikaze karaoke”	Carol (along with helper volunteers) to make coasters with CKC/Aussie theme Ask St Josephs Carol/Sue/Vicki Organise equip etc.	Carol Jen Kumar Carol/Sue/Vicki	Next week ASAP
4	Correspondence	IN – RMT requesting help for next convention RMT increase in regional fees from 2025 Alison Anderson advice of resignation Henrietta Farr link to photographs of show Performance for charity enquiry OUT – Submitted CKC’s IBOD vote	Offer to do ribbons Exit paperwork Distribute to members Not suitable for us	Carol Frances Diane Vicki Carol	
5	Ratifications by Email	Voting for IBOD			
6	Reports				

6.1	Financial	<p>(See report) Bunnings BBQ went well but customers didn't want to use the Bunnings payment platform. When we do it again, want to procure an additional "Square" so customers will buy more.</p> <p>Costs have increased in supplying food and drinks for BBQ but Bunnings have not raised the sale price, reducing our profit. Suggestion that members who do not participate in fundraising are asked to consider donating cash or drinks to help with our outlay.</p> <p>Report accepted – Moved Di. Seconded Carol.</p>	<p>Motion to Purchase another "Square" – Moved by Vicki, Seconded by Carol. Motion passed.</p> <p>Put donation suggestion to chorus members who do not help with fundraising.</p>	<p>Sue</p> <p>Carol</p>	
6.2	Music team	<p>Verbal report – Xmas ongoing. Learn Man with the Bag for the Xmas party.</p>	<p>Advise members to learn Man with the Bag.</p>	Vicki	
6.3	Membership	<p>(see report) Additional resignation from Alison not on report. Sue G will ask Amanda about still paying fees and ask what her intentions are.</p>	<p>Talk to Amanda</p>	Sue	
6.4	PR/ Marketing	<p>(see report)</p>			

6.5	Performance	(see report) Discussion on members who responded to Gov House gig. Noted that members who responded YES via email (24) were put forward to perform (although total of 20 was requested). Other members who responded with maybe (needed a lift etc) were advised that they were not required.			
6.6	Fund Raising	Bunnings and bake sale raised about \$2,500 Show raffle raised a combined \$2,500 (\$1,125 to CKC) Show income and expenses still to be reconciled.	Follow up with Alex Richards	Diane	
7	New Business	None.			
	Meeting closed:	10.30pm			
	Next meeting Friday 12 th January, 2024	Venue: Sue Gray Theme: TBA			