

# Secret Chorus Business

13<sup>th</sup> March 2024

This week's rehearsal will be in the Pacifica Room as far as I know ☺

- ❖ I Wish You Love
- ❖ Almost Like Being in Love

*Friendly reminders about attending rehearsals:*

1. When you arrive, make sure you sign at reception.
2. Be ready on the risers at 7.30pm sharp.
3. We need to have vacated St Josephs by 11pm. Please leave quietly so that other guests are not disturbed.
4. Please think of your chorus sisters and keeping them safe from any illness. Please consider wearing a mask and/or sitting off the risers.

## Countdown to Contest – 9 weeks to go

CKC is officially entered in the 2024 Regional Competition.

Convention Registration now open – entries close 1<sup>st</sup> May 2024

Early Bird registration (save \$20) until 18<sup>th</sup> March

Check your emails from Sweet Adelines Australia for the link to the registration page.

Esplanade Hotel Fremantle, 16-19 May 2024

- ❖ Quartet Competition – Friday 17th May 2024
- ❖ Chorus Competition – Saturday 18th May 2024

**Please note:**

Chorus rehearsals will be held on:

- ❖ Thursday evening
- ❖ Friday evening and
- ❖ Saturday morning.

There will be no bus transport provided for contest day as most of the chorus are staying at the contest venue.

There will be a chorus breakfast on Saturday morning prior to competition if time permits – this will depend on the contestant order and when we need to be on stage.



# Convention Hotel Bookings

The following is an updated list of the hotel bookings Sue Gray has coordinated on your behalf – a huge thanks to Sue for all her efforts.

You should have received an invoice for the deposit which needs to be paid **asap**. If you have not received an invoice, please contact Susan Kelly.

Invoices for the 10% Deposit have been sent and are now due.

Final payment will be due on 23 March - invoices will also be generated.

Member	Date In	Date Out	Nights	Room Cost	Deposit	Balance	Paid	Balance due
Anne Harris	15/5/2024	19/5/2024	4	\$518.00	\$51.80	\$466.20	\$518.00	\$0.00
Betty Fuller	15/5/2024	21/5/2024	6	\$777.00	\$77.70	\$699.30	\$777.00	\$0.00
Crystal Forbes	15/5/2024	20/5/2024	5	\$1,295.00	\$129.50	\$1,165.50	\$129.50	\$1,165.50
Diane Jenkins	15/5/2024	20/5/2024	5	\$647.50	\$64.75	\$582.75	\$647.50	\$0.00
Edwards, Emma	16/5/2024	19/5/2024	3	\$388.50	\$38.85	\$349.65	\$39.00	\$349.50
Frances Gurto	16/5/2024	19/5/2024	3	\$777.00	\$77.70	\$699.30	\$777.00	\$0.00
Groeschel, Daniela	16/5/2024	19/5/2024	3	\$388.50	\$38.85	\$349.65	\$388.50	\$0.00
Inese Kamenyitzky	14/5/2024	20/5/2024	6	\$1,554.00	\$155.40	\$1,398.60	\$0.00	\$1,554.00
Jane Masters	15/5/2024	21/5/2024	6	\$777.00	\$77.70	\$699.30	\$77.00	\$700.00
Jen Senior	15/5/2024	19/5/2024	4	\$1,036.00	\$103.60	\$932.40	\$103.60	\$932.40
Jennifer Kumar	16/5/2024	19/5/2024	3	\$388.50	\$38.85	\$349.65	\$38.85	\$349.65
Jenny Do Rozario	16/5/2024	20/5/2024	4	\$518.00	\$51.80	\$466.20	\$518.00	\$0.00
Jessica Foulke	16/5/2024	19/5/2024	3	\$777.00	\$77.70	\$699.30	\$388.50	\$388.50
Kath Ware	15/5/2024	20/5/2024	5	\$1,295.00	\$129.50	\$1,165.50	\$129.50	\$1,165.50
Kaye Kendall	16/5/2024	20/5/2024	4	\$518.00	\$51.80	\$466.20	\$310.00	\$208.00
Linda Vitali-Alchin	14/5/2024	19/5/2024	5	\$1,295.00	\$129.50	\$1,165.50	\$129.50	\$1,165.50
Liz Perry	14/5/2024	19/5/2024	5	\$1,295.00	\$129.50	\$1,165.50	\$0.00	\$1,295.00
Marea Witt	16/5/2024	20/5/2024	4	\$518.00	\$51.80	\$466.20	\$51.80	\$466.20
Pippa Anderson	16/5/2024	22/5/2024	6	\$1,554.00	\$155.40	\$1,398.60	\$500.00	\$1,054.00
Rachael Moessis	15/5/2024	21/5/2024	6	\$777.00	\$77.70	\$699.30	\$777.00	\$0.00
Rosenblum, Sue	16/5/2024	20/5/2024	4	\$518.00	\$51.80	\$466.20	\$259.00	\$259.00
Sharon Cartwright	15/5/2024	20/5/2024	5	\$647.50	\$64.75	\$582.75	\$0.00	\$647.50
Sue Winter	16/5/2024	19/5/2024	3	\$777.00	\$77.70	\$699.30	\$0.00	\$777.00
Susan Kelly	15/5/2024	19/5/2024	4	\$518.00	\$51.80	\$466.20	\$518.00	\$0.00
Susie Robinson	16/5/2024	19/5/2024	3	\$777.00	\$77.70	\$699.30	\$77.70	\$699.30
Thompson, Anne	15/5/2024	21/5/2024	6	\$777.00	\$77.70	\$699.30	\$77.00	\$700.00
Verne Mantova	16/5/2024	19/5/2024	3	\$388.50	\$38.85	\$349.65	\$0.00	\$388.50

## Star of The Week

❖ Congratulations to Carol Lutz, our star from last week.



## Member Birthdays

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❖ Jessica Foulke	March 27
❖ Jane Masters	March 28
❖ Kath Ware	April 02
❖ Kaity Dwyer	April 04
❖ Anne Harris	April 07

## Call for volunteers

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In preparation for our AGM, we need to appoint a nominating committee to prepare a list of nominees for the vacancies to be filled.

If you are interested in being part of the nominating committee, please let Carol Lutz know asap. Thanks.

## Official Notification of CKC Annual General Meeting

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CKC's Annual General Meeting will be held on the 17th of April 2024 during our rehearsal at St Joseph's.

The AGM gives members the opportunity to think about contributing further to the day-to-day running of the chorus and nominating for a position on the Management Team.

The positions give members great experience in stretching their minds and extending their skills in a variety of roles including:

- ❖ Team Co-Ordinator
- ❖ Finance Manager, and
- ❖ Public Relations Coordinator

Note: Secretary, Membership Chair, and Performance Co-Ordinator were all elected for a 2-year term in 2023 and are not up for re-election until 2025.

The management team can then also appoint 3 more ladies that assist with the organising that goes into making our chorus great.

Your commitment involves 1 monthly meeting to discuss chorus issues, new ideas, and make plans. You will also spend time outside of the meeting and chorus rehearsals following up particular aspects and actions relevant to your role. Job Descriptions are available to view at <http://circularkeys.org/node/370>. and have been included below:

### Team Coordinator

- ❖ Leads the Management Team
- ❖ Takes responsibility to see that the Management Team and Standing Committees carry out their functions effectively and efficiently
- ❖ Calls meetings of the Management Team and in consultation with Team members, sets the agenda
- ❖ Ensures that Chorus members are kept informed of the work of the Team
- ❖ Represents the Chorus at Regional meetings as appropriate
- ❖ Liaises between the Chorus and Sweet Adelines International and the Regional Team
- ❖ Is the spokesperson for the Chorus

## Finance Manager

- ❖ Has responsibility for all Chorus financial matters including collecting money, issuing receipts, banking, paying accounts and issuing petty cash
- ❖ Maintains a record of each member's dues and payments and apportions part, as determined by Management Team, to the member's escrow account
- ❖ Advises members who are in default of dues as per Standing Rules
- ❖ Keeps in books belonging to the Chorus full and accurate accounts of all receipts and disbursements
- ❖ Signs all cheques, drafts and orders for payment, which will be countersigned by one other member designated by the Management Team
- ❖ Prepares the annual budget and presents it to the Management Team for approval
- ❖ Oversees the budget and presents reports of transactions and financial condition of the Chorus to meetings and as requested
- ❖ Has the books for the period April 1 to March 31 audited as directed by the Management Team, the cost, if any, to be borne by the Chorus

## Public Relations Coordinator

- ❖ Attends to all publicity relating to the Chorus including advertising for new members, publicizing the Show and other Chorus events and activities
- ❖ Organises for brochures, pamphlets and the like to be printed and to be available at events where appropriate
- ❖ Contacts potential venues for performances, being aware of our fee structure and availability
- ❖ If a performance is obtained, contacts the Performance Coordinator and Director before accepting it. Further contact can be through the Performance Coordinator.

## Member Leave

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Are you planning on taking holidays or unable to attend rehearsal? If so please email [absence@circularkeys.org](mailto:absence@circularkeys.org)

Using this email address ensures the Musical Director, Team Coordinator, Membership and the Music Team are all notified at the same time.

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| ❖ Verne Mantova   | 19 <sup>th</sup> February – 11 <sup>th</sup> March |
| ❖ Rachael Moessis | 6 <sup>th</sup> March – 13 <sup>th</sup> March     |
| ❖ Ann Keating     | 12 <sup>th</sup> May – 22 <sup>nd</sup> May        |
| ❖ Heather Baeza   | returning June 2024                                |



## Diary Dates 2024

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2024	
Fri 15 <sup>th</sup> March	Management team meeting
Wed 10th - Sun 14th April	Coaching with Bec Hewitt Thursday & Friday – Quartets, Wednesday night, Sat/Sun - CKC
Wed 17th April	CKC AGM & rehearsal - important contest preparation
Wed 24th April	Wednesday night rehearsal - important contest preparation
Wed 1st May	Wednesday night rehearsal - important contest preparation
Sat 4th – Sun 5th May	Coaching weekend 1 with Di Huber
Wed 8th May	Wednesday night rehearsal - important contest preparation
Fri 10th – Sat 11th May	Coaching weekend 2 with Di Huber
Thu, 16 May 2024 to Mon, 20 May 2024	Sweet Adelines Australia Regional Convention – Fremantle WA

Rehearsals and coaching sessions in [blue text](#) are important for our contest preparation. It is expected that all members competing in Fremantle, attend these sessions. If you do need to miss any of these, you need to let Vicki know asap and get her permission to miss the session. Please be advised that should you miss too many of these important sessions, you may not be eligible to be on stage in Fremantle.

## SUGGESTION BOX

Have a suggestion you want to raise? Send it to [suggestionbox@circularkeys.org](mailto:suggestionbox@circularkeys.org)

This email has been set up so that it is sent to the Team Coordinator. All suggestions will be discussed by the management team.

Please remember to be nice when you are wording your suggestions – no need to cause undue stress and anxiety with rudeness.

## CHORUS PAYMENTS

Please be advised that EFT should be used for your payments to chorus. Please contact our Finance Manager if you need further details, or if you have an issue that prevents you from paying using EFT.

Make sure you include your relevant information in the reference field so the finance team knows who the payment is from and what it is for.

CKC Bank Account Details for online payments:

Westpac Bank: BSB: 032170

Account Number: 273702

Account Name: Circular Keys Chorus Incorporated

## ABOUT THE STAR OF THE WEEK

Any member of the chorus can nominate someone who has gone above and beyond, who has personally helped you, who has made a special difference or contribution to the Chorus or who has tried extra hard.

There are many other positive attributes that can be recognized with this award. To nominate a member, simply email Frances Gurto ([fgurto@gmail.com](mailto:fgurto@gmail.com)) with the member's name and short description as to why you would like to nominate them. If no nominations are received, the star will not be awarded.

## YOUR MANAGEMENT TEAM

❖ Musical Director	Vicki Dwyer	❖ Performance Co-Ordinator	Jane Masters
❖ Team Co-Ordinator	Carol Lutz	❖ Membership Chair	Frances Gurto
❖ Finance Manager	Sue Gray	❖ Social Media Co-ordinator	Kaitlyn Dwyer
❖ Secretary	Anne Harris	❖ Appointed members:	
❖ Public Relations Co-Ordinator	vacant		Diane Jenkins, Susan Kelly, Pippa Anderson

## COMMITTEES

### HOSPITALITY COMMITTEE

- ❖ Inese Kamenyitzky – Chair
- ❖ Anne Harris
- ❖ Kaye Kendall
- ❖ Jenny DoRozario
- ❖ Verne Mantova
- ❖ Sue Winter
- ❖ Susie Robinson
- ❖ Sue Rosenblum
- ❖ Susan Kelly

### SOCIAL COMMITTEE

- ❖ Anne Thompson
- ❖ Jen Kumar

### FUND RAISING COMMITTEE

- ❖ Sue Gray – Chair
- ❖ Courtney Churchward
- ❖ Jen Senior
- ❖ Kaity Dwyer
- ❖ Linda Vitali
- ❖ Ann Keating

### COACH COORDINATION COMMITTEE

- ❖ Kath Ware
- ❖ Rachael Moessis

### REHEARSAL EQUIPMENT COMMITTEE

- ❖ Kaye Kendall – Chair
- ❖ Emma Edwards
- ❖ Heather Baeza
- ❖ Cheryl Wolfenden