CKC Management Team Minutes Friday 19th July 2024

**Chairperson:** Rachael Moessis

**Minutes:** Anne Harris

| **Item**  **No.** | **Item** | **Discussion** | **Action** | **By Whom** | **By When** |
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| 1. | **Attendance**  **Apologies**  **Meeting commenced:** | Director Vicki Dwyer  Chairperson Rachael Moessis  Secretary Anne Harris  Treasurer Susan Kelly  Performance Jane Masters  Membership Frances Gurto  Marketing/PR Jen Kumar  Team members  Di Jenkins  Pippa Anderson  Crystal Forbes  7.55pm |  |  |  |
| **2.** | **Acceptance of minutes** | Moved: Vicki  Seconded: Rachael |  |  |  |
| **3.** | **Business Arising** |  |  |  |  |
| 3.1 | Replacement polo shirt | Dye has been distributed to most members except ? Barb | Completed |  |  |
| 3.2 | Outstanding fees | All up to date | Completed |  |  |
| 3.3 | Westpac account access | Rachael and Susan have access  Some difficulties with Crystal as she has NZ citizenship- | Follow up bank access | Susan | As possible |
| 3.4 | Donations to Scots Church and Alouette update | These have been distributed | Completed |  |  |
| 3.5 | Member Welfare | Discussed Cathy Horner attendance at Ohio – she would need to have a carer with her. After discussion with Vicki she has responded that she would attend another time.  Supportive email received from Hannah- a taster attendee. Will not join at the moment.  General discussion that at pre contest time it is difficult to invite friends along. |  |  |  |
| 3.6 | Future of CKC | Discussion re developing a sense of purpose for the chorus.  Ideas shared by Pippa from American chorus re encouraging new members and retention- having fun, chorus culture to be positive and encouraging, using positive tone of voice, working together and creating a sense of belonging.  Who are we, why to we come to chorus, what is positive about us?  Di shared Membership recruitment strategies from Song of Atlanta  Discussion to invite Sharon Cartwright in the future  Engaging members to participate in the chorus committees. Time to break into groups during chorus rehearsal – 10 mins. This coming week- social/ hospitality/membership (brainstorm ideas) groups. | Develop ongoing culture development in chorus time to be presented over a few weeks  Send into re Membership Strategy  Note in SCB | Di  Di  Rachael | Start in a few weeks  As possible  24th July |
| 3.7 | Confirm date for REF visit | Availability of St Joseph’s and Vicki identified. Proposed date with Emily 1st March 9-5pm | Email Emily re proposed date | Vicki | ASAP |
| 3.8 | Changes to NSW Incorporation Rules | Special general meeting held 10th July  Minutes on website | Completed  Send minutes to Rachael | Anne | ASAP |
| 3.9 | Member recruitment | Change position of banner advertising CKC – fence at Coles Schofields. Suggestion made to write on the back- not for profit organisation  2 more taster nights to come | Hang banner using ropes and cable ties | Vicki, Jane and Frances | As possible |
| 3.10 | New member procedures | Payment of monthly fees for potential new members- no invoices will be sent instead bank details will be given.  At the moment Frances hands out one sheet with information needed for potential members  Discussed re developing a welcome pack which would include fees and bank details, nametag, working towards an audition. No decision reached at this stage.. | Give bank details to potential new members | Susan | As needed |
| 3.11 | Certificates from Convention | Distributed to chorus | Completed |  |  |
| 3.12 | Ohio planning | Hold over |  |  |  |
| 4. | **Correspondence** | (See list ) |  |  |  |
| **5.** | **Ratifications** | None |  |  |  |
| **6.** | **Reports** |  |  |  |  |
| 6.1 | Financial | Susan discussed there was a $12,000 outlay for convention and at the moment we are just breaking even. 2 major expenses- St Joseph’s and director. Suggestion given to not use St Joseph’s for several weeks when the quartet is overseas- 23rd, 30th October, 4th September. Chorus to have some time off and a social get together- not at St Joseph’s.  Term deposit due soon and rate very low. | Send email to social committee to arrange a social  Investigate better interest rates | Rachael  Susan | ASAP  ASAP |
| 6.2 | Music team | Empowered Singing Course- enjoyed and Vicki would like to do again? next year and with more people  “Whether with You” music to be used for the next Taster nights 21st and 28th August  7th August Lea Beverley visit  Man with a Bag- new song for Christmas- start learning  Looking at permission for other new songs |  |  |  |
| 6.3 | Membership | (See report)  Now 35 members  Discussed if we should have a process in place for members who are leaving- e.g. who to contact. No decision reached at this stage  Those who have left to be taken off members list | Contact Carol | Frances | As possible |
| 6.4 | PR/Marketing | (see report)  At the moment Jen supported by Ann Keating and Kath Ware  26th July there is a marketing meeting with Sweet Adelines.  Do we want to be in Community Listings?- Yes  Jen has investigated new banners $210 for 5 - 1M X 2M- leave at the moment  Flyers to be distributed to community noticeboards and school newsletters if possible. |  |  |  |
| 6.5 | Performance | (See report)  Upcoming Christmas gigs X 3  To decline Granny Smith Festival performance  Make inquires re Australia Day gigs | Contact local councils re Australia Day performances | Jane | As possible |
| 6.6 | Fund raising | Jane discussed using a box for raising money. Di reports that in NSW you can only have $200 as the prize and you need to have a license.  Return and Earn bottles/can collection  Wicked movie coming in October- ? book a small theatre as a fund raiser | Discuss with fund raising team | Jane | As possible |
| **7** | **New Business** |  |  |  |  |
| **7.1** | **Feedback re audition process** | Discussed whether 6 weeks before audition is sufficient time for potential new members- recent potential member had expressed hesitation. Rewording of the audition process to provide some flexibility to be attended. | Reword audition process | Di | As possible |
|  | Meeting closed | 10.45pm |  |  |  |
|  | **Next meeting Friday 30th September** | **Venue: Jane’s at 7 Yarraman Close Quakers Hill** |  |  |  |