CKC Management Team Minutes Friday 27th September 2024

**Chairperson:** Rachael Moessis

**Minutes:** Anne Harris

| **Item****No.** | **Item** | **Discussion** | **Action** | **By Whom** | **By When** |
| --- | --- | --- | --- | --- | --- |
| 1. | **Attendance****Apologies****Meeting commenced:**  | Director Vicki Dwyer Chairperson Rachael MoessisSecretary Anne HarrisPerformance Jane MastersMarketing/PR Jen KumarTeam members Di Jenkins Crystal ForbesTreasurer Susan KellyMembership Frances GurtoPippa Anderson 7.40pm |  |  |  |
| **2.** | **Acceptance of minutes** | Moved: RachaelSeconded: Vicki |  |  |  |
| **3.** | **Business Arising** |  |  |  |  |
| 3.1 | Chorus Cultural project | The second session held 11th September looked at the main values for CKC. Respect, excellence, commitment, education and fun scored the top five values. Many thanks to Di for running this session.The next session will look at developing a mission statement or vision in line with our values.Discussed using ChatGPT for ideas re mission statement and present to the next management meeting.Discussed that it is difficult at the moment to adhere to SA guidelines timeline for chorus culture and this should not be our priority. Submit if possible.  | Access ChatGpt | DiCrystal | OngoingBy next meeting |
| 3.2 | Update on Changes to NSW Incorporation Rules | Updated form received- all to read through before next meeting.Requires appointment of Public Officer. Rachael has approached Susan Kelly re this and she has agreed to be the nominated person.Rachael has contacted Fair Trading and found the NSW Incorporating Rules need to be completely updated as the changes lodged in 2021 were not correctly registered.Whole chorus needs to vote on acceptance of NSW Incorporation Rules and changes. |  Form to be sent to Susan Kelly to completeArticle in SCB | RachaelRachael | CompletedASAP6th November |
| 3.3 | Member recruitment/banners/ Taster Nights | Feedback from Rachael re banner placements (? 4 M square) in Hornsby Shire. These are free if advertising a specific event. Can be put up 28 days before an event and taken down 7 days after- need to attach to a fence.Taster nights for November to be cancelled due to business at the end of year.Potential members not to receive paper copies of music to take home due to copyright restrictions. Visitor books to be updated. | Investigate changeable bannersSend Hornsby link to JenArticle in SCB | JenRachaelRachael | ASAPASAPNext SCB |
| 3.4 | Sharon Cartwright visit- costs and dates | General discussion re costs $600 for full day or $$00 for a half day. Sharon not available in Wednesday nights. Leave invitation at the moment. Potential for Zoom session with music team. | Email Sharon re not progressing a visit at the moment | Rachael | ASAP |
| **4**.  | **Ohio planning** |  |  |  |  |
| 4.1 | OOters/Brindabella Guide | All agreed the guide was very good and comprehensive and could be used for OOters with us attending OhioDiscussed that we need to let other choruses know CKC has been offered a wild card for Ohio and is attending in 2025 and will be looking for OOters. | Adapt guide for CKCAdvertise through Facebook, Friends of CKC, Instagram | CrystalJen | ASAPASAP |
| **4.2** | Basic details for members for forward planning | Vicki proposed having monthly Saturday rehearsals in 2025 for those attending Ohio. Need to research venue options and if possible, somewhere to store risers (from men’s chorus)Discussed enthusing CKC to attend Ohio as at the moment we have only 20 saying they will attend. Vicki is looking at new songs- ballad and uptune. New songs will require full commitment from members.Plan to have a combined show in August/September with quartets, ? Midtown, Sydney HarmonyTry to source local coaches for 2025 e.g. Lee, Glenda, Rod.Di Has offered to be the contact person and project manager for International- thanks Di. Suggestion that we have a team to inspire, encourage and motivate members and new OOters. | Look at Sat community venues with low rentSend email to chorus | JaneAnneRachael | ASAPASAP2nd October |
| 4.3 | Dates for compulsory rehearsal attendance | No particular dates set yet but importance noted. |  |  |  |
| **5.** | **Correspondence** | 1. Dept of Fair Trading re Registration of Incorporation update
2. SAI re IBOD voting program
 |  |  |  |
| **6.** | **Ratifications** | None |  |  |  |
| **7**. | **Reports** |  |  |  |  |
| 7.1 | Financial | (See report below)Term deposit now 4.8%- thank you Susan for investigating and obtaining this better rate.Reminder at the beginning of SCB re fees due preferably in advanceSquare with Katie at the moment | Investigate better interest ratesSCB article | SusanRachael | CompletedOngoing |
| 7.2 | Music team | New arrangement from Adam Scott for Always on My Mind (ballad)- cost approx. $1000 (AUZ). Discussed the cost and management team agreed to go ahead.Option discussed the possibility of Take a Chance on Love (arr: Giallombardo)for the uptune. | Contact Adam Scott re arrangementPay for license to arrange | VickiDi | ASAPASAP |
| 7.3 | Membership | (See report below)It has been noted that potential members have not always been paying. They should be paying weekly | Remind potential members re weekly fees due | Crystal | Ongoing |
| 7.4 | PR/Marketing | (see report below) |  |  |  |
| 7.5 | Performance | (See report) |  |  |  |
| 7.6 | Fund raising | Return and Earn bottles/can collection. Jane has set up an account and hopefully CKC can use this due to their not-for-profit status. She has obtained a bar code that can be used at transfer stations but this needs to be checked.Need to contact Bunnings again for dates for next year. The next one for this year is November 2nd. | Send bar code to Crystal who will check its usability | Jane | ASAP |
| **8** | **New Business** |  |  |  |  |
| 8.1 | Appointment of Public Officer | Susan Kelly |  |  |  |
| 8.2 | IBOD voting | Information re the process of voting for IBOD received by Rachael and discussed to do this next week at chorus | Send out information in SCB | Rachael | 2nd October |
|  | Meeting closed | 10.35pm |  |  |  |
|  | **Next meeting Friday 18th October 7.30pm** | **Venue: Zoom Jen setting up and sending through invitation** |  |  |  |

REPORTS

FINANCIAL

Circular Keys Chorus Management Team Date – 26/09/2024

Finance Reports – August &amp; September 2024

Xero Software Reports - Balance Sheet (overall view of finances including bank

accounts)

- Profit &amp; Loss (Monthly Split) with Year to Date – showing activity

for each month.

Additional Comments

Term Deposit

The previous deposit matured on the 2 nd of September. Rather than roll this deposit again we

let it mature as the interest rate was very low. $37956.74 was paid out plus $570.91 interest.

I’ve reinvested $35000 of it in a new Term Deposit for 11 Months at 4.8% interest.

Additional Income

Cake stall – 7 September - raised $480 for chorus.

CKC Bunch paid with a Debit Card for $500 for performance at Fernbank Retirement Village

at St Ives. Plan to use Square to move money into bank account.

Membership Fees

One member in arrears for August, I sent her a reminder on Wednesday, she’s not been

well so I haven’t spoken to her personally.

2 people still to pay for September.

International Fees

$500US paid using David’s Credit Card on Tuesday - Jenny McPhee, Sue Kelly, Heather

Baeza and Ann Keating. I will set up reimbursement in $AUS once transaction is complete.

One-off Expenses

August – reimb Frances - $47 - cost of displaying banner at Castle Hill Showground





