CKC Management Team Minutes Friday 30th August 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 HarrisTreasurer Susan KellyPerformance Jane MastersMembership Frances GurtoMarketing/PR Jen KumarTeam members Di Jenkins Pippa Anderson Crystal Forbes7:50pm |  |  |  |
| **2.** | **Acceptance of minutes** | Correction “3.6 Rachael to contact Sharon Cartright re working with the chorus later in the year”Moved: VickiSeconded: Di |  |  |  |
| **3.** | **Business Arising** |  |  |  |  |
| 3.1 | Westpac account access | Crystal now has access and can approve accounts | Completed | Susan |  |
| 3.2 | Chorus Cultural project | One workshop completed - discussion on why members come to chorus?Continue with ideas to encourage members with more sessionsMission Retention Submission : Mission and Vision Statement  | CompletedNext session 11th SeptemberComplete form  | DiDiFrances | Ongoing31st August |
| 3.3 | Confirm date for REF visit | Emily Moriarty confirmed for 1st March 9-5pm | Completed |  |  |
| 3.4 | Update on Changes to NSW Incorporation Rules | Updated form receivedA6 lodged but not registered, financial affairs summary just needs a name added | Read throughContact Department of Fair Trading NSW | RachaelRachael | As possibleAs possible |
| 3.5 | Member recruitment and Taster Nights | The older CKC banner at Schofields has been removedOne remains with FrancesBlacktown area- Jane has spoken with council and a submission needs to be made– request for corner of Hambleton and Quakers Hill ParkwayHornsby area- to be approached for banner placement Taster nightsGood feedback from those who attended and several people interested in starting the membership entry processNext Taster nights 13,20th August – learn The Man with the Bag (Christmas song)Continue with social media |  | Jane | As possible |
| 3.6 | Membership entry process | Potential new members to sing and video one song in their own time (preferrable 6 weeks). Discussion to use “membership entry process” rather than audition. |  |  |  |
| 4. | **Correspondence** | (See list below)Team leader to send through a list of the correspondence for the month to the secretary which will be included in the minutes. | Email list of correspondence to secretary | Racheal | Each month |
| **5.** | **Ratifications** | None |  |  |  |
| **6.** | **Reports** |  |  |  |  |
| 6.1 | Financial | (See report below)Financial statement form completion requiredTerm deposit due soon and rate very low.2 members owe for July and August and 11 for AugustReminder at the beginning of SCB re fees due preferably in advanceRequest square from Sue Gray | Investigate better interest ratesSCB articleObtain square | CrystalSusanRachaelJane | ASAPNext SCBAs possible |
| 6.2 | Music team | (See report below)Start Christmas songs- the Man with the Bag and review Here Comes Santa ClausCan hold music for Christmas gigs if neededAustralia Day -Whether with YouSeveral potential new comp songs- listened to several during the meeting. Discussion re buying copies of Come What May and I Have dreamed  | Purchase music | Vicki | As possible |
| 6.3 | Membership | (See report below)Now 34 membersUrsula has now passed her membership entry processThere are several other potential interested new members | Follow up potential members | Frances |  |
| 6.4 | PR/Marketing | (see report below)2 Taster nights completed successfullyContinue with Instagram, flyers, digital platforms, school newsletters,Jen attended 26th July marketing meeting with Sweet Adelines. Good information re obtaining grants, clubs and sponsorships.Discussed attending Macquarie Uni singing rehearsals which are on Tuesday and Thursdays and developing a potential relationship with them.? Collaboration for something for International Women’s Day 2025. |  |  |  |
| 6.5 | Performance | (See report)Upcoming Christmas gigs X 4Bunnings Castle Hill performance on 29th August – ? payment through vouchers. Thanks Crystal for the contact. Other potential performances in the future need to have CKC sandwich board (at the moment with Carol) and business cards for next gig.All enquiries for potential performances to go through JaneQVB- a request was sent to CKC for 10 people for 6 weeks 3 nights a week for Christmas gigs- declined as had already accepted City of Sydney gigs. Happy to be a backup for QVB if needed1st and 12th October Alouette singing at Endeavour Show | CompletedAdvertise in SCB | Rachael |  |
| 6.6 | Fund raising | Return and Earn bottles/can collectionWicked movie - Difficult to fill a whole theatre and a limited fund raiser. Discussion to buy group tickets and charge normal price- no decision reached at this stage.Cake stall on 7th September at Bunnings. Limited support from the chorus so far. Can drop off items to Kaitlyn and Courtneys. | Discuss with fund raising teamRemind chorus members | JaneJane | As possible |
| 6.7  | Ohio planning  | Discussion re OOTers.  | Read Brindabella OOTer document | All management team members | 27th September |
| **7** | **New Business** |  |  |  |  |
| 7.1 | Appointed Committee members | Make up, PR , costume committee members acknowledged | Article in SCB | Rachael |  |
| 7.2 | Debrief re Lea Beverley’s visit | General discussion re the night and the chorus working on the contest songs.  |  |  |  |
|  | Meeting closed | 10.40pm |  |  |  |
|  | **Next meeting Friday 27th September 7.30pm** | **Venue: Anne Harris 49 Ray Epping** |  |  |  |

REPORTS

Financial:

Circular Keys Chorus Management Team Date – 28/08/2024

Finance Reports – July 2024

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

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

each month.

Additional Comments

One-off Expenses

July 24

Scots Church Fremantle - $150 for Rehearsal Space during convention.

August 24

Lea Beverly Coaching - $425 in cash to coach on the night and $183 to Endeavour Harmony

Chorus as part of overall costs.

AON Insurance - $776.32 – Annual Insurance

Membership Fees

XXXXXXX currently one month in arrears and XXXXX is yet to make a

payment. I sent her a reminder last week and spoke to her at chorus.

11 people still to pay for August.

Music:

Music Report – August 2024

Christmas preparation coming up for September/October –

New song – Man with the Bag

Also get “Here Comes Santa Claus” up to speed.

Recommend additional small rehearsals or early rehearsals to help all members get up to speed on the repertoire.

Australia day preparation -

Continue working on Weather With You and add it into our Aussie rep package.

Recommend additional small rehearsals for those who need to get up to speed on the Aussie repertoire.

Continue working on “Almost There” as a contestable uptune.

Revisit the Lea Beverley coaching on the current contest songs.

Diane to work with the chorus on values, vision, goals etc.

Looking at new material for the chorus -

Contestable ballads -

Come What May – Kevin Keller SMP US$2.69 X 10

<https://youtu.be/kea7_b2seJE?si=ofGuzRB7EYEobykF>

I Have Dreamed – David Wright

<https://youtu.be/eAUgtrCweFM?si=dCVwc1xEamDWll0A>

Contestable uptune -

I just found out about love – David Briner

<https://www.facebook.com/share/v/V1dDWFne844q9SQ9/>

<https://youtu.be/EPx_kV9sy4U?si=N7vT6LzYwMiTA6qO>

Performance repertoire –

Just Give Me a Reason (Pink) – Kevin Keller SMP US$2.69 x 10

<https://youtu.be/OpQFFLBMEPI?si=oJp5RbWmsJhEO66G>

I See the Light (Tangled) – Kevin Keller SMP US$2.69 x 10

<https://youtu.be/E7m_9EkvvcQ?si=4ph64pyz37wu6apk>

Membership

Membership currently stands at 34.

Attendance at rehearsals since July 17 has averaged 27 over 6 rehearsals.

Member Leave 2024

Carol Lutz June 26 – Sept 30

Spring Zeng Aug 21 – Sept 12

Ann Keating August 29 – Sept 24

Pippa Anderson Sept 25 – Oct 20

Betty Fuller Aug 24 – Sept 20

Kaye Kendall August

Emma Edwards August 8-28

Sue Winter August 26 – Sept 27

Rachael Moessis Sept 14-30

Jenny Do Rozario Sept 23 – Oct 30

Cheryl Wolfenden Oct 14 – Nov 10

General

We had 2 successful taster nights on August 21 and 28 with a number of interested ladies attending.

At this stage we have one new member to be voted on by the chorus, Ursula Huxtable, and several others who are very keen and planning to submit auditions.

August was a very busy month which also included the wedding celebration of Kaity and Courtney. A

large chorus group sang at their ceremony and reported that it was a very happy event.

Unfortunately we have received the resignation notice of Barbara Morris.

I am hoping to submit an entry in the August SAI “Mission: Retention” programme after a brief discussion at this meeting.

Frances Gurto

Membership Chair

Performance:

Performance Report - August 2024

Bunnings Father’s Day Performance, Thursday 29th August – Crystal secured this gig, which ran very successfully. There was good participation from our members, considering that the invitation was received at short notice. Kylie, the Bunnings events manager is interested in having the chorus sing at their Christmas event. Details TBC.

City of Sydney, Choirs in the City – an additional performance date has been accepted on November 29th. T-Shirt order has been submitted.

QVB Christmas Performances – The brief for the QVB program was to perform every Thursday, Saturday and Sunday from 16th November to 24th December, plus performances on the 23rd and 24th

December, a period of 6 weeks. We have already agreed to perform for the City of Sydney, so are unable to commit to all of the dates. I have declined this invitation but said that we would be interested in participating in a smaller capacity, if they are unable to find a chorus for the full period.

Marketing:

PR &amp; Marketing Report

By Jen Kumar

* 2 more taster nights – big push on social media on facebook 3 sites, and instagram
* Included stills, videos and animations, and directing to register on Enquiries@cirularkeys.org
* Updated flyers given out to circulate, and digital files supplied for schools and local groups
* Big thanks to Crystal with the videos made
* And on a happy note – our bridal shower night post for Courtney and Kaity got picked up by Sweet Adelines Australia, and then with Sweet Adelines International!
* I attended the SAA Marketing talk about Grants – took lots of screenshots for the advice (and it was recorded). We need to scout around for places and get our ducks lined up. We should try for local RSLs &amp; Australia Post. A lot connected to community and mental health.
* Then good discussions about how different groups raise money. Redlands Rhapsody have planned out their time until contest in Oct – aiming to raise $25,000 for director, accommodation, rehearsal venue hire and coaching. They are doing sponsorship by the local community – 4 levels, for access to their members. See their website. Plus having a garden tea - $100 a ticket.

Correspondence:

* Letter from NEW Fair trading re CKC Incorporation
* Email Sharon Cartwright re working with CKC
* Email from Sue Gray re Brindabella OOTer booklet
* Email Region 34 annual regional evaluation reminder
* Email Mission Retention August Challenge SAI
* Email Membership Matters: Chapter office Newsletter
* Email from Kath Ware re Form Submission
* Email IBOD eVote- SAI president
* Email Nominees for 2025-2028 SAI Board of Directors
* Email CKC Rules for Incorporation
* Email SAI Board of Directors Election responsibilities- Chapter Balloting Information
* Email SAI Frequently asked questions for Election of International Board of Directors
* Email Sharon Cartwright biography, information and rates
* Email Becoming a Brindabella OOTer