CKC Management Team Minutes Friday 7th February 2025

**Chairperson:** Rachael Moessis

**Minutes:** Anne Harris

| **Item****No.** | **Item** | **Discussion** | **Action** | **By Whom** | **By When** |
| --- | --- | --- | --- | --- | --- |
| 1. | **Attendance** **Apologies****Meeting commenced:**  | Chairperson Rachael MoessisSecretary Anne HarrisMembership Frances GurtoTreasurer Susan KellyPerformance Crystal ForbesMarketing/PR Jen KumarTeam members Director Vicki Dwyer Pippa Anderson Di Jenkins 7.55pm |  |  |  |
| **2.** | **Acceptance of minutes** | Moved: FrancesSeconded: Rachael |  |  |  |
| **3.** | **Business Arising** |  |  |  |  |
| 3.1 | Chorus Cultural project | Discussion with Jan Carley 14/1/25 Feedback that the time was beneficial to all.Di ran a session at CKC last Saturday looking at identifying our individual strengths. Next session will look at our mission statement in depth- firstly concentrating on respect and what behaviours support this. The exercises from Jan’s book will underpin the focus. | Segment in chorus rehearsal time looking at respect | Di | Next week |
| 3.2 | Member recruitment  | Approach Macquarie Uni singing groups- it has been decided to leave this at the moment.  | Invitation to singers | Vicki | Hold over |
| 3.3 | BHA Competition 2025 Eastern region Nationals | 24/5 in Sydney.Rachael has been in touch with Richard,co-ordinator of the competition. He will pass her details through to the appropriate person. | Insert in CKC calendarand SCB | Rachael | ASAP |
| 3.4 | Portfolios, Procedures and Handovers | Individual committee members to compile a short list of the responsibilities and processes of their individual roles that would be helpful for new committee members.Set up new document section for committee portfolios on CKC website | Compose a short list Document section in website | All committee membersRachael/Vicki | As possible |
| **4**.  | **Ohio planning** |  |  |  |  |
| 4.1 | Ooters/Brindabella Guide | Adapted smaller version guide for Ooters. |  | Di/ Rachael | Completed |
| **4.2** | Forward planning | Assemble a team to inspire members and Ooters- leave at the moment and use information from Jan Carley’s sessionNext newsletter article to include an upcoming time line e.g. when registration due, information re Emily in March 1/3/25 Accommodation package for Ohio.Chorus members to fill out their requests.Forms due back 12/2/25.Confirmed Ooters 2 basses- Paula and Vicki1 bari- Diane James2 leads- Lynette and Bec1 tenor- Sandy.Personal email invitation to past members to join us going to Ohio- decision not to proceedDirectors School -Vicki to request directors extend an invitation to their choruses to join us for OhioDigital DL flyer to be used for advertising. Looks great- many thanks Jen. Flyer to be added to the CKC website as well as On Keys site. | Ohio newsletter in SCBSubmit accommodation formsSend emailTalk with chorus directorsDevelop digital flyerInsert flyer into website | Jen/RachaelDiVickiVickiJenJen/ Rachael | OngoingCompletedCompletedCompletedCompletedASAP |
| 4.3 | Compulsory rehearsal attendance for Ohio | Monthly first Saturday rehearsals Proceed with October family show 11th October Time: 2-6pmVenue: Richmond School Cost of hall $280Feedback from Crystal that it maybe difficult to have the risers on stage as there will a play set on stage. Risers: discussion to borrow from Hills Harmony as they can be packed easily into a trailer.Members to try to limit extensive travel before context - leave requests to go through Vicki. | Check access to St JosephsContact school re proceeding with bookingRequest use of risers and person to transport from Hills HarmonyArticle in SCB | RachaelCrystalDiRachael | CompletedAs possibleNext SCB |
| 4.4 | St Joseph room hire, dates and spaces | Rehearse for Australian Day held at Crystals1-22nd October not available at St Joseph’s. Di liaising with Kellyville Anglican church re time available on either 1st, 8th or 15th OctoberRachael has sent 2 emails to St Josephs re booking for 27-28th September (Bec’s coaching) and has had no replies. | Chorus members to attendContact church re date availableRing St Josephs | CrystalDiRachael | CompletedASAPASAP |
| 4.5 | Jacket options | Continue research for jackets through Hills Uniform etc |  | Crystal | Ongoing |
| 4.6 | International Forms requirements | Housing forms for Contest- members have filled out their room requirements. |  | Di | Completed |
| **5.** | **Correspondence** | 1. 16/1: SAI: Monthly Renewal Notification
2. 22/1: SAI: Receipt 789062
3. 22/ and 30/1: Ann K: unable to access PhotoBucket
4. 2/2: Carol Lutz: Dual Members and CKC website- questions
5. 5/2: Richard Waddick: re BHA ER - he will check with Admin Judge re Invitational Choruses and let me know
6. 5/2: Kath Ware: Costume Storeroom Inventory and storeroom access policy
7. Various emails with Dual Members
8. Liaising with Diane Jenkins re Dual Members and Hotels
9. 7/2/25: Aurora Australis re use of risers 14-16th Feb
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| **6.** | **Ratifications** | None |  |  |  |
| **7**. | **Reports** |  |  |  |  |
| 7.1 | Financial | (See report below)Accepted: RachaelSeconded: CrystalIt was decided not to set aside money for costumes due to the chorus running at a loss last year.One Ooter has paid the total amount requested, including make-up and costume. Liaise with other Ooters re amount requiredResource make-up | Email to Ooters except SandyBuy makeup for Ooters | SusanVicki | ASAPAs possible |
| 7.2 | Music team | No report this monthTo research songs appreciation with SAI/SDE song evaluation data base For a music team meeting soon | Check data baseNominate a date | RachaelVicki | ASAP |
| 7.3 | Membership | (See report below)Now 33Jane Masters now Chapter at Large “Baby Come Back” contest with SAI. Entries to be completed by 3/2/25- decide not to proceed with thisNext SAI promotion is for “Quartet Matchmakers”SAA notified re update of all current and new members Discussion re having member’s SAI ID added to CKC website | Notify SAIDevelop flyer and collate responsesTake photo and sendEmail SAARequest Carol to add individual ID | FrancesFrances/JenVickiFrancesFrances | CompletedCompletedNext rehearsalCompleted |
| 7.4 | PR/Marketing | (see report below)Discussed the need for a flyer to be used for Directors/Ooters re CKC in Ohio.New logo for CKC. Thank you to Sue Gray for Australia Day posts | Develop flyerDevelop logo | JenJen | CompletedOngoing |
| 7.5 | Performance | No report this monthSend change of contact details from Jane to Crystal to Parramatta council. c/c CrystalAustralia Day gig with Parramatta council on 26th Jan. Payment not received - Crystal following up. | Email councilEmail Parramatta council | JaneCrystal | CompletedCompletedASAP |
| 7.6 | Fund raising | Bunnings BBQ’s:9th February - organised12 and 21st April 2025 Bunnings requesting dates for next term- letter on CC letterhead to be sentNew Paint and Sip at Tallawong | Send CKC letterhead to CrystalEmail BunningsDiscuss with social committee | DiCrystal Jen | OngoingASAPHold over |
| **8** | **New Business** |  |  |  |  |
| **8.1** | CKC Storeroom and Costume Inventory | Comprehensive list received from Kath requesting what to keep or move on.Red tops- move onPurple and black- discussion they could be sold but decided to keep at the moment with the potential to use in the future- would need some adjustments for larger sizes to be made.Purple pants- move onBlue regional shirts- distributePurple polo shirts- throw outCoral shirts- distributeDare to be Different shirts with bling- distributeUluru scarves- throw outFirework scarves- Vicki to checkOld style shoes- throw outNew style shoes- distributePurple jackets- distributeFabric- teal and purple/black keep green/ purple throwEar rings- keep teal and crystal and throw out othersCrocodile and kangaroo-Historical books- keepAccessing the storage room limited to costume co- Ordinator and fund raising co-ordinator (BBQ equipment kept in the storeroom) | Check with local schoolNext SCB | JenRachael | As possibleNext week |
| **8.2** | New Management Team member | Leave at the moment- Next AGM in April |  |  |  |
| **8.3** | Photobucket | Ann Keating has reported difficulties accessing PhotoBucket at last month.Check to see if payment is up to date | Request Carol to follow upCheck payments | RachaelSusan | ASAPASAP |
| **8.4** | Dual member access to website | Carol requesting clarification re access for dual members to CKC website.Decision made to give access to the 2 new songs, SCB, Ohio documentation, next rehearsal program, performance program and events. Other songs and access can be made as needed.Carol has set up an Ohio email address thank you Carol | Feedback to Carol | Rachael | ASAP |
|  | Meeting closed | 10.30pm |  |  |  |
|  | **Next meeting**  **7th March 2025 7.30pm** | **Venue: Rachael 17 Cavendish Street Pennant Hills** |  |  |  |







MUSIC REPORT

No report

MEMBERSHIP REPORT



PR/ MARKETING



PERFORMANCE

No report

FUNDRAISING

No report