



Secret Chorus Business

19th March, 2025

RESPECT EXCELLENCE COMMITMENT EDUCATION FUN

This week's rehearsal will be in the Pacifica Room, and our songs will be:

- ❖ Always On My Mind
- ❖ I Just Found Out About Love

Please wear your medals and name badge 😊

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.

WHAT'S NEW

9 WEEKS UNTIL BHA EASTERN REGION

31 WEEKS UNTIL WE ARE ON STAGE IN COLUMBUS!



Star of the Week

Our Star of the Week is Crystal! Thank you for everything that you do for Circular Keys Chorus on the Management Team, and as the Fundraising Chair. Your positive, can-do attitude is an inspiration to all members. Crystal - you are a star!

Official Notification of Annual General Meeting 16th April 2025

The Annual General Meeting will be held during rehearsal at St Joseph's on 16th April 2025 after warmups at 8pm.

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 learning, sharing and extending their skills in a variety of roles including Secretary, Membership Chair, and Performance Co-Ordinator which will be declared vacant and nominations accepted. (Team Coordinator, Finance Manager and Public Relations Coordinator were all elected for a 2-year term in 2024 and are not up for re-election until 2026). Commitment involves monthly meetings to discuss chorus issues, new ideas, and make plans and time outside of the meeting and chorus rehearsals following up actions relevant to the role. Job Descriptions are available to view at <http://circularkeys.org/node/370> and have been included below:

Secretary

- ❖ Records minutes of all meetings and files them in a permanent minute book of the Chorus
- ❖ Is familiar with and maintains current copies of by-laws and standing rules
- ❖ Keeps a list of all committees
- ❖ Keeps in files copies of all Chorus correspondence
- ❖ Conducts all correspondence necessary for the proper functioning of the Chorus and keeps the Management Team and Membership involved
- ❖ Gives notice of meetings as required.

Membership Chair

- ❖ Greets and introduces visitors and potential members to the Director, Team Coordinator and others as appropriate
- ❖ Maintains a record of attendance and contacts any member who is not in good standing as per the Standing Rules and advises the Management Team of this
- ❖ Maintains and updates First Night Kits, handing them to potential members and filing completed registration forms.
- ❖ When a potential member passes her audition, ensures that a membership form is completed and advises the Management Team
- ❖ On approval of the member, arranges for her certificate and its presentation • Updates singers list as required and distributes it
- ❖ Distributes name badges and organizes these for new members
- ❖ Makes the Visitors Book available for signing when appropriate

Performance Coordinator

- ❖ Is contact person for all performances
- ❖ Obtains Director's approval for performance
- ❖ Informs Chorus of details and posts sign-up sheets
- ❖ Confirms details with requesting organization
- ❖ Is aware of our fee structure and negotiates a suitable fee for performance unless it is a charity performance
- ❖ Gives the Director a list of performers and all relevant information
- ❖ Maintains a list of performances and contact details
- ❖ Passes any fees to the Finance Manager who sends a receipt and thanks them, if appropriate

The current office bearers may be happy to stay in their roles for another term - the roles will still be declared vacant. If there is only one nomination standing for a role, that member will be taken as elected. If there is more than one nomination for a role, a ballot will be held, and the member with the most votes will be elected.

The new Management Team can then also appoint 3 more members to assist with the organising that goes into making our chorus great.

If you are interested in the roles up for election this year, or know someone who would be great in one of these roles, please contact the Nominating Committee:

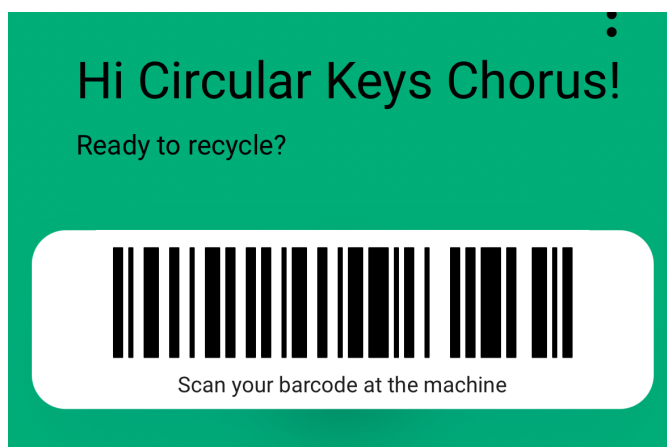
- ❖ Jen Senior
- ❖ Anne Thompson
- ❖ Mon Wood

Nominating Committee members may also approach you to ask if you are interested in any of these roles – please give them your time and consideration.

Many thanks to the Nominating Committee members for taking on these roles.

New Return and Earn Barcode

A big thank you to Crystal who set up our new Return and Earn account and barcode – we are now ready to roll again with this easy fundraiser. Details of how to participate are in 'Chorus Fine Print' at the end of the newsletter, along with the new barcode which also below:



Doris Ward Award/Sweet Adeline of the Year

The Doris Ward Award was instigated in 2006 to recognize the work of CKC's founder and Director for the first six years, Doris Ward. The purpose of this annual award is to recognise, honour and thank a special member in our Chorus for her contributions to the chorus. The winner each year is awarded a trophy.

In 2015, following changes by the Region to the Quiet Achiever / Sweet Adeline (SA) of the Year Award, CKC Management Team decided to amalgamate this with the Doris Ward Award. The chorus member selected for the Doris Ward Award is also CKC's nominee for the SA of the Year. Full chorus members can nominate a suitable recipient. Doris Ward, the Music Director and the previous year's winner cannot be nominated.

The ideal candidate:

- Serves CKC to the best of her ability without thought of personal gain
- May hold an elected position or other high profile but is *not* the previous year's winner, or Doris Ward, or the Music Director
- Displays many or all of the following traits at chorus level
 - Has excellent attendance records at rehearsals, performances, fund raising and other chorus activities
 - Willingly takes on responsibilities and generously donates her skills when required
 - Can be depended upon to carry through tasks/projects to completion
 - Shows keen interest in chorus affairs, respecting and supporting decisions made by chorus Management Team/Board or Music Staff
 - Believes in the importance of her personal marketing responsibility to present her chorus, the region and Sweet Adelines International in the best positive way to the general public.

The recipient of the Circular Keys Chorus Doris Ward Award is recognised at the next annual Sweet Adelines Australia convention as CKC's Sweet Adeline of the Year.

Nominations are collected and collated and are sent to the Chorus prior to voting. Chorus members select one of the nominees by secret ballot on a rehearsal night determined by the Management Team. Absentee or postal ballots will also be accepted. The award is presented by Doris Ward and the previous year's nominee.

Please send your nominations for this award to Frances fgurto@gmail.com – thank you Frances ☺

Sweet Adelines Australia Annual General Meeting – Zoom

You all should have received an email from Sweet Adelines Australia (Region 34) with details of their AGM – you are all invited to attend this meeting which will be held on Zoom. See the details below:

Sunday 25th May 2025
1.00pm AWST / 2.30pm ACST / 3.00pm AEST

This will be an online meeting using Zoom. Details of how to join the meeting will be sent closer to the date.

*Every chorus must have **at least one representative** in good standing in the meeting but may invite as many interested members to participate as they wish.*

Minutes of the 2024 AGM and the 2024-25 Annual Report will be sent at a later date.

Ohio Travellers: Things you can do and think about now

Some information regarding travel preparations from Diane – thanks Di ☺

Passport / Visa

- Make sure you have a current passport, and that it has 6 months before it expires. Make a couple of copies of your Passport, pack one in your luggage and leave one with a family member at home.
- Apply for the USA “Visa Waiver” prior to leaving. Visit the ESTA website (see link below).

Applications may be submitted at any time prior to travel to the United States. The Department of Homeland Security recommends that travel authorization applications be submitted at least 72 hours prior to travel. Unless revoked, travel authorizations are valid for two years from the date of authorization, or until your passport expires, whichever comes first.

Go to the official website to apply or update if you have a current ESTA. Cost is \$21USD

<https://esta.cbp.dhs.gov/esta>

Mobile Phone

- To you use your mobile phone you will need ‘International Roaming’ switched on through your mobile phone provider before you leave home.
- Investigate what your mobile phone provider has on offer regarding International Roaming at least 1 to 2 months before you leave.
- Some people may choose to purchase a sim card in the US for their phones, you will need to let people know what your new number in the US is.

Hospitality Roster

Below is the Hospitality roster for the rest of March. There are six members of the Hospitality Team, and they do an amazing job, but would also appreciate some help from chorus members to provide some extra supper treats –

please let Kaye know if you can help out sometimes, or if you are interested in joining the team
colinkaye7@bigpond.com

19th March Wednesday Rehearsal Ann Harris and Susan Kelly

26th March Wednesday Rehearsal* Jenny Do and Kaye Kendall

*Celebrate birthdays

RE-CAPS AND UPDATES

Thank You to our Anonymous Donors – continuing to thank you with all our hearts



International Convention Registration...please wait

Registration for International Convention is now open, but we ask that you **please wait** while Diane researches the details of what is required – we may have to do a group registration for the whole chorus. Thanks Di ☺

Barbershop Harmony Australia Eastern Region Contest

CKC is planning to enter the Barbershop Harmony Australia Eastern Region Contest which is scheduled for Saturday 24th May 2025. The venue is not yet confirmed but it will be located in the Sydney area. More details will follow in time. This will be a great opportunity to sing our new contest songs on a competition stage, so it will be an important part of our preparation for International and is great stage and competition experience for all members. Members are invited to attend whether they are competing in Ohio or not, so please add this date to your diary. You will need to qualify to participate in this event.

Costume - Red Sparkle Tops

We are planning to quit our red Christmas sparkle tops to make some room in the costume storeroom. Could any member that has one of these, please return it to Kath as soon as possible. We'll be advertising them as a lot in the Regional 34 newsletter in the hope that another Chorus could make good use of them.

Thank you, Kath ☺

CKC Storeroom at St Joseph's

The CKC storeroom at St Joseph's is under the care of the Costume Coordinator (Kath W) and the Fundraising Coordinator (Crystal F). If you need to access the storeroom, please contact one of them first – they'll be able to help you with what you need. If you are planning to visit St Joseph's for any reason (eg to work in the storeroom or the kitchen) outside of rehearsal times for any length of time, please contact St Joseph's to make sure that it is convenient for them. Whenever you visit, please remember to check in with Reception staff on your arrival and sign the visitors book so that have a record of who is in the building. Thank you ☺

Dates for International Saturday Rehearsals 2025

We have booked the following dates for our rehearsals this year. I have received confirmation from St Joseph's regarding the rehearsals on 1/8 and 28/9 – these dates are now confirmed. Please mark these in your diaries now to minimise any commitment conflicts – thank you.

NB: we realise that not all Ohio singers will be able to attend every Saturday rehearsal, but please attend as many as you can and notify me and Vicki if you can't attend. Please prioritise those dates with external coaches, and the last weekend in September.

There will also be a family and Friends Concert on Saturday 11th October. There are no rooms available at St Joseph's, so we are sourcing an alternative venue.

Date	Time	St Joseph's Room	Coach
Saturday 1/2/25	9:00-17:00	Mechtilde Woods Room	Vicki Dwyer
Saturday 1/3/25	9:00-17:00	Pacifica Room	Emily Moriarty
Saturday 5/4/25	9:00-17:00	Pacifica Room	Vicki Dwyer
Saturday 3/5/25	9:00-17:00	Pacifica Room	Vicki Dwyer
Saturday 7/6/25	9:00-17:00	Main Chapel	Bec Hewitt
Saturday 5/7/25	9:00-17:00	Pacifica Room	Vicki Dwyer
Friday 1/8/25	19:30-22:00	Pacifica Room	Nikki Blackmer
Saturday 2/8/25	9:00-17:00	Pacifica Room	Nikki Blackmer
Saturday 27/9/25	9:00-17:00	Pacifica Room	Bec Hewitt
Sunday 28/9/25	9:00-17:00	Pacifica Room	Bec Hewitt
Saturday 11/10/25 Family and Friends Concert	TBA	TBA (not at St Joseph's)	Vicki Dwyer

Ohio T-Shirts

Carol has kindly offered to print a t-shirt for any member who would like one. **We would like to encourage all members travelling to Ohio to purchase one of these shirts – we will be using them as rehearsal shirts during our Saturday International rehearsals, and also as a fun travel shirt in Ohio.**

To order a T-shirt you will need to:

- ❖ Provide Carol with a BLACK T-shirt of your choice (any fabric is fine): it will need to be pre-washed WITHOUT fabric softener – this helps the design to adhere to the fabric
- ❖ Transfer \$15 to the CKC account with your name and Ohio t-shirt in the reference
- ❖ This will cover Carol's costs and be a small fundraiser for the chorus
- ❖ Carol will return the completed t-shirt once she has been notified that the amount has been transferred into CKC's account
- ❖ Please place your t-shirt in a bag labelled with your name

THANKS CAROL 😊

Bunnings BBQs – Extra Date

Please let Crystal know if you are able to help at the Bunnings BBQs. We have 2 more dates so far for 2025, so please put these in your diary:

- ❖ Saturday 12th April
- ❖ Monday 21st April (Easter Monday)

BBQs are great fundraisers for the chorus, and many hands make light work, so please volunteer for these if you can.

New Mission Statement for Circular Keys Chorus

The Management Team have been working on a new Mission Statement based on the values chorus members prioritised in our workshops with Diane a few months ago: Respect, Excellence, Commitment, Education and Fun. We believe that this new Mission Statement incorporates these values. Many thanks to Crystal who got the ball rolling on this project. The new mission statement is:

'We unite through music, creating a harmonious space where voices blend, friendships grow, and artistry thrives'

Integrity ☆ Commitment ☆ Fun ☆ Dare to be Different

If you notice any missing or incorrect information in the Secret Chorus Business, please let Rachael know – thank you ☺



CKC COMMITTEES AND TEAMS 2024-5

Thank you for the time and energy you spend supporting our chorus

Committee	Team Leader	Team Members
Hospitality	Kaye K	Jenny D, Susan K, Sue R, Marea W, Anne H
Fundraising	Crystal F	Ann K, Kaity D, Courtney D
Rehearsal Equipment	Kaye K	Anne T, Spring Z, Emma E, Heather B,
Coach Coordination	Kath W	Pippa A, Rachael M
Website		Carol L (Webmaster), Kath W (Public Pages)
Costumes	Kath W	
Social Committee		Jessi F, Anne T, Jen K
Makeup	Kaity D	

Management Team

- ❖ Musical Director: Vicki Dwyer
- ❖ Team Co-ordinator: Rachael Moessis
- ❖ Finance Manager: Susan Kelly
- ❖ Secretary: Anne Harris
- ❖ Public Relations Co-Ordinator: Jen Kumar
- ❖ Performance Co-Ordinator: Crystal Forbes
- ❖ Membership Chair: Frances Gurto
- ❖ Appointed Member: Diane Jenkins
- ❖ Appointed Member: Crystal Forbes
- ❖ Appointed Member: Pippa Anderson

Music Team

- ❖ Musical Director: Vicki Dwyer

Integrity ☆ Commitment ☆ Fun ☆ Dare to be Different

- ❖ Assistant Musical Director: Diane Jenkins
- ❖ Bass Section Leaders: Jenny Do Rozario, Betty Fuller
- ❖ Baritone Section Leader: Kaity Dwyer
- ❖ Lead Section Leaders: Rachael Moessis, Susan Kelly
- ❖ Tenor Section Leader: Diane Jenkins
- ❖ Visual Team: Courtney Churchward (and Heather Baeza)

If there are teams or team members missing from the lists above, please let Rachael know

Member Birthdays



- | | |
|------------------|----------|
| ❖ Jessica Foulke | March 27 |
| ❖ Kath Ware | April 2 |
| ❖ Kaity Dwyer | April 4 |
| ❖ Anne Harris | April 7 |
| ❖ Vicki Dwyer | April 20 |

Member Leave

Are you planning on taking holidays or unable to attend rehearsal? If so, please email 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.

- ❖ Heather Baeza – date of return unknown
- ❖ Emma Edwards – November return
- ❖ Ann Keating – 11th-27th April 2025
- ❖ Frances Gurto – 24th May-9th June 2025
- ❖ Jen Senior – 1st August -13th August 2025



Remember that our rehearsals are streamed on our Circular Keys-On Key Facebook page and are saved there, so if you do need to miss a rehearsal, you can watch at home or catch up later – also a great way to review any content to consolidate your learning.

Diary Dates 2024

2025

Fri 4 th Apr 7:30pm	Management Team Meeting on Zoom
Sat 5 th Apr 9am-5pm	International Competition Rehearsal Pacifica Room
Sat 12 th April 8am-5pm	Fundraiser: Bunnings BBQ Castle Hill
Wed 16 th Apr time TBA	CKC Annual General Meeting
Mon 21 st April 8am-5pm	Fundraiser: Bunnings BBQ Castle Hill
Sat 3 rd May 9am-5pm	International Competition Rehearsal Pacifica Room
Sat 24 th May time TBA	BHA Eastern Region Competition, Sydney area
Sun 25 th May 3pm	Sweet Adelines Australia Annual General Meeting – Zoom
Sat 7 th Jun 9am-5pm	International Competition Rehearsal Pacifica Room
Sat 5 th Jul 9am-5pm	International Competition Rehearsal Pacifica Room
Fri 1 st August 7:30-10pm	International Competition Rehearsal
Sat 2 nd Aug 9am-5pm	International Competition Rehearsal Pacifica Room
Sat 27 th Sept 9am-5pm	International Competition Rehearsal Pacifica Room
Sun 28 th Sept 9am-5pm	International Competition Rehearsal
Sat 11 th Oct time TBA	Family and Friends Concert venue TBC
Wed 15 th Oct 7:30pm	Last rehearsal before International Convention
October 20–25	Sweet Adelines International Convention & Competition, Columbus Ohio

Chorus Fine Print

SUGGESTION BOX

Have a suggestion you want to raise? Send it to 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 send your suggestions with kindness – it makes it easier for the Management Team to receive them with kindness.

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) 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.

CKC FEE INFORMATION

Circular Keys Chorus charges an annual fee to cover the costs of venue hire for rehearsals and coaching sessions, Director's Honorarium, International and Regional fees, costumes, insurance and other costs related to running an organisation, music and learning tracks, promotional materials such as banners ... and more. As you can see, not all of these expenses are related to running rehearsals, which is why we pay every month including the weeks we do not rehearse (eg Christmas/January break).

The annual fee is broken up into 12 equal payments of \$60 per month. It can be paid annually (\$720), quarterly (\$180), or on another regular basis (always in multiples of \$60 please), but it needs to be paid in advance for a

member to be in good standing. These fees are also payable even if you are not attending rehearsals, and if a member is taking leave, fees should still be paid in advance so that membership is maintained. This is because all our costs remain the same, whether or not individual members are attending.

If paying your fees slips your mind, add it to your diary, or set up direct debit so that the fees are paid when due. If you do forget your fees and the Finance Manager reminds you, please pay the outstanding amount promptly. Remember that the Finance Manager is a volunteer, and we need to be considerate of her time by paying our fees regularly and by responding to her requests promptly and with courtesy.

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

RISER ETIQUETTE

Just a friendly reminder about riser etiquette: riser etiquette is an important part of showing respect to our fellow members and our Musical Director, Coach, Leaders, or any person who is addressing the chorus. It is always important, but is extra important when we have a coach

- ❖ Pay close attention to the person out the front
- ❖ Do not make comments or suggestions unless you are specifically asked to do so
- ❖ Raise your hand if you have a question
- ❖ Focus on learning
- ❖ Do not chat with other members when the Director or Coach is working with another section – it is distracting and can make it difficult to hear

Thank you for remembering our top value – **RESPECT** 🙏

COPYRIGHT

Circular Keys Chorus pays for the copyright of our sheet music, and membership of CKC entitles us to access this sheet music. Visitors and prospective members are not entitled to receive copies. We do have Visitors books which have copies of our current repertoire for use during rehearsals – these folders remain the property of CKC and must not be taken home by non-members.

RETURN AND EARN

A Return and Earn account has been set up for the chorus for fundraising, so remember to keep your plastic and glass bottles, aluminium cans and some tetra packs aside for our Return and Earn. Compatible items have 10c marked on the packaging. Remember **not to crush** your eligible items. You can deposit them at a depot using the barcode below and at the end of the newsletter. You can take a screenshot of the barcode to use at the depot. If you prefer, you can print the barcode.

If you are not a big consumer of drinks yourself, why not ask your friends, family, colleagues, church group etc. to give you their empty bottles?

How to Return and Earn:

<https://youtu.be/OYDROMQIDbU>

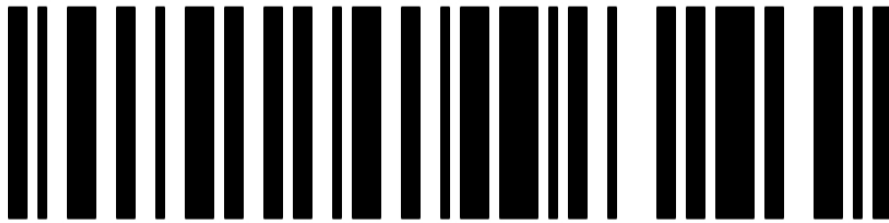
<https://www.facebook.com/watch/?v=966272033522727>

Return and Earn Location Points:

<https://returnandearn.org.au/map/>

Hi Circular Keys Chorus!

Ready to recycle?



Scan your barcode at the machine