

CKC Management Team Minutes Friday 2nd May 2025 (via zoom)

Chairperson: Rachael Moessis

Minutes: Frances Gurto

Item No.	Item	Discussion	Action	By Whom	By When
1.	Attendance Apologies Meeting commenced:	Chairperson Rachael Moessis Marketing/PR Jen Kumar Membership Frances Gurto Performance Crystal Forbes Team members Pippa Anderson Di Jenkins Susan Kelly Vicki Dwyer Anne Harris 7.38pm			
2.	Acceptance of minutes	Moved: Frances Seconded: Pippa			
3.	Business Arising				

3.1	Chorus Cultural project	<p>CKC Values and Guiding Principles Survey to chorus members has been distributed and collated and fed back to chorus members</p> <p>A designed print out will then be developed and displayed.</p> <p>Next steps in project include a guiding purpose slogan, looking at chorus strengths and developing a slogan “out of the box” that identifies the chorus.</p>		<p>Di</p> <p>Di/Jen</p>	<p>Completed</p> <p>Ongoing</p>
3.2	Member recruitment	Approach Macquarie Uni singing groups- ? invite for membership drive next year	Invitation to singers	Vicki	Hold over
3.3	BHA Competition 2025 Eastern region Nationals 24th May at Cherrybrook Community and Cultural Centre	<p>Contest chorus registration \$100</p> <p>Registration to be done individually and paid online.</p>	<p>Register chorus</p> <p>Email</p>	<p>Di</p> <p>Rachael Di</p>	<p>Done</p> <p>ASAP</p>
3.4	Portfolios, Procedures and Handovers	<p>Team members to compile short cheat list for positions that would be helpful for any incoming new committee members.</p> <p>Can be added to Communication Area “Checklist for Incoming Committee”.</p>	Compose a short list	All committee members	Ongoing
3.5	CKC storeroom and costumes	Crocodile and kangaroo props-Jen’s contact not able to use these. To explore other options	Talk with Kath and Sue B.	Jen	TBC
3.6	Standing rules/management team decisions	<p>Short discussion re the difference between standing orders (suggestions) and the constitution (set).</p> <p>Explore this further at the next meeting.</p>			Hold over

3.7	AGM Feedback	<ul style="list-style-type: none"> Director agreement and chorus agreement signed. Annual Financial Report voted and accepted. Retired positions (Secretary, Membership and Performance) re-elected. Appointed members to be approached before next meeting. 		Mgt. Team Officers	Completed ASAP
3.8	SAA AGM Zoom Sunday 25 th May, 3 pm		Attendance required	Rachael Vicki	
3.9	Venue for October rehearsals – 1 st , 8 th , and 15 th	Venues to be sought.	Look for venues Follow up	Susan Anne Vicki Rachael	ASAP
4.	Ohio planning				
4.1	Ooters and dual members	Ooters are going well and are required to submit audios of two songs	Advise Ooters	Rachael	ASAP
4.2	Forward planning	<ul style="list-style-type: none"> Ohio registration fee Video Recordings Accommodation – more hotels now available but CKC's not confirmed yet. One member now withdrawn so room allocations to be reviewed 	Payment Submission Let chorus know when it is confirmed. Discuss with relevant members	Members Members Di	May 22 TBC TBC ASAP
4.3	Family Show	<ul style="list-style-type: none"> October family show 11th October 2-6pm at Richmond School of Arts. Volunteers to transport risers 	Decide between:	Warren Rosenblum Kath Ware Bill Harris	Booked TBC

4.4	Jacket options	<ul style="list-style-type: none"> • Suitable jacket has been found. Cost: \$55 +GST including printing of logo. • Pursue grant from Hills Shire Council (to fund jacket) <ul style="list-style-type: none"> ○ Justification – Local chorus competing internationally. 	<p>Make final decision</p> <p>Submit grant application</p>	<p>Committee</p> <p>Crystal</p>	<p>TBC</p> <p>TBC</p>
5.	Correspondence	<ul style="list-style-type: none"> • (See list) • Diane received reminder that website subscription is due in May. • Annual financial statements need to be “audited” • Email re: Disability Survey 	<p>Pay for subscription</p> <p>Ask Sue Gray to “audit”</p> <p>Survey to be completed</p>	<p>Di</p> <p>Sue Kelly</p> <p>Cathy</p>	<p>Completed</p> <p>TBC</p> <p>Completed</p>
6.	Ratifications	Ratify Deb Woon as a member	Ratify	Committee	Completed
7.	Reports				
7.1	Financial	<p>No new reports presented in Susan’s absence.</p> <p>Payment for Bec- unsure at this stage.</p> <p>Resource make-up</p> <p>ANCA invoice - \$100, received and required for insurance discount.</p> <p>St. Joseph’s payment for May 3 coaching.</p> <p>Fair Trading Fee - \$56, paid by Crystal</p>	<p>Buy make-up for Ooters</p> <p>To be paid</p> <p>To be paid</p> <p>Reimburse Crystal</p>	<p>Vicki</p> <p>Crystal</p> <p>Susan</p> <p>Crystal</p>	<p>Hold over</p> <p>TBC</p> <p>ASAP</p> <p>TBC</p> <p>ASAP</p>

7.2	Music team	No report			
		Form for ballad appreciation with SAI/SDE song evaluation data base.	To be submitted	Rachael	Completed
		Music team meeting	Meeting to be held	Music Team	Completed
7.3	Membership	(See report) Now:39 including 5 Ooters			
		<ul style="list-style-type: none"> • Mission retention submission for April. • Deb Woon passed audition. 	To be emailed	Frances	Completed
			Membership to be voted on	Members	Completed
7.4	PR/Marketing	(see report)			
		<ul style="list-style-type: none"> • New logo has been decided on 	Reveal new logo to chorus.	??	TBC
		<ul style="list-style-type: none"> • New slogan? 	Brainstorm ideas	Chorus	TBC
		<ul style="list-style-type: none"> • New jackets require 6-weeks lead time. 	Confirm jacket choice and timing of order.	Committee	At next meeting
		<ul style="list-style-type: none"> • Chorus principles 	Print and Laminate	Jen	TBC
		<ul style="list-style-type: none"> • Chookas/Good Luck media posts to quartets and choruses competing in Hobart. 	Do media posts	Jen	Week of May 12
		<ul style="list-style-type: none"> • More media posts, re: coaching days and other CKC events. 	Do media posts.	Jen	As needed

7.5	Performance	(see report) <ul style="list-style-type: none"> Eisteddford opportunity Busking option 	Make video recording of 2 songs Check with local councils	Chorus Rachael	Completed Hold over
7.6	Fund raising	(See report) Bunnings BBQ April 12 – very successful Bunnings requesting dates for next term- letter on CC letterhead to be sent New Paint and Sip at Tallawong	Send CKC letterhead to Crystal Discuss with social committee	Crystal Jen	Completed Ongoing TBC
8	New Business				
8.1	CKC and Vicki anniversaries	It's 30 years for Vicki in April 2027 and 30 years for CKC in July 2026 according to Fair Trading records.	Plan CKC celebration for 2026	Committee	TBC
	Meeting closed	8:45 pm			
	Next meeting 13 June, 2025	At Rachael's			

