



Secret Chorus Business

March 18th, 2026

RESPECT EXCELLENCE COMMITMENT EDUCATION FUN

This week's rehearsal will be in the **Pacifica Room**

- ❖ Almost There
- ❖ A Million Dreams
- ❖ Titanium

Please wear your 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

Star of the Week

Our Star of the Week is Kaye Kendall! Thank you for all you do for CKC Kaye, as the Team leader of both the Sound and Hospitality teams. Kaye, you are a star!



Graduation Concert on Wednesday Night 1st April

My apologies everyone, there has been another date change – the concert is scheduled for Wednesday 1st April during rehearsal time.

Grants - Updated Request

We realise that researching and applying for grants can be daunting. If you are able to do some research on what grants are available for community organisations such as choirs, the Management team would be very grateful – you could search on your local community clubs' and/or council websites to see what they have to offer and when they need to be lodged. Management team members will proceed with the application process if we think it is appropriate.

This will save us quite a lot of time searching for what is available and would be a great help. Please forward any suitable grant information to Rachael.

Thank you to Ann K for starting the ball rolling and sending some information regarding grants from Hills and Blacktown Councils.

Sweet Adeline of the Year 2026 – Voting date 25th March 2026

We have so many members who give so much to our chorus - make sure they don't go unnoticed, remember to send your nominations for CKC's Sweet Adeline of the Year to Frances – it's an honour to be nominated 😊. Don't wait – voting is next week! Information on the process is in Recaps and Updates below.

Official Notification of AGM – 8th April 2026

The Annual General Meeting will be held during rehearsal at St Joseph's/Mary MacKillop Spirituality Centre on 8th April 2026 after vocal 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.

Management team positions give members great experience in learning, sharing and extending their skills in a variety of roles.

In 2026 the roles of Team Coordinator, Finance Manager/Treasurer and Public Relations will be declared vacant and nominations accepted. (Secretary, Membership Chair, and Performance Coordinator were all elected for a 2-year term in 2025 and are not up for re-election until 2027).

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:

Team Coordinator (elected)

- Leads the Management Team
- Takes responsibility to see that the Management Team and Standing Committees carry out their functions effectively and efficiently
- Calls meetings of the Management Team and in consultation with Team members, sets the agenda
- Ensures that Chorus members are kept informed of the work of the Team
- Represents the Chorus at Regional meetings as appropriate
- Liaises between the Chorus and Sweet Adelines International and the Regional Team
- Is the spokesperson for the Chorus

Finance Manager (elected)

- Has responsibility for all Chorus financial matters including collecting money, issuing receipts, banking, paying accounts and issuing petty cash

- Maintains a record of each member's dues and payments and apportions part, as determined by Management Team, to the member's escrow account
- Advises members who are in default of dues as per Standing Rules
- Keeps in books belonging to the Chorus full and accurate accounts of all receipts and disbursements
- Signs all cheques, drafts and orders for payment, which will be countersigned by one other member designated by the Management Team
- Prepares the annual budget and presents it to the Management Team for approval
- Oversees the budget and presents reports of transactions and financial condition of the Chorus to meetings and as requested
- Has the books for the period January 1 to December 31 reviewed as directed by the Management Team, the cost, if any, to be borne by the Chorus

Public Relations (elected)

- Attends to all publicity relating to the Chorus including advertising for new members, publicizing the Show and other Chorus events and activities
- Organises for brochures, pamphlets and the like to be printed and to be available at events where appropriate
- Contacts potential venues for performances, being aware of our fee structure and availability
- If a performance is obtained, contacts the Performance Coordinator and Director before accepting it. Further contact can be through the Performance Coordinator

The Nominating Committee may approach you to ask if you are interested in joining the Management Team, and you may also approach them to nominate yourself or someone else. If you are nominating someone else, please make sure they are interested in standing for one of the positions that are available for re-election this year.

The **2026 Nominating Committee consists of Jen Senior, Anne Thompson and Mon Wood** – thank you to these members for being on this Committee and being an integral part of the election process 😊

There will be other items on the Agenda which will be sent during the week leading up to the AGM.

Angel Fund

Circular Keys Chorus has an “Angel Fund” to assist Chorus members who are experiencing personal hardship to participate in Chorus activities such as weekend retreats and Convention.

Angel Fund assistance cannot be used to pay monthly membership dues.

The Fund is funded from donations and specific fund-raising events. It is administered by the Team Coordinator and Finance Manager and all requests for assistance are confidential.

Members can make donations to the Angel Fund at any time:

- ❖ a one-off donation by bank transfer
- ❖ a regular extra amount when you pay your fees can also be given via bank transfer – just make sure that the donation amount is labelled to make it clear for the Finance team
- ❖ occasionally a donation box will be available at rehearsals

There is no requirement to repay any assistance granted but recipients may wish to make a donation back to the fund when they are able to do so.

Contact the Team Coordinator or Finance Manager if you want to ask about assistance.

Sweet Adelines Resources

Did you know that Sweet Adelines Australia and Sweet Adelines International have many useful and free resources for its members?

Go to the homepages using the links below, log in and then go to the Education tab to browse the many resources available. There is a broad range of topics including, vocal pedagogy, performance skills, music theory and more. Check them out!

<https://www.sweetadelines.org.au/>

<https://sweetadelines.com/>

Hospitality Roster

March

18th - Marea Witt, Sue Rosenblum and Cathy Horner

25th - Jenny Do Rozario and Kaye Kendall * Birthday cake

April

1st - Deb Woon and Mon Wood

8th - Anne Harris and Susan Kelly

15th - Marea Witt, Sue Rosenblum and Cathy Horner

22nd - Jenny Do Rozario and Kaye Kendall

29th - Deb Woon and Mon Wood * Birthday Cake

Riser Etiquette

To remind us of our riser etiquette requirements, I am going to include best practices on a regular basis. These guidelines are an important part of how we live our value of Respect and in turn support our values of Education and Excellence by minimising distractions and fostering a focus on learning. These will be on display during rehearsals to remind us.

RISER ETIQUETTE 5

Listen, don't distract



When the Director is speaking to the chorus or another section,
LISTEN. Don't pass the time singing, reviewing your part or

talking This makes it difficult to hear and pay proper attention so that we can learn.

RECAPS AND UPDATES

Congratulations to Vicki

Huge congratulations to Vicki who has been accepted on to the Sweet Adelines International Educational Faculty. We are so thrilled for this exciting achievement and well-deserved acknowledgement of Vicki's passion and skill which we benefit from every week, and which will now be shared with the Sweet Adelines International community. We are so proud of you Vicki!

Congratulations Vicki and Pippa

Congratulations to Vicki and Pippa for their work for Region 34: Vicki as RMT Directors Coordinator, Regional Education Faculty, and Education Steering Committee; and Pippa as Arranger Certification Program Coordinator. Appreciation for their contributions was acknowledged by the Region with a letter and a badge which were presented at our last rehearsal. Thank you both, we are so proud of your dedication to our region.

CKC 30th Anniversary Committee

Many thanks to Pippa, Jess and Anne T who have volunteered for the 30th anniversary celebrations committee – we really appreciate you taking this on 😊

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.

Between 2006 and 2015 chorus members were invited to nominate a suitable recipient, and the winner was chosen by a committee made up of Doris Ward, the Music Director and the previous year's winner.

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. Nominations are collected and collated by the Team Coordinator or Membership Chair 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.

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.

A full list of winners can be found on our website here: <https://circularkeys.org/node/371>

The winners of the last five years are:

2021: Heather Baeza

2022: Alison Anderson and Jenny DoRozario

2023: Kath Ware

2024: Jane Masters

2025: Rachael Moëssis

All Sweet Adelines of the Year recipients will be receive a certificate and pin at convention in May 2026. Those not present at convention will receive theirs via post.

Please send your nomination/s with a brief description of why you are nominating the member, to our Membership Chair Frances at fgurto@gmail.com

Reminder About Star of the Week Nominations

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 Anniversary Concert August 29, 2026

As part of our 30th Anniversary celebrations we are planning a concert (or maybe two on the one day) on Saturday 29th August at Richmond School of Arts (where we performed at our Family and Friends concert before heading to Columbus). Please put this date in your diaries now and mark your attendance on the website – we'd love as many members as possible to perform at this event

CKC FEE INFORMATION – Just a friendly reminder about fees 😊

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.

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



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



CKC COMMITTEES AND TEAMS 2025-6

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

Committee	Team Leader	Team Members
Hospitality	Kaye K	Jenny D, Marea W, Anne H, Deb W, Mon W, Cathy H
Fundraising	Sue G and Sue R	Crystal F, Deb W, Frances G, Linda VA
Rehearsal Equipment	Kaye K	Anne T, Spring Z, Cheryl W
Coach Coordination	Kath W	Pippa A, Vicki D
Marketing	Jen K	Jen S, Philippa T, Kath W, Crystal F
Photobucket	Ursula H	Anne T
Website		Carol L (Webmaster), Kath W (Public Pages), Sue G
Costume Committee	Kath W	Jen K, Vicki D, Jessi F
Social Committee		Jessi F, Spring Z, Sue G
Makeup	Kaity D	Vicki D, Courtney CD,
Physical Warm-Ups	Jess F	Betty F, Sue R, Courtney CD

Management Team

- ❖ Musical Director: Vicki Dwyer
- ❖ Team Co-ordinator: Rachael Moëssis
- ❖ 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: Betty Fuller
- ❖ Appointed Member: Anne Thompson

Music Team

- ❖ Musical Director: Vicki Dwyer
- ❖ Assistant Musical Director: Diane Jenkins
- ❖ Bass Section Leaders: Jenny Do Rozario, Betty Fuller
- ❖ Baritone Section Leader: Kaity Dwyer
- ❖ Lead Section Leaders: Rachael Moëssis, Susan Kelly
- ❖ Tenor Section Leader: Diane Jenkins

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 |
| ❖ Deb Woon | April 13 |

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.



- ❖ Kaity Dwyer 12th November 2025 -11th March 2026
- ❖ Courtney Churchward 12th November 2025 – 11th March 2026
- ❖ Spring Zeng March and April 2026
- ❖ Frances Gurto 13th April-7th May 2026
- ❖ Ann Keating 20th April-5th May 2026
- ❖ Cheryl Wolfenden 1st-17th July 2026
- ❖ Heather Baeza – date of return unknown
- ❖ Betty Fuller – date of return unknown

Diary Dates 2026

Wed 25 th March	CKC Sweet Adeline of the Year vote
Wed 1 st April	Vocal Course Graduation Concert
Wed 8 th Apr 8pm	AGM
Fri 10 th Apr 7:30pm	Management team meeting venue TBC including handover to new team members
Sat 23 rd May	BHA Eastern Region competition and concert
Wed 29 th July 7:30pm	Coaching: Nikki Blackmer (supported by SAA) TBC
Sat 29 th Aug	30 th Anniversary concert Richmond School of Arts

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.

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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
- ❖ Refrain from phone use unless it is related to chorus work – if you need to use your phone for other reasons please step off the risers and leave the room

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

CKC STOREROOM

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 😊

NEW MISSION STATEMENT

Our new Mission Statement is based on the work on values that Diane Jenkins did with the chorus during 2024-2025. The values that were prioritised by the chorus members were: Respect, Excellence, Commitment, Education

and Fun. The Management Team believes 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’

OUR VALUES AND GUIDING PRINCIPLES

Values: Respect – Excellence – Commitment – Education - Fun

Guiding Principles

Respect

We foster respect through kindness, inclusivity, and commitment. By listening, supporting, and valuing each other, we create a welcoming space where every voice matters and we grow together.

Excellence

Excellence is commitment in action—showing up, pushing boundaries, and striving for growth. With focus, passion, and unity, we rehearse, perform, and lead with purpose, always raising the bar for ourselves and each other.

Commitment

Commitment is being present, prepared, and engaged. It's taking responsibility, supporting the team, and embracing every opportunity to grow, contribute, and create success together.

Education

Education is a lifelong journey. With curiosity, dedication, and an open mind, we embrace challenges, learn from experience, and grow together.

Fun

We unite through singing, performing, and laughter—celebrating friendship, music, and fun as we grow and create joy together

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.

SPECIAL BIRTHDAYS

We celebrate our members' birthdays at the end of each month, and we want you to know how much we cherish each one of you by singing happy birthday and sharing a cake together. Thank you to the Hospitality Team and our amazing bakers who make this happen.

We won't celebrate special birthdays because we don't know when they are coming up and members can be hurt if their special day isn't remembered. We are sorry that some of our precious members have been upset by this, although intentions were well meaning.

At each birthday celebration, a special hat or a tiara will be available for anyone to wear if they have a special birthday that month, so that we can share the special occasion with you.

No other special celebrations will occur during chorus time.

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?

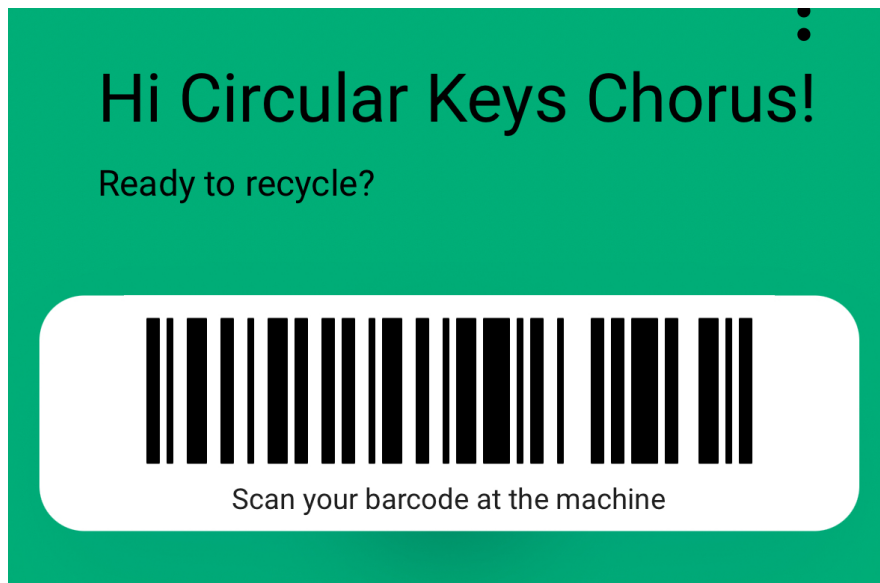
How to Return and Earn:

<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