CIRCULAR KEYS CHORUS

MANAGEMENT COMMITTEE

MINUTES

Thursday, 10 April 2014

At the home of Liz Perry-Windhorst

# PRESENT

Team Coordinator Liz Perry-Windhorst  
Secretary Deborah Martin  
Treasurer Cathy Bartley  
Public Relations Chair Kate Hawkins  
Membership Chair Yasanthi Wickremasinghe

Visitor Diane Jenkins

# APOLOGIES

Director Vicki Dwyer  
Performance Coordinator Judith Bourne  
Committee member Lyn Howells  
Committee member Frances Gurto  
Committee member Alison Anderson

# MINUTES OF PREVIOUS MEETING

**Motion: That the minutes of the previous meeting on 13 March 2014 be accepted:**

Moved: Liz Perry, Seconded: Kate Hawkins. Agreed by consensus.

# BUSINESS ARISING FROM THE MINUTES

| **WHO** | **WHAT** | **OUTCOME** |
| --- | --- | --- |
| Kate Hawkins | Cancel Newington Armory breakfast booking | Done |
| Vicki Dwyer | Send information about new sound system to Karen Tucker for grant application | In progress |
| Cathy Bartley | Investigate getting credit card for CKC account to use for overseas payments | In progress |
| Judith Bourne | Label our risers as Property of CKC |  | |
| Liz Perry | Ask Ros Lumsdaine to supervise pick up and return of risers to St Josephs | Done | |
| Di Jenkins and Kate Hawkins | Work out schedule for CKC rehearsals at Convention when we know order of performance | Done | |
| Judith Bourne | Contact Polio Australia re changing performance time to 8:30 pm | Done | |
| Di Jenkins | Send Kate contact information for photographer Carol | Done | |
| Deborah Martin | Amend website to say we can do weddings |  | |
| Deborah Martin | Correct contact on website for Performances to Judith Bourne | Done | |
| Di Jenkins and Vicki Dwyer | Discuss showcase songs and script | Done | |
| Judith Bourne | Draft MC script before 27 March | Done | |
| Liz Perry | Remind chorus about protocols for rehearsals | Done | |
| Di Jenkins | Circulate current Convention protocols to Committee for comment | Not required | |
| Di Jenkins | Check with Sandy O”Neill whether we can use our own volunteers to move and set up riser chair | See below | |
| Judith Bourne | Make a bag for riser chair bars |  | |
| Di Jenkins and Kate Hawkins | Discuss transport of riser chair to Tennis Centre | See below | |
| Liz Perry | Ask Cathy Bartley to check all members are in good standing with SAI | See below | |
| Vicki Dwyer | Order Ed Waish arrangement from BHS | Done | |
| Lyn Howells | Be responsible for picking up Convention Shirts with registrations at convention | Done | |
| Lyn Howells | Pick up Convention registrations and arrange where to hand them out to CKC members | Done | |
| Judith Bourne | Bring banner to Convention and collect it after parade | Done | |
| Di Jenkins | Record “Happy Anniversary” message on iPad for Convention | Done | |
| Vicki Dwyer, Lyn Howells | Bring flood light and bat light for makeup checking at Convention | See below | |
| Kate Hawkins | Ask Maria Priestley to thread medals on ribbons and pin ribbons | Done | |
| Liz Perry | Approach Lorraine Barlow to be third member of Nominating Committee | Done | |
| Deborah Martin | Send information about Nominating Committee to Lyn and Alison | Not done | |

# CORRESPONDENCE

## Correspondence In

* Sydney Eisteddfod, email 14/3/14, invitation (forwarded to Vicki Dwyer)
* Ryde Eisteddfod, email 19/3/14, invitation (forwarded to Management Committee)
* APRA/AMCOS, email 2/4/14, Upbeat newsletter
* Sweet Adelines International, email 5/4/14, Bowling for Barbershop
* Sammy Um, website contact form 7/4/14, enquiry about membership (forwarded to Yasi Wickremasinghe)

## Correspondence Out

* none

# RATIFICATION OF DECISIONS MADE OUT OF COMMITTEE

* 1. Approve request from Ann Keating to have Australia’s Biggest Morning Tea on 21 or 28 May
  2. Approve Kate Hawkins’ suggestion re gift for Krista

# REPORTS

## Finance report (Cathy Bartley)

Receipts $16,910.54

Expenses $19,041.95

Total Receipts – Total Expenses -$2131.41

Closing Balance $106,888.74

Accounts reconcile with bank statement.

Action: Di Jenkins to send reminder to CKC members about paying for accommodation, breakfast, shirts, badges, photos.

Motion: That the March finance reports be accepted and payments for March be ratified. Moved: Deborah Martin, Seconded: Kate Hawkins. Carried by consensus.

## Membership report (Yasanthi Wickremasinghe)

Yasi reported that:

* Sarah McDonald has passed audition and been accepted as a member
* A website enquiry has been received from Sammy Yu and Yasi has responded.

## Music team (Vicki Dwyer)

There was no report from Vicki.

## Public relations (Kate Hawkins)

Kate reported that:

* A quote for $550 has been received from Carol Philpott for a chorus photo shoot, which includes a shoot in 2-3 locations and up to 25 edited images. Often she will take more images and supply those at no extra charge. Carol estimates the shoot may take 2-3 hours depending on the locations chosen and walking time between venues. We will most likely require permission to shoot at the Sydney Opera House and Carol will obtain those approvals once a date has been confirmed. It is likely to be granted without issue as the SOH will form a backdrop to the shoot and not be of the SOH itself. However, approval is not guaranteed. Strict guidelines may also be imposed by the Opera House Trust. Committee approved expenditure of $550 on photo shoot on weekend of 28-29 June. Action: Kate Hawkins to confirm with Vicki Dwyer that these dates are okay, and book the shoot.
* Heather Finch spoke to the Photo Editor of the Sydney Morning Herald who is interested in doing a feature on the Convention. Heather will be taking RMT photos.

## Fund raising (Lyn Howells)

Lyn reported that:

* We have been focussing our efforts over the past weeks on organising the stall for Harmony Bazaar. We have purchased 30 colourful aprons on which we will iron musically themed transfers. We are also purchasing musically themed socks and have china, "necklaces", and scarves. Maria Priestley has also suggested some wall-mounted photo hooks/holders which she saw in The Rocks market, which considering there will be a lot of people taking a lot of photos may be a good product to have for sale. We can purchase them at a wholesale price of $10 for a pack of 5 pairs, which are currently sold at $20 in the market but we have to purchase a minimum quantity of 20 packets i.e. $200. (The Photo Holders we discussed are an ‘interchangeable photo wall’ manufactured by The Curator Company – www.[curator.com.au](http://curator.com.au/). A pack of 5 size 6 x 4”or 10 x 15cm retail for $20. Wholesale price is $10 with a minimum order of 20 packets. A4 size is also available retailing at $35 for 2 – not sure if they wholesale these.)
* We may also have some of Alison Anderson's friend's Stacey's jewellery to sell on a consignment/commission basis. I am yet to have this confirmed by Alison.
* We are gradually filling the roster for Harmony Bazaar but still need more members of the chorus to volunteer; the main issue is that people either don't want to miss the quartet competition or won't be arriving until late on Friday afternoon. However we will keep hassling!

## Performance Coordinator (Judith Bourne)

No report from Judith.

# GENERAL BUSINESS:

## Suggestion Box

Suggestion Box had no suggestions this month.

## Sydney Convention (Di Jenkins)

* Management Team members are invited to attend Leaders Lunch. Motion: That CKC pay the cost of Management Team members attending Leaders Lunch. Moved Deborah Martin, Seconded Kate Hawkins. Carried by consensus.
* There will be 65 CKC members on risers
* If we are in Showcase, the songs will be Skyfall and Fireworks.
* Di has asked the hotel for a final invoice for accommodation.
* The cut off date for Party bookings will be 17th April.
* Regarding transporting and setting up riser chair: Liz Perry will pick up the chair on our last Wednesday rehearsal. Brisbane City Sounds has asked if they can borrow it. Committee agreed on the condition that BCS set it up before their performance and arrange for their people to be trained beforehand on how to do this. Action: Di will reply to Brisbane City Sounds to this effect.
* Transport of risers has been arranged.
* Di will discuss with less mobile member whether wheelchair is a better option for her in traffic pattern.
* Di is starting to prepare the chorus Convention handbook.
* Maria Priestley is working on copyright for competition songs. Di needs confirmation by 19th April.
* CKC will have a rehearsal at the Tennis Centre from 11 am to 12 noon.
* Di will show chorus examples of the size of bag allowed during competition.
* There are 14 first timers.

## AGM

* AGM will be on Wednesday, 30th April.
* Deborah will ask various office-holders for reports to be submitted by 23 April so they can be collated in Annual Report and sent to members. Action: Deborah Martin
* Liz Perry will provide members with a summary of the highlights.
* Liz will ask Lyn Howells to chair the election. Action: Liz Perry

## Bowling for Barbership

* Committee decided this is not an activity we want to participate in.

## Club Grants

* Deborah reported that Parramatta ClubGRANTS close on 30 April. Karen Tucker will be asked to submit an application. Committee decided priorities are: (a) sound system; (b) costumes; (c) casual shirts.
* Cathy Bartley noted that if we order costumes from overseas and the value is greater than $1000 we pay customs duty; it is therefore a good idea to have costumes sent in batches of less than $1,000.

# Next meeting (handover meeting): 7:30 pm, Thursday 22nd May, Liz Perry’s home