CIRCULAR KEYS CHORUS MANAGEMENT COMMITTEE

MINUTES of HANDOVER MEETING

Thursday, 22nd May, 2014 at the home of Liz Perry-Windhorst

# PRESENT

Team Coordinator Liz Perry-Windhorst (Alison Anderson 2014-2015)  
Director Vicki Dwyer

Secretary Deborah Martin (Barb Morris 2014-2015)  
Treasurer Cathy Bartley  
Public Relations Chair Kate Hawkins  
Membership Chair Yasanthi Wickremasinghe (Liz Perry-Windhorst 2014-2015)  
Committee member Alison Anderson  
Committee member Frances Gurto

Committee member Lyn Howells

Visitor Steph Wallbank

# APOLOGIES

Performance Coordinator Judith Bourne

# MINUTES OF PREVIOUS MEETING

Motion: That the minutes of the previous meeting on 10 April 2014 be accepted

Moved: Cathy Bartley, Seconded: Frances Gurto. Agreed by consensus.

# BUSINESS ARISING FROM THE MINUTES

| **WHO** | **ACTION** | **OUTCOME** |
| --- | --- | --- |
| 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 | Done |
| Deborah Martin | Amend website to say we can do weddings |  |
| Judith Bourne | Make a bag for riser chair bars |  |
| Liz Perry-Windhorst | Cathy Bartley to check all members are in good standing with SAI | Done |
| Deborah Martin | Send information about Nominating Committee to Lyn and Alison | Not done |
| Alison Anderson & Liz Perry-Windhorst | Update Australian Region & International re new CKC Management team members details |  |
| Deborah Martin | Upgrade Groupanizer to Smart Site |  |
| Liz Perry-Windhorst | Check standing rules re absentee requirements and check if appropriate leave has been asked for by members and granted by Management team |  |
| Cathy Bartley | Remind members about final payment for accommodation, breakfast, shirts, badges, photos |  |
| Alison Anderson | Ask Di Jenkins if she will continue as Convention Coordinator |  |
| New Fundraising Chair | Confirm details for proposal by Ann Keating for Blue Illusions fashion stores % of takings to CKC on a date in June/July |  |
| New Fundraising Chair | Confirm details for proposal by Ann Keating to for Fund Raising/ Social Cruise on Sydney Harbour one Sunday in Sept |  |
| New Costume Chair | Issue/ organise to make green and purple tops for all members to be worn with new black velvet pants. Recall red tops for possible modification into a more modern tunic type top with long sleeved black top worn underneath |  |
| New Costume Chair | Look for new casual tunic type? chorus top |  |
| Alison Anderson | Check Standing rules re process to ratify Cathy Bartlett as Treasurer in absence of any other nominees |  |
| New Comp Cordinator &Team members | Look for suitable accommodation in Hobart for CKC at Regional Competition May 2015 |  |

# CORRESPONDENCE

## Correspondence In

* Sydney 25th Anniversary Convention newsletters and bulletins
* Best wishes for Convention from other choruses to Team Leader Liz
* Best wishes from Diane Huber and River Blenders Chorus in St Louis, & Dale Syverson to Vicki
* Groupanizer to Deborah re opportunity to upgrade to Smart Site
* From: Mary-ann Liethof [<mailto:mary-ann@polioaustralia.org.au>]   
  Sent: Wednesday, 14 May 2014 12:00 PM to Judith re thank you for the recent performance by CKC at the Polio Australia’s Health & Wellness Retreat.
* Via website Contact Us re potential daytime performance Mon 9th Feb for Parramatta Probus Club

## Correspondence Out

* Team Leader Liz forwarded Best wishes for Convention from other choruses to members
* Judith compiled and sent Best Wishes via email to all Convention competing choruses
* Judith has emailed CKC details re potential daytime performance Mon 9th Feb for Parramatta Probus Club

# RATIFICATION OF DECISIONS MADE OUT OF COMMITTEE

* Approve request from Ann Keating to have Australia’s Biggest Morning Tea on Wed 28 May at chorus rehearsal

# REPORTS

## Finance report (Cathy Bartley)

* Annual report provided
* Funds are available for new costume top
* No need currently for increase in membership fees
* St Joseph’s have doubled rent for CKC rehearsals this past year

Receipts: $6862.74

Expenses: $8652.24

Total Receipts – Total Expenses: -$1789.50

Closing Balance $39,139.59

Accounts reconcile with bank statement.

Motion: That the April/May finance reports be accepted and payments for April/May be ratified. Moved: Alison Anderson, Seconded: Lyn Howells. Carried by consensus.

## Membership report (Yasanthi Wickremasinghe)

* Annual report provided
* Leave of Absence requested for Doris Ward 18th June- 23rd July approved
* Information has been forwarded to some prospective new members
* Liz Perry-Windhorst to check absentee requirements for Cheryl Wolfeden, Amanda Andrews, Lyn Howells, Rosie Cariola,

## Music team (Vicki Dwyer)

* Annual report provided
* Need for section rehearsals at other time
* Lead section leader needed as Krista Fulcher on leave
* Vicki proposes leads in 4 groups each with a pod leader, rehearse on rotation, Vicki could visit each
* Similar concept with basses and baritones
* Need more tenors – 6 ideal, possibility of Liz Vosburgh changing from lead to tenor
* Stay with contest songs for Hobart 2015
* ‘Happy’ arrangement being finished, copyright approx. $100
* Song for membership drive – ‘The Climb’ by Miley Cyrus –learning tracks budget $300
* ‘Gravity’ on hold
* ‘What Kind of Fool Am I’ (ballad) & ‘Ball in the Jack’ (David Wright uptune, collaborated with Mo Field) – new practice contest songs
* Coaching – Dede Nibler Sat 2nd Aug 2014 NSW workshop –one rehearsal night close to this date?, Dale Syverson last weekend in Feb/ first weekend in March 2015, possibility Mo Field? Barbara Smith?
* CKC may subsidise retreat costs at St Joseph’s
* Members encouraged to start saving for Hobart 2015

## Public relations (Kate Hawkins)

* Annual report provided
* Need to gather new PR team
* Quote for $550 has been received from Carol Philpott photographer, for a chorus photo shoot, needed to update website images and for CKC promotion
* Sat 28th June, 10am-4pm Opera House, CBD, Harbour sites as background. Full make up, maybe change of outfits to suit mood eg casual/ sophisticated? Combine with social fun day?
* Vicki created as calendar event on Groupanizer

## Fund raising (Lyn Howells)

* Annual report provided
* Harmony Bazaar raised $1727
* Many thanks to all CKC helpers & friends setting up and on roster, particularly husbands/partners Heino & Rob
* Two Bunnings Barbeques – Sun 1st June @Seven Hills & Sun 8th June @Castle Hill
* Proposal by Ann Keating for Blue Illusions fashion stores % of takings to CKC on a date in June/July TBA
* Proposal by Ann Keating to for Fund Raising/ Social Cruise on Sydney Harbour one Sunday in Sept TBA

## Performance Coordinator (Judith Bourne)

* Absent on holiday in NZ
* Annual report provided
* Show with Sydney Harmony @ Independent Theatre Sunday 22nd June
* Potential gig Mon 9th Feb for Parramatta Probus Club

# GENERAL BUSINESS:

## Suggestion Box

* From Karen Tucker & Barb Morris re chorus tops in storage. Should red sparkly tops and green and purple tops be issued/made for new members rather than have them in storage at Barb’s?
* Discussion & decision to issue/ make green and purple tops for all members to be worn with new black velvet pants. Recall red tops for possible modification into a more modern tunic type top with long sleeved black top worn underneath.

## Convention (Di Jenkins)

* Great organisation by Di Jenkins as Convention coordinator. Di to be congratulated and asked by Alison if she will continue as Convention co-ordinator for Hobart
* 14 first timers recognised at chorus breakfast on Chorus Competition day
* Kate Hawkins advised that accommodation at and near the Hobart Casino venue is already booked out. Team members to investigate any possibilities re accommodation elsewhere in Hobart. Possibility of hiring mini shuttle bus? Find a friend or relative who is licenced and willing to drive one?

## AGM

* Need to ratify Cathy Bartley as Treasurer in absence of any other nominees
* Deborah Martin will assist Cathy in the Treasurer role
* Confirm Inese Kamenyitsky and Sarah McDonald as new committee members

## Thanks and Handover (Liz Perry-Windhorst)

* Liz thanked all serving team members and especially retiring team members - Deborah Martin, (congratulated on her wonderful commitment and achievements in 12 years of service on CKC Management team), Yasanthi Wickremasinghe, Lyn Howells and Frances Gurto.
* Thanks in return to Liz for her services as team leader
* Welcome to Alison Anderson as new team Leader

Management Team 2013-2014 Meeting closed at 9.50pm

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Management Team 2014-2015 Meeting opened at 9.50pm

# PRESENT

Team Coordinator Alison Anderson  
Director Vicki Dwyer

Secretary Barb Morris  
Treasurer Cathy Bartley (to be ratified)  
Public Relations Chair Kate Hawkins  
Membership Chair Liz Perry-Windhorst  
Committee member (Inese Kamenyitsky – not present)  
Committee member (Sarah McDonald – not present)

Visitors Steph Wallbank, Deborah Martin

Lyn Howells, Yasi Wickremasinghe,

Frances Gurto

# APOLOGIES

Performance Coordinator Judith Bourne

GENERAL BUSINESS:

a) Welcome to New team

* Alison Anderson TC thanked all past and present management team members, especially to Liz Perry-Windhorst in role as former team leader….will appreciate her experience, expertise and support.
* Retiring management team members: Deborah Martin, Yasanthi Wickremasinghe, Lyn Howells and Frances Gurto.
* New team members: Barb Morris – Secretary, Inese Kamenyitsky & Sarah McDonald - Committee members
* Liz Perry-Windhorst – moving to new role of Membership
* Cathy Bartley – reappointed Treasurer pending ratification
* Kate Hawkins – retains Public Relations role

b) Team selection process

* Vicki proposed consideration for system of rotating, overlapping roles on management team over a two year period. Elections could be in Nov to synch with International. Would give the new person in the role time to learn from a mentor
* Need further research and discussion, ultimately would require changes to standing rules
* Deborah Martin indicated there may be changes to Region Standing Rules pending re management team structures

c) Membership Drive

* 6 week program - $50
* Pencilled in from 16th July to 20th August, but Vicki away at Pan Pac last two weeks
* Alternative dates – 27th Aug to 1st Oct? Liz P –W (Membership) away 22nd Aug – 11th Oct, but could be handled by a pop-up committee. Advantage of chorus consolidating and refocussing on skills prior to new members, but could be too close to learning new Christmas repertoire
* Dede Nibler coaching Sat 2nd August. Vicki will check other coaching dates and advise as to best dates for new membership program

d) Chorus goals

* Session next rehearsal Wed 28th May re goal setting – member group discussion
* Chorus members asked to review previous year’s goals on Groupanizer

e) Committees

* Check CKC Standing Rules re committee elections and leader appointments
* Committees listed on CKC Groupanizer website
* Ask members to indicate interest at following rehearsal Wed 4th June

f) Financial Signatories

* Need to change bank account signatures – requires Team Coordinator, Treasurer and Secretary
* Cathy Bartley will bring appropriate forms to next rehearsal to facilitate

g) Attendance & Minutes for extra ordinary AGM addendum

* Records needed for next rehearsal 28th May to vote Cathy Bartley in as Treasurer as the position has not been filled by another member

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| --- | --- | --- |
| WHO | ACTION | OUTCOME |
| Barb Morris | Check Regional Standing Rules re management team structures |  |
| Vicki Dwyer | Check coaching dates and availability to confirm new membership program dates |  |
| Alison Anderson | Email chorus members to review previous year’s goals on Groupanizer |  |
| Cathy Bartley | Bring appropriate forms to next rehearsal to facilitate signature changes for bank accounts |  |
| Barb Morris | Record attendance & minutes for extra ordinary AGM addendum to ratify Cathy Bartley as Treasurer at rehearsal on 28th May |  |

# Meeting closed: 10.45pm

# Next meeting: 7:30 pm, Thursday 19th June, Alison Anderson’s home @ North Rocks