**Minutes Circular Keys Chorus Management Team Meeting**

Thursday, 19th June 2014 at 7:30 pm (at the home of Alison Anderson)

1. Attendance:
	1. Present

 Team Coordinator Alison Anderson
 Director Vicki Dwyer

 Secretary Barb Morris
 Public Relations Chair Kate Hawkins
 Membership Chair Liz Perry-Windhorst

 Performance Co-ord Judith Bourne
 Committee member Sarah McDonald

 Apologies

Treasurer Cath Bartley Committee member Inese Kamenyitsky

1. Minutes from previous meeting (22nd May, 2014):

***Motion: That the minutes of the previous meeting on Thursday, 22nd May, 2014 be accepted. Proposed: Kate Hawkins Seconded: Vicki Dwyer Passed***

Minutes from previous special extra ordinary meeting (28th May, 2014):

***Motion: That the minutes from the special extra ordinary meeting on Wednesday 28th May, 2014 be accepted. Proposed: Kate Hawkins Seconded: Vicki Dwyer Passed***

1. Business arising from the minutes:

| **WHO** | **ACTION** | **OUTCOME** |
| --- | --- | --- |
| Vicki Dwyer | Send information about new sound system to Karen Tucker for grant application | ongoing |
| Cathy Bartley | Investigate getting credit card for CKC account to use for overseas payments | ongoing |
| Deborah Martin | Amend website to say we can do weddings | done |
| Judith Bourne | Make a bag for riser chair bars | done |
| Liz Perry-Windhorst | Check all members are in good standing with SAI  | done |
| Deborah Martin | Send information about Nominating Committee to Lyn and Alison | done |
| Alison Anderson & Liz Perry-Windhorst | Update Australian Region & International re new CKC Management team members details | done |
| Deborah Martin | Upgrade Groupanizer to Smart Site  | ongoing |
| 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 | done |
| Cathy Bartley | Remind members about final payment for accommodation, breakfast, shirts, badges, photos | done |
| Alison Anderson | Ask Di Jenkins if she will continue as Convention Coordinator | done |
| 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  | done |
| New Fundraising Chair Karen Totaro (to be ratified) | Confirm details for proposal by Ann Keating to for Fund Raising/ Social Cruise on Sydney Harbour one Sunday in Sept | ongoing |
| New Costume Chair Karen Tucker (to be ratified) | 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 | ongoing |
| New Costume Chair Karen Tucker (to be ratified) | Look for new casual tunic type chorus top | ongoing |
| Alison Anderson | Check Standing rules re process to ratify Cathy Bartlett as Treasurer in absence of any other nominees | done |
| New Comp Coordinator Di Jenkins &Team members | Look for suitable accommodation in Hobart for CKC at Regional Competition May 2015 | done |
| Liz Perry Windhorst | Re issues with editing membership details as membership chair. Difficulties in deleting former members and transferring others to associate. Ask Deborah Martin as web administrator  | done |
| Alison Anderson | Re May 2014 Treasurer’s Report, request Cathy to clarify: red balances, staff expenses, and if all funds owed have come from region 34 as yet, re May SAA Comp in Sydney |  |
| Cathy Bartley | Finalise and present Treasurer’s Annual Report  |  |
| Cathy Bartley | Prepare and present a financial year 2013-2014 month by month overview |  |
| Vicki Dwyer | Organise Lead pods, leaders and rehearsal times  |  |
| Vicki Dwyer | Confirm dates for coaching – Dale Syverson and Di Huber |  |
| Vicki Dwyer | Confirm Dede Nibler coaching @ CKC rehearsal Wed 6th August, 2014 |  |
| Barb Morris | Notify music & management teams of meeting with Mo Fields on Thursday 17/7 at Liz Perry-Windhorst’s to discuss future direction of chorus |  |
| Alison Anderson | Liaise with Deborah Martin to organise tutorial session at chorus rehearsal re members accessing and registering information on Groupanizer |  |
| Management team members | Review Director’s Contract and make any suggestions for changes in next week |  |
| Barb Morris | Review goals and objectives, Chorus Members Agreement re Director’s Contract, and By-Laws to compile a draft Member’s Charter of Agreement |  |
| Liz Perry-Windhorst | Review Membership Program and modify lessons/activities. Liaise with Vicki re resources needed. |  |
| Liz Perry-Windhorst | Request Steph Wallbank to copy learning track CDs re ‘The Climb’ for Membership Program participants  |  |
| Alison Anderson | Provide Deborah Martin with all relevant information and request her to reactivate the webpage section and organise an electronic system of payment re New Membership Program |  |
| Alison Anderson | Inform Ann Keating that social cruise date will be confirmed in 2 weeks due to pending decision from Castle Hill RSL re grant application |  |
| Kate Hawkins & Judith Bourne | Organise banners for promotion of New membership Program |  |
| Vicki Dwyer | Update biography on CKC website |  |
| Alison Anderson | Check Suggestion Box |  |
| Alison Anderson | Requst Di Jenkins to forward Hobart Convention 2015 accommodation information to Chorus members  |  |

## Correspondence

## Correspondence In

* 2014.05.22 email from Janet New re resignation from CKC
* 2014.05.24 email from Lyn Howells re request for leave of absence from 13th August 2014 to 4th Feb 2015 (return to chorus on 11th Feb)
* 2014.05.30 email from RMT re Convention Photos website and ordering
* 2014.06.08 email from Di Godwin to re sourcing balloons used in Convention Party and Showcase
* 2014.06.11 email from Brindabella chorus re riser chair specifications
* 2014.06.17 email from Sydney Men’s Chorus re ushers needed for Voices Live Concert 22nd June @ Independent Theatre

## Correspondence Out

* 2014.05.16 email by Barb Morris to Ann Keating to check proposed cruise date of 28th Sept with Kate Hawkins re proposed CKC concert date
* 2014.06.16 email sent by Judith to Brindabella re riser chair specifications
* 2014.06.17 email sent by Judith Bourne to Hills Shire re updating community Information directory

1. Ratification of decisions made by email since last meeting:
	1. Approve request from Cathy Sugar for Leave of Absence from 20th July for 3 weeks on holiday
	2. Approve upgrading to SmartSite level for Groupanizer
	3. Non-Approved proposal for Di Jenkins to become a third committee member on Management Team…as Convention Coordinator Di will be able to attend meetings regularly anyway in that role
2. Reports:
	1. Finance (Cathy Bartley)
* Refer to Appendix 1a Reconciliation Report (submitted in absentia, read & discussed)
* Refer to Appendix 1b Treasurer’s Report (submitted in absentia, read & discussed)

***Motion: That the April finance reports be accepted and payments for May be ratified. Not Proposed***

* Postpone acceptance of financial report until meeting with Cathy before rehearsal next Wed 25th June to clarify – red balances, staff expenses, and if all funds owed have come from region 34 as yet re May SAA Comp in Sydney
* Request for Cathy to present Annual Report (was not finalised for AGM),
* Request Cathy for a financial year 2013-2014 month by month overview
	1. Membership (Liz Perry-Windhorst)
* Refer to Appendix 2 Membership Report (submitted, read & discussed)
* Resignations: Rosie Cariola (family/ travel), Janet New (transfer to CAL), Janice Manni (moving), Rosemary Champion (family/travel)
* Transfer to associate membership temporarily: Krista Fulcher (baby), Ros Lumsdaine (family/travel)
* Issues with editing membership details as membership chair. Difficulties in deleting former members and transferring others to associate. Will ask Deborah Martin as web administrator for advice
* New Membership Program: (see also Music and PR reports and general business).
	+ Now a 4 week program from 27th Aug to 17th Sept 2014 (previously 6 weeks), needs to be reviewed and lesson/activities modified.
	+ NB Keep documents generic –don’t show dates so spares can be reused.
	+ Liz to liaise with Vicki re resources needed, and ask Steph Wallbank to copy CDs of learning tracks for ‘The Climb’.
	+ Decision made to retain $50 fee and Deborah Martin to be contacted by Alison to reactivate the relevant webpage section and organise an electronic system of payment eg PayPal
	+ Liz Perry-Windhorst and Judith Bourne listed as contacts
	+ Encourage on-line registration, however some may come with members on the first night. Impress upon all that $50 fee is to be pre-paid before admission to program and receipt of resources.

* 1. Music Team (Vicki Dwyer)
* Refer to Appendix 3a Music Report (submitted, read & discussed)
* Refer to Appendix 3b Addendum to Music Report (submitted, read & discussed)
* Lead pods, leaders and rehearsal times being organised
* Possibility of Dede Nibler coaching @ CKC rehearsal Wed 6th August, 2014
* Decision made to hold a combined music/management team meeting with Mo Fields on Thursday 17/7 at Liz Perry-Windhorst’s to discuss future direction of chorus
* Suggestion to Vicki by Barb for feedback to chorus members via email one or two days after rehearsal, incorporating positive elements and areas to work on for the next week’s rehearsal
* Elaboration by Vicki for on strategies for recognition/support for members to monitor steps/progress towards competition in Hobart, May 2014 as listed in Music report
* Elaboration by Vicki on a letter to Mo Field seeking advice re changing chorus culture from ‘nice’ to ‘rich, vibrant and risk-taking’. To be a subject of the proposed joint music / management team meeting with Mo on Thursday 17th July.
* Director’s Contract to be renewed by 30th June incorporating agreements outlining obligations and responsibilities of both the Musical Director and the chorus members. Vicki observed that members need to be reminded of this two way written agreement
* Suggestion by Barb for a tutorial at rehearsal re Groupanizer, include accessing various sources of information eg Director’s contract, chorus by-laws, chorus goals and objectives, management team meeting minutes
* Barb to review goals and objectives, Chorus Members Agreement re Director’s Contract, and By-Laws to compile a draft Member’s Charter of Agreement for Commitment to chorus and competition
	1. Public Relations (Kate Hawkins)
* Refer to Appendix 4 Public Relations Report (submitted, read & discussed)
* Re New Membership Program, Castle Hill Grant has been submitted.
* Possible clash re proposed ABBA Cruise date 28th Sept 2014 and New Members Drive Proposed Concert – Kate explained that chorus is still awaiting a decision from the Castle Hill RSL re our grant application (meeting to be held during next week), will have to postpone decision until feedback has been received from their Board Meeting re cruise date.
* If concert cannot be at Castle Hill RSL then possibility of it being held at St Joseph’s on Sunday, 21st Sept

***Motion: That the New Membership Program concert proceeds be donated to Sport Matters. Moved: Kate Hawkins Seconded: Sarah McDonald Passed***

* Re Photoshoot in the city

***Motion: That the budget for the Photoshoot be extended up to $300 to pay for extra time if required by the photographer. Moved: Judith Bourne Seconded: Alison Anderson Passed***

* Vicki to update her biography on CKC website
* Discussion re benefits of supporting People’ choice award at Crestwood Fair’s ‘Crestwood Idol’. Even though chorus will not be performing due to unsatisfactory performance conditions, our logo will be prominent. Possibility of a quartet performing to promote chorus in local community.

***Motion: That CKC provides $100 sponsorship for Crestwood Idol in the People’s Choice category Moved: Judith Bourne Seconded: Liz Perry-Windhorst Passed***

* 1. Fund Raising (Final submission by Lyn Howells as Karen Taranto to be ratified)
* Refer to Appendix 5 Fund Raising Report (submitted, read & discussed)
	1. Performance (Judith Bourne)
* Refer to Appendix 6 Performance Report (submitted, read & discussed)
* Voices Live Show @ The Independent Sun 22nd June 2014, all details on Groupanizer
* City of Sydney ‘Christmas Spirit’ performance date changed again to Tues 29th July. Wear the Purple competition costume and fee to paid foe performance 1000
1. General/ other business:
	1. Suggestion Box- pending
	2. CKC Goals and Objectives 2014-2015 (deferred to next meeting due to lack of time, email exchange in interim).
	3. Alison presented a list of Committee Chairs to be ratified as volunteered by chorus members at rehearsal.

***Motion: That all committee chairs for 2014-2015 be approved Moved: Barb Morris Seconded: Sarah McDonald Passed***

* 1. Request from Lyn Howells re request for leave of absence from 13th August 2014 to 4th Feb 2015 (return to chorus on 11th Feb) is approved.
	2. Di Jenkins Convention Coordinator has researched and submitted suggestions to the management team for accommodation which can be booked by members for Hobart May 2015. Hotel sites are conveniently located in Hobart city waterfront area and Di has tentatively made group bookings. Members can choose and finalise payment individually. Management team is appreciative and request is for Di to please forward to chorus.
	3. Due to time restrictions, Management team to review Director’s Contract by email exchange and reach consensus in the next week if any changes needed.
	4. Karen Tucker Costume Chair has found a suitable black long-sleeved camisole type top to wear under CKC red top when modified, $22 at Target, photo provided. Requests permission to order for chorus members. Top considered suitable and decision made that after purchase by CKC, chorus members will reimburse CKC $22 each by Eftpos and the top will become their property to be retained for chorus performances.

***Motion: That Karen Tucker place an order for the nominated Bamboo black top ($22 at Target) for all chorus members. Moved: Alison Anderson Seconded: Kate Hawkins Passed***

* 1. Submitted by Barb Morris – Criteria for member’s good standing re leave of absence – review monetary obligation? (deferred to next meeting due to lack of time).
	2. Submitted by Barb Morris – ticket pricing for performers re Independence Theatre show 22nd June, 2014 (deferred to next meeting due to lack of time).
1. Appendixes: see separate attachments
2. Dates of next meetings:

Thursday 17th July, 2014 with Mo Fields re Direction of Chorus @ Liz Perry-Windhorst’s

and

Thursday 31th July, 2014 @ Alison Anderson’s

1. Meeting closed at 11pm