**Minutes Circular Keys Chorus Management Team Meeting**

Thursday, 31st July 2014 at 7:30 pm (at the home of Judith Bourne)

1. Attendance:
	1. Present –

 Team Coordinator Alison Anderson
 Director Vicki Dwyer

 Secretary Barb Morris

 Treasurer Cath Bartley

 Public Relations Chair Kate Hawkins

 Membership Chair Liz Perry-Windhorst

 Performance Coordin Judith Bourne
 Committee member Sarah McDonald

 Committee member Inese Kamenyitsky

* 1. Apologies- nil
1. Minutes from previous meeting (19th June, 2014):

***Motion: That the minutes of the previous meeting on Thursday, 19th June, 2014 be accepted.***

***Moved: Alison Anderson, Seconded: Judith Bourne, Carried***

1. Business arising from the minutes and actioning:

| **WHO** | **ACTION** | **OUTCOME** |
| --- | --- | --- |
| Vicki Dwyer | Send information about new sound system to Karen Tucker for grant application | ongoing |
| Deborah Martin | Upgrade Groupanizer to Smart Site  | ongoing |
| Alison Anderson  | Inform Ann Keating of no CKC performance clash for the proposed CKC Social Cruise on Sydney Harbour Sunday 28th Sept, 2014  |  |
| Vicki Dwyer | Update biography on CKC website and submit Allouette profile |  |
| Cathy Bartley | Investigate PayPal as an alternate option for chorus payments |  |
| Alison Anderson & Vicki Dwyer | Investigate suitable restaurants for a social CKC dinner somewhere nearby, as Sat 18th coaching with Di Huber is at St Mary’s Church in North Sydney |  |
| Alison Anderson | Send letter of acceptance to Sydney Harmony re concert at St. Mary's Church, North Sydney, Sunday, 7th December  |  |
| Barb Morris | Write to SAA and SAI re use of the term ‘evangelist’ in the latest marketing Global Power Campaign – Become a Sweet Adeline Global Evangelist |  |
| Barb Morris | Scan and upload Signed Chorus Letter to Music Director and Director’s Letter to Chorus for 2014-2015 to Groupanizer |  |
| Alison Anderson | Note in SCB that St Joseph’s is booked from 6.30 -10.30 pm and so any other teams could meet early if suits eg pod rehearsal |  |
| Alison Anderson | Send a letter to the chorus members re increases in Full & Associate Membership Fees and announce in SCB in two weeks |  |
| Alison Anderson | Inform Karen Totaro to proceed with Chocolate Sales and Barefoot Bowls as per Fundraising Team suggestions |  |
| Judith Bourne | Inform relevant contacts at Jazz at the Vine, Orange Blossom Festival & Community Adventist that CKC not available to perform |  |
| Kate Hawkins | Send a contact list of singing teachers and men’s choruses to Alison Anderson and Judith Bourne so they can delegate members to contact them re New Members Program |  |
| Alison Anderson and Judith Bourne | Delegate members to contact list of singing teachers and men’s choruses re New Members Program |  |
| Kate Hawkins | Ask Deborah Martin or another CKC spokesperson to speak on radio interviews |  |
| Alison Anderson | Obtain and position CKC promotional banners securely in local area sites |  |

* Sarah McDonald and Cathy Bartley investigated chorus credit card concept. Probably not an option as only one signatory for card, too much responsibility & liability for one person. One strategy could be to keep a limited amount in the account and then two signatories would need to approve this. Currently Cathy pays purchases using her own credit card & is reimbursed. She will investigate PayPal as recommended by Judith Bourne for an alternate option for chorus payments.
* No CKC performance planned for Sun 28th Sept. Proposed Social Cruise on Sydney Harbour planned by Ann Keating OK for this date.
* Baritone pod leaders are still being finalised as Karen Magno is leaving for Canberra within the next 6 months.
* Dale Syverson has been contacted many times by Vicki Dwyer and Liz Perry-Windhorst re proposed coaching dates in Feb 2015. She has finally verbally confirmed 13th-15th Feb Retreat dates with Liz.
* Di Huber coaching dates confirmed 17-19th Oct, 2014. As Sat 18th coaching is at St Mary’s Church in North Sydney it was suggested that we have a social CKC dinner somewhere nearby that night. Alison & Vicki will investigate possibilities.
* Judith has altered banners to suit RMS requirements and has thrown out remnants.
1. Correspondence:

## Correspondence In:

## 23/07/2014 Judy Handel handel@iprimus.com.au Information about Events/Shows, Contemporary a cappella group Soulfood presents Iconic a Cappella at theSydney Opera House in October

## 24/07/2014 Sweet Adelines International September Renewal Notice

* 17/07/2014 SAI Sept Global Powerhouse Campaign – Become a Sweet Adeline Evangelist
* To Liz Perry-Windhorst from Leanne Mason requesting LOA due to the need to work in Canberra until the beginning of Oct, 2014
* To Kate Hawkins from Castle Hill RSL rejecting CKC grant application
* To Judith Bourne from City of Sydney thanking CKC for recent performance at ‘Sydney Christmas Vision’ function
* To Alison Anderson from Sydney Harmony thanking CKC for combined performance at the Independent Theatre
* To Judith Bourne from Sydney Harmony re proposed concert at St Mary’s Church, North Sydney on Sun 7th Dec, 2014
* To Liz Perry-Windhorst from Amanda Andrews re resignation from CKC
* From Vicki Dwyer to Alison Anderson re Director’s Letter to Chorus accepting offer and terms of services for 2014-2015

## Correspondence Out

* From Alison Anderson to Vicki Dwyer re Chorus Letter to Music Director encompassing offer and terms of services for 2014-2015
1. Ratification of decisions made at rehearsal or by email since last management team meeting:
* 02.07.2014 7.10pm extraordinary meeting and agreed to increase the director's fees to $130 per week.
* 02.07.2014 10.15pm extraordinary meeting acceptance of May financial reports & payments
* Surfer theme decided on for new CKC Smartsite .
* New Membership Program flyer confirmed.
* Barb Morris absences approved - Wed 9th  July – see family in Brisbane, Wed 9th  Aug & Wed 13th Aug – holidays in Bali.
1. Reports:
	1. Finance (Cathy Bartley)
* Refer to Appendix 1a Reconciliation Report 30 July 2014 (submitted, read & discussed)
* Refer to Appendix 1b Treasurer’s Report July 2014 (submitted, read & discussed)
* Refer to Appendix 1c Treasurer’s Report Combined July 2014 (submitted, read & discussed)
* Refer to Appendix 1d Transactions Report 30 July 2014 (submitted, read & discussed)

***Motion: That the June finance reports be accepted and payments for July be ratified. Moved: Alison Anderson, Seconded: Vicki Dwyer, Carried***

* More payments than receipts in July, all Mo Field’s expenses paid.
* Vicki Dwyer concerned that as some members have resigned and numbers down, should her rehearsal fee be increased by $5 to $130. Consensus that membership will increase with new chorus vision and Vicki’s hard work needs to be valued. Thank You Vicki from the Management Team on behalf of CKC.
* In 2013-2014 CKC sponsored Vicki to attend AHA but savings to the chorus as Sydney Harmony are sending Vicki to PANPACS in 2014 - CKC will benefit through Vicki’s continued education.
* Alison to note in SCB that St Joseph’s is booked from 6.30 -10.30 pm so pod teams or any other team could meet early to rehearse if suits.
* Discussion re allowable expenses – eg $50 per night for hosting visitors, if not accepted then intended recipient could nominate it to be paid into Angel Fund instead
* Suggestion by Cathy Bartley to increase Full Membership fees by $5.00 per month and Associate Membership fees by $5.50 per month. Some reasons being that SAI fees are increasing, exchange rates are variable, costs are increasing eg St Joseph’s rent and that some choruses charge a substantial non-refundable deposit for costumes which CKC does not do. Consensus that increase should go ahead, but need to be mindful of a time frame which allows members to settle outstanding small debts and which ties in with prospective members starting after the new membership program. It was thought that Youth Membership fee should remain unchanged as this will make it half of the proposed Full Membership fee. As the New Membership Program finishes mid-August, then it was decided that relevant fees will increase at the beginning of October, 2014.
* Alison will draft and send a letter to the chorus members re the increases, and also announce them in SCB in two weeks .

***Motion: That CKC Full Membership fees be increased by $5.00, from $45.00 to $50.00 per month, commencing 1st October 2014. Moved: Kate Hawkins, Seconded: Sarah McDonald, Carried***

***Motion: That CKC Associate Membership fees be increased by $5.50, from $29.50 to $35.00 per month, commencing 1st October 2014. Moved: Vicki Dwyer, Seconded: Judith Bourne, Carried***

***Motion: That CKC Youth Membership fees remain unchanged at $25.00 per month. Moved: Barb Morris, Seconded: Inese Kamenyitsky, Carried***

* 1. Membership (Liz Perry-Windhorst)
* Refer to Appendix 2 Membership Report (submitted, read & discussed).
* New Membership Program - Deborah Martin is forwarding expressions of interest with surnames A-L to Liz, and surnames M-Z to Judith.
* Program documents are valuable assets and to be uploaded to Groupanizer – Management team prioratised them for the first night to avoid overloading attendees with information.
* Liz has organised membership team and will ask for more help if necessary.
* Voice assessment process – attendees meet 1X1 with Vicki at beginning of first night, will discuss types of voices needed, voice place individually if suitable.
	1. Music Team (Vicki Dwyer)
* Refer to Appendix 3 Music Report (submitted, read & discussed).
* Cathy Bartley raised concept of part payment to MD when absent from rehearsal, as preparation and planning has been made by MD. Rest of payment to Assistant Director for substituting. Discussion as to what proportion of rehearsal fee. Vicki will consider concept.
	1. Public Relations (Kate Hawkins)
* Refer to Appendix 4 Public Relations Report (submitted, read & discussed).
* Flyers printed and circulated.
* Facebook tags and shares good exposure, puts CKC name in community.
* Possibility of Deborah Martin or another spokesperson to speak on radio interviews.
* Judith Bourne has reduced banner size so it can be placed at roadsides in safe places (not on arterial roads). Alison Anderson suggested several local area sites – has offered to take them and will position them securely.
* Kate Hawkins will send a list of singing teachers and men’s choruses to Alison and Judith so they can delegate members to contact re New Members Program.

***Motion: That approval be given for $99.50 to cover advertising costs for Weekendnotes.com.au and $20.00 for A Cappella Central***

***Moved: Kate Hawkins, Seconded: Liz Perry-Windhorst, Carried***

* 1. Fund Raising (Karen Taranto)
* Refer to Appendix 5 Fund Raising Report (submitted, read & discussed).
* Consensus re both suggestions of Chocolate Sales and Barefoot Bowls as suggested by Fundraising committee.
	1. Performance (Judith Bourne)
* Refer to Appendix 6 Performance Coordinator’s Report (submitted, read & discussed).
* Discussion if Jazz at the Vine, Orange Blossom Festival & Community Adventist are appropriate venues at which CKC should perform. Decision is that they not suitable – Judith will inform relevant contacts re requests.
* CKC would like to perform at Yacht Squadron and Christmas in the City events, Vicki available – possibility for Steph Wallbank Assistant Director to relieve in Pitt St Mall events if needed.
1. General/ other business:
	1. Suggestion Box – checked by Alison, no suggestions deposited.
	2. CKC Vision 2014-2015 – Alison will review and brainstorm with chorus at rehearsal in two weeks time.
	3. Dede DownUnder, Chorus rehearsal Wed 6th Aug and East Coast Region Sat 2nd Aug@ St Joseph’s - booked and confirmed.
	4. Di Huber coaching weekend Fri 17th – Sun 19th Oct, booked and confirmed.
	5. Eastern Region Quartet Comp at Barker College Sat 11th Oct – Vicki will obtain registration forms for competing quartets.
	6. Website upgrade to Surfer theme started by Deborah Martin.
	7. Meeting date to discuss other parts of Vicki’s honorarium – will review Cathy Bartley’s information previously sent by email and confer further by email. Vicki advised that Sydney Harmony is sponsoring her to go to Harmony University in Nashville in 2015, which will also benefit her musical leadership of CKC.
	8. Member subsidy for Hobart Convention – at this stage the consensus is that the CKC Angel Fund is available for those who experience financial difficulty and that funds could be used more effectively on education eg coaching.
	9. Di Jenkins as Convention Coordinator is waiting to hear back from Quest apartments in Hobart re CKC group booking costs and then will relay information to chorus members in order for them to book their own accommodation.
	10. Barb Morris requested clarification as to appointment of 10th Management Team Member – previously decided by email consensus that not necessary at this stage.
	11. Photoshoot photos taken by Carol Philpott Photos– only three has been made available as the photographer is on holidays overseas, disappointing that CKC has not has access to the photos to use for the New Membership Program promotion.
	12. Spare chorus costumes are now located at home of Karen Tucker (Costume Chair) as she has moved and can accommodate them. Bolts of fabric are still stored with Barb Morris.
	13. Karen Tucker has submitted a quote for a Corporate Profile black long sleeved under top - consensus that the order should go ahead and that the chorus will pay, with the proviso that members be able to order and pay for another of their own if they so wish.

***Motion: That CKC Management Team approve the order and payment of 65 scoop neck long sleeve tops @ $25.67 each, for a total of $1668.70 as quoted in the invoice provided by Corporate Clothing, as submitted by Karen Tucker (Costume Chair) Moved: Barb Morris, Seconded: Alison Anderson, Carried***

***Motion: That CKC members be offered the opportunity to purchase a second top for $26 if they wish. Moved: Liz Perry-Windhorst, Seconded: Inese Kamenyitzky, Carried***

* 1. Concert at St. Mary's Church, North Sydney, Sunday, 7th December 2014 – consensus to accept booking as may also lead to other new members due to other guest groups performing. Judith Bourne to liaise.
	2. Global Power Campaign – Become a Sweet Adeline Global Evangelist. Concern raised by Barb Morris at the religious overtones and implications through using the term ‘evangelist’. Sweet Adelines is a non-religious organisation and this terminology may turn prospective members away. Suggestion by team that Barb draft a letter of clarification and explanation to be reviewed by team and then sent to SAA and SAI.
	3. Suggestion that a CKC Planning day/s be held at the home of Barb Morris in Gosford, possibly 17th &/or 18th Jan, 2015.
1. Appendixes: see separate attachments
2. Date of next meeting: Thurs 4th Sept, venue to be decided.
3. Meeting closed at 10.50pm

