**Minutes Circular Keys Chorus Management Team Meeting**

Thursday, 11th Sept 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

Treasurer Cath Bartley

Public Relations Chair Kate Hawkins

Performance Coordin Judith Bourne   
 Committee member Position vacant

b. Apologies-

Membership Chair Liz Perry-Windhorst

Committee member Inese Kamenyitsky

1. Minutes from previous meeting (31st July, 2014):

***Motion: That the minutes of the previous meeting on Thursday, 31st July, 2014 be accepted.***

***Moved: Alison Anderson Seconded: Cathy Bartley 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 | Current sound system working |
| Deborah Martin | Upgrade Groupanizer to Smart Site | ongoing |
| Alison Anderson | Inform Ann Keating of no CKC performance clash for the proposed CKC Social Cruise Sunday 28th Sept, 2014 | done |
| Vicki Dwyer | Update biography on CKC website and submit Allouette profile | pending CKC site upgrade |
| Cathy Bartley | Investigate PayPal as an alternate option for chorus payments | done |
| 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 | ongoing |
| Alison Anderson | Send letter of acceptance to Sydney Harmony re concert at St. Mary's Church, North Sydney, Sunday, 7th December | done |
| 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 | to do |
| Barb Morris | Scan and upload Signed Chorus Letter to Music Director and Director’s Letter to Chorus for 2014-2015 to Groupanizer | to do |
| 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 | done |
| Alison Anderson | Send a letter to the chorus members re increases in Full & Associate Membership Fees and announce in SCB in two weeks | done |
| Alison Anderson | Inform Karen Totaro to proceed with Chocolate Sales and Barefoot Bowls as per Fundraising Team suggestions | done |
| Judith Bourne | Inform relevant contacts at Jazz at the Vine, Orange Blossom Festival & Community Adventist that CKC not available to perform | done |
| 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 | determined not needed for this program |
| Alison Anderson and Judith Bourne | Delegate members to contact list of singing teachers and men’s choruses re New Members Program | determined not needed for this program |
| Kate Hawkins | Ask Deborah Martin or another CKC spokesperson to speak on radio interviews | done |
| Alison Anderson | Obtain and position CKC promotional banners securely in local area sites | done |
| Alison Anderson | Re chorus dinner Sat 18th Oct in North Sydney, Alison to investigate ‘Rag & Famish’ |  |
| Cathy Bartley | Investigate problems with registration of Barb’s and Alison’s Westpac token devices |  |
| Vicki Dwyer | Appoint independent lead section leaders re section rehearsals as determined at Music Team meeting |  |
| Vicki Dwyer & Alison Anderson | Discuss with Steph and other music team members the concept of a small chorus |  |
| Judith Bourne | Investigate potential Christmas bookings eg Motor club at Kirribilli and Sydney Christmas in the City performances |  |
| Kate Hawkins | Send a dropbox link to the management team with photoshoot photos & liaise with PR team as to how they are to be used |  |
| Alison Anderson | Re beauty products offer, remind FR team members that all FR ventures to be proposed and discussed with FR Team and then FR Chair to submit proposal to Management team. |  |
| Barb Morris | Investigate possibility of one of four Saturday dates after Di Huber’s visit, as suitable for TM meeting re CKC vision |  |
| Alison Anderson | Invite Di Jenkins to fill vacant position on Management Team vacated by Sarah MacDonald |  |
| Alison Anderson | Liaise with Elizabeth P-A for detals to be finalised re CKC Christmas social diner at River Canyon restaurant |  |

* PaylPal method not viable
* Re chorus dinner Sat 18th Oct in North Sydney, Alison to investigate ‘Rag & Famish’ – nearby with suitable casual atmosphere
* No radio interviews confirmed
* Barb also to contact the SAI Editorial Review Board re use of term ‘evangelist’ in promotions

1. Correspondence:

## Correspondence In:

* From: Maria <[mariap34@bigpond.com](mailto:mariap34@bigpond.com)>Date: 10 August 2014 5:36:30 pm AEST  
  To: Vicki Dwyer <[vicki@dwyer.net](mailto:vicki@dwyer.net)>, Liz Perry-Windhorst <[lizzyperrywindhorst@gmail.com](mailto:lizzyperrywindhorst@gmail.com)>, "[aja.ando@gmail.com](mailto:aja.ando@gmail.com)" <[aja.ando@gmail.com](mailto:aja.ando@gmail.com)>  
  Subject: Leave of Absence application - Maria Priestley
* From: Karen Tucker <[kmtuckertime@gmail.com](mailto:kmtuckertime@gmail.com)>Date: 5 August 2014 4:05:42 pm AEST  
  To: Elizabeth Perry-Windhorst <[lizzyperrywindhorst@gmail.com](mailto:lizzyperrywindhorst@gmail.com)>, Vicki Dwyer <[vicki@dwyer.net](mailto:vicki@dwyer.net)>, [littlejosings@hotmail.com](mailto:littlejosings@hotmail.com)  
  Subject: Applying for Leave
* Tue 19/08/2014 8:36 PM mgmt@circularkeys.org [mgmt] Sarah McDonald resignation
* From: Trevor Rootes [mailto:[trevorrootes@aapt.net.au](mailto:trevorrootes@aapt.net.au)] To: Communications Co-ordinator <[communications@sweetadelines.org.au](mailto:communications@sweetadelines.org.au)>  
  Sent: Monday, 25 August 2014 2:32 PM  
  Subject: BHA EASTERN REGION CONTESTS 11 OCTOBER – information forms attached
* SAA Communications Coordinator Date: 2 September 2014 2:08:13 pm AEST  
  To: Communications Co-ordinator <[communications@sweetadelines.org.au](mailto:communications@sweetadelines.org.au)>  
  Subject: BHA Eastern Region Contest – Volunteers for 11th Oct 2014 contest
* From: Kate Hawkins <[crcsaa@gmail.com](mailto:crcsaa@gmail.com)>Date: Mon, Aug 25, 2014 at 5:33 PM  
  Subject: Hobart 2015 - Convention Bulletin #1
* 10/09/2014 Sent to Liz Perry-Windhorst - Resignation and transfer request to Brindabella received from Leanne Mason due to job transfer

## Correspondence Out

* From Di Huber to Vicki Dwyer re coaching weekend 17th – 19th Oct, 2014

1. Ratification of decisions made at rehearsal or by email since last management team meeting:

* Karen Tucker applied for leave from 17th September to 1st October, 2014 (three Wednesdays), as overseas – approved
* Leave of Absence application - Maria Priestley 3 weeks from 21st Aug for surgery and recuperation - approved

1. Reports:
   1. Finance (Cathy Bartley)

* Reconciliation Transfers Report 31 August 2014 submitted and discussed (Refer to Appendix 1a)
* Treasurer’s Report Combined Accounts August 2014 submitted and discussed (Refer to Appendix 1b)
* Payment by PayPal not considered viable for many transactions as many organisations including SAI, some coaches and arrangers still do not have this facility. Cathy’s credit card and reimbursement system still being utilised
* Some costs re Dale Syverson visit in Feb 2015 will be on the basis of pro-rata share
* Signatories to CKC accounts with Westpac Online Business: E-PIN - Cathy Bartley, Alison Anderson, Barb Morris, Deborah Martin
* Cheques - Vicki Dwyer additional signatory as the MD is a constant in chorus life
* Signatories with Westpac Online Business accounts will receive a Westpac token device for extra security when approving payments of over $1500- however some problems with registration of Barb’s and Alison’s
* Cathy Bartley and Deborah Martin are administrators of these accounts re absence/illness of either

***Motion: That the August finance reports be accepted and payments for September be ratified.***

***Moved: Judith Bourne Seconded: Kate Hawkins Carried***

***Motion: That Deborah Martin remains as a signatory to the Westpac online business CKC accounts. Moved: Cathy Bartley Seconded: Alison Anderson Carried***

***Motion: That prospective members pay $10 per week if under 25 yrs old and $15 per week if 25 yrs old & over. Moved: Vicki Dwyer Seconded: Kate Hawkins Carried***

* 1. Membership (Liz Perry-Windhorst absent)
* On holidays – no report submitted
* Management team members are to send Leave of Absence approval/non-approval replies to Liz, not to reply all. When she has all approvals, she will answer the applicant.
* Karen Tucker applied for leave from 17th September to 1st October, 2014 (three Wednesdays), as overseas.
* Leave of Absence application - Maria Priestley 3 weeks from 21st Aug for surgery and recuperation
* Sarah McDonald resignation from CKC due to family pressures
* Resignation and transfer request to Brindabella received from Leanne Mason due to job transfer
  1. Music Team (Vicki Dwyer)
* Music team meeting tomorrow, no music report as yet
* Scratch quartets support offered by music team members
* Steph Wallbank organising small chorus – need to clarify that it does not involve non-CKC members, associate members &/or chapter-at-large SAI members if it is to represent CKC at daytime performances. If it is proposed that this is the case then such a group would need to be totally independent of CKC and must source its own resources. CKC copyrighted material must not be used and the CKC name must not be used or inferred in conjunction with such a group. If not the case then as per quartets, a full members CKC daytime group would need to be rehearsed, auditioned and approved as per quartets before any performances.
* Vicki and Alison to discuss with Steph and other music team members involved in the concept at the upcoming music team meeting to ensure that inadvertently such a group (If involving other than full CKC members) compromises the CKC vision.
* Re pods –has been difficult to appoint enough independent lead section leaders re section rehearsals - to be determined at Music Team meeting
* Congratulations to Vicki & Sydney Men’s Chorus for recent wonderful success at PanPacific competition
  1. Public Relations (Kate Hawkins)
* Public Relations Report (submitted and discussed (Refer to Appendix 2)
* Not as many applicants for New members program this year – will have a separate meeting to debrief and plan a new approach to next campaign, suggested end Oct/early Nov when Liz Perry-Windhorst returns from holidays
* Vicki sounded out a concept of conducting a community based course in vocal instruction not under CKC banner – graduates offered a place as CKC prospective members
* Kate has again liaised at Crestwood Fair on CKC’s behalf
* Kate will send a dropbox link to the management team with photoshoot photos by Carol Philpott- will work with PR team as to how they are to be used
  1. Fund Raising (Karen Totaro)
* Fund Raising Report submitted and discussed (Refer to Appendix 3)
* Re Proposed Euphoria Beauty gift vouchers & implied CKC endorsement – any fundraising venture eg beauty products offer, is to be proposed and discussed with Fund Raising Team and then FR Chair to submit proposal to Management team.
  1. Performance (Judith Bourne)
* Apologies for non-submission of Performance Coordinator’s Report due to computer problems
* Christmas bookings currently being investigated eg Motor club at Kirribilli and Sydney Christmas in the City performances

1. General/ other business:
   1. Suggestion Box- none submitted
   2. CKC Vision 2014-2015 put on agenda for a later date, at one of four Saturdays after Di Huber’s visit or at proposed CKC planning weekend at Barb Morris’ 17th & 18th Jan? Management team members to research and prepare proposals in meantime.
   3. Eastern Region Quartet Comp at Barker College Sat 11th Oct –registration forms and copyright re competing quartets.
   4. Website upgrade to Surfer theme started by Deborah Martin – invite to team meeting to decide further details?
   5. Di Jenkins Convention Coordinator has heard back from Quest apartments in Hobart re CKC group booking costs and has relayed information to chorus members in order for them to book their own accommodation.
   6. Appointment of 9th Management Team Member – Di Jenkins to be asked as she had indicated at April team elections that she wished to stand for position of TL
   7. Karen Tucker has ordered 60 Corporate Profile black long sleeved under top. 2/3 red sparkly tops converted to tunic by Karen, Doris Ward will complete the rest while Karen is absent on holidays
   8. Costume committee meeting was held at Vicki's place on Friday week, 5th September
   9. Concert at St. Mary's Church, North Sydney, Sunday, 7th December 2014 –booking accepted
   10. Re copyright - allocating a number to each registered chorus member and music numbered
2. Appendixes: see separate attachments
3. Date of next meeting: Thurs 9th Oct at Cathy Bartley’s
4. Meeting closed at 10.45pm