**Minutes Circular Keys Chorus Management Team Meeting**

Thursday, 9th Oct 2014 at 7:45 pm (at the home of Cathy Bartley)

1. Attendance:

Present:

Team Coordinator Alison Anderson   
Director Vicki Dwyer

Secretary Barb Morris

Treasurer Cathy Bartley

Performance Coordinator Judith Bourne   
Committee member Dianne Jenkins Committee member Inese Kamenyitsky

Apologies: Membership Chair Liz Perry-Windhorst Public Relations Chair Kate Hawkins

* Welcome to Di Jenkins as newest team member

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

***Motion: That the minutes of the previous meeting on Thursday, 11th Sept, 2014 be accepted.***

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

1. Business arising from the minutes and actioning:

| **WHO** | **ACTION** | **OUTCOME** |
| --- | --- | --- |
| Deborah Martin | Upgrade Groupanizer to Smart Site | ongoing |
| Vicki Dwyer | Update biography on CKC website and submit Allouette profile | pending CKC site upgrade |
| 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 |
| 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 when Groupanizer upgrade complete |
| Alison Anderson | Re chorus dinner Sat 18th Oct in North Sydney, Alison to investigate ‘Rag & Famish’ | ongoing |
| Cathy Bartley | Investigate problems with registration of Barb’s and Alison’s Westpac token devices | done |
| Vicki Dwyer | Appoint independent lead section leaders re section rehearsals as determined at Music Team meeting | done with variance re roles required |
| Vicki Dwyer & Alison Anderson | Discuss with Steph and other music team members the concept of a small chorus | done |
| Judith Bourne | Investigate potential Christmas bookings eg Motor club at Kirribilli and Sydney Christmas in the City performances | done |
| Kate Hawkins | Send a Dropbox link to the management team with CKC photo shoot photos & liaise with PR team as to how they are to be used | done |
| 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. | done |
| Barb Morris | Investigate possibility of one of four Saturday dates after Di Huber’s visit, as suitable for TM meeting re CKC vision | done |
| Alison Anderson | Invite Di Jenkins to fill vacant position on Management Team vacated by Sarah MacDonald | done |
| Alison Anderson | Liaise with Elizabeth P-A for details to be finalised re CKC Christmas social diner at River Canyon restaurant | done |
| Judith Bourne & Inese Kamenyitsky | Assist Cathy Bartley with Treasurer’s data entry tasks |  |
| Cathy Bartley | Investigate a higher earning interest bearing term deposit account as suggested by Westpac and present details of such at the next MT meeting |  |
| Vicki Dwyer | Check schedule proposed by Linda Wareham for Judy Potzgay (showmanship) Wednesday 21st & Thursday 22nd January 2015 visit |  |
| Vicki Dwyer | Ask Steph Wallbank to submit an official outline of the small chorus proposal to the MT for approval. |  |
| Barb Morris | Check with Karen as to possible numbers re Barefoot Bowls & possibility of flyer sent to Sydney Harmony and Northern Beaches. |  |
| Judith Bourne | Investigate possible performance venues for Australia day and ANZAC Day |  |
| Vicki Dwyer | Send a list to Judith for more contacts re possible performances |  |
| Di Jenkins and Judith Bourne | Displayed at information re SAI candidates at rehearsal and organise election for Wed 29th Oct |  |
| Alison Anderson | List link for information re SAI candidates in SCB |  |
| Barb Morris | Invite Deborah Martin to next team meeting 6th Nov to decide further details re Groupanizer upgrade |  |
| Alison Anderson | Ask Yasi to purchase an item of jewellery as a gift for Di Huber - $50 maximum |  |

NB:

* Vicki explained that Michelle is the overall lead section leader ably assisted by others each with roles relative to tasks required
* Alison commented that the Our Director section of Sydney Harmony website has a very good biography of Vicki Dwyer ( also their MD)
* Alison has also booked St Joseph’s as a default venue for CKC Christmas social dinner if River Canyon is not suitable

1. Correspondence:

## Correspondence In:

* From: Pamela Vine [<mailto:pjvine2000@yahoo.com.au>] Sent: Sunday, 14 September 2014 3:23 PM  
  To: Vicki Dwyer Subject: Resignation
* From: Di Jenkins Communications Coordinator To Kate Hawkins

Subject : Contributions to Oz Chords by 7th Oct

* From: Linda Wareham <[linda.wareham@bigpond.com](mailto:linda.wareham@bigpond.com)>Date: 15 September 2014 9:34:03 am AEST  
  To: Vicki Dwyer <[vicki@dwyer.net](mailto:vicki@dwyer.net)>Subject: RE: Education Matters with Judy Potzgay
* From: Janell Mason [janell@sweetadelineintl.org](mailto:janell@sweetadelineintl.org) Sent: Sat 20/09/2014 2:15 AM Janell Mason <janell@sweetadelineintl.org> Subject: IBOD eVote –to elect two members who will serve three-year terms on the International Board of Directors beginning May 1, 2015.
* F**rom:** [contact@circularkeys.org](mailto:contact@circularkeys.org) [<mailto:contact@circularkeys.org>] **On Behalf Of** [jwitt@hornsby.nsw.gov.au](mailto:jwitt@hornsby.nsw.gov.au)  
  **Sent:** Tuesday, 30 September 2014 2:31 PM **To:** [contact@circularkeys.org](mailto:contact@circularkeys.org)  
  **Subject:** [contact] Form submission from: Contact Us Name: Jannise Witt, Hornsby Mall Administrator  
  Email: [jwitt@hornsby.nsw.gov.au](mailto:jwitt@hornsby.nsw.gov.au) Ph: 02 9847 6535 see if CKC would be interested in performing in  
  Hornsby Mall on either Thursday, 11 December or Thursday, 18 December from  
  5pm for an hour or two with a break in the middle.
* From: Michelle Stanvic Mon 6th Oct To: Judith Bourne Re: Wish to defer consideration for membership CKC
* From: Janell Mason, SAI Thurs 9th Oct To: Secretary/Communications Officer Re: IBOD e-vote reminder

Correspondence Out

* From: Judith Bourne Mon 6th Oct To: Michelle Stanvic Re: Support by CKC for future consideration
* From: Vicki Dwyer Thurs 9th Oct To: Lynne Smith Re: Friday 1st May 2015 coaching not suitable for CKC, Sat 2nd & Sun 3rd May 2015 fine

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

* None

1. Reports:
   1. Finance (Cathy Bartley)

* No Reconciliation Transfers Report 31 September 2014 submitted
* No Treasurer’s Report Combined Accounts September 2014 submitted
* As of 30th September, 2014 Balance of CKC accounts - $80,606.58.
* As of 9th October, 2014 Balance of CKC accounts - $81,5550.23 ($29,463.00 + $53,087.23)
* Cathy has not presented a Finance report for Sept this month, but has brought updated bank balances and budget figures. To produce a finance report for each month Cathy needs to do a Reconciliation with the bank statement first. Westpac’s statement does not arrive till about the 10th of each month. She has tried to work with this but it’s too time consuming.
* From now on Cathy will be presenting Finance Reports as follows - normally she would be presenting a report of Sept’s figure in Oct but now she will present the Sept figures in Nov. She expects this pattern to repeat. This is a common business practice and it means the management team is not limited in the timing of its monthly meeting. It also means that she can circulate the reports well before the meeting so team members have time to acquaint themselves with the reports before the meeting.
* Re Lynne Smith's 2nd & 3rd May 2015 schedule - based on Lynne's previous fees and proportioned expenses, Cathy advised that it’s always difficult to know how much CKC can afford for coaching but she thinks this is a bargain. Most of CKC’s coaching funding comes from fund raising activities and performances. This coaching would be at the start of the 2015-16 chorus budget period and she doesn’t know what coaching CKC has planned for that year, but since CKC is not paying a full airfare the cost will be about half normal coaching costs.
* Detailed discussion re budget allocation figures on past Financial Reports, Di Jenkins (as a new team member) noticed figures didn’t seem to correlate to various budget items attributed. Cathy reiterated that a budget has not been drafted for this financial year and that the figures shown in lighter colour are something which she has been trying to remove from the report format as they are ‘blind/background’ figures which are not relevant for this CKC fiscal year. Cathy inherited the program from Deborah Martin, who introduced it when she was Treasurer, and still needs to familiarise herself with some properties of the program. She will ask Deborah for technical support as to how to remove these background figures, and how to show allocations correctly when a budget is drafted.
* Di was reassured that all expenses eg coaching and costume had been appraised carefully by the MT in accordance with CKC income and expenditure figures and that Cathy had previously flagged time restraints re solely monitoring and administering the daily monetary activities of the chorus, after having asked for volunteers to assist, as well as prepare a budget.
* Cathy also explained that a budget has been hard to draft and deliver for a number of reasons:
  + she has been devoting much time into working with the accounting program,
  + she has been snowed under with tasks which she had hoped could be undertaken by someone else when she agreed to stay on as Treasurer after all eg data entry (Judith Bourne and Inese Kamenyitsky both offered to assist where possible)
  + fundraising activities, performances & coaching needs are often changing and hard to anticipate
* Further discussion identified a need for management members to meet as a budget team on the proposed planning day in Jan to assist Cathy prepare a draft budget for the remainder of the current CKC fiscal year which could then be used as a template to hand to the Treasurer next CKC fiscal year.
* Apologies were afforded to Cathy for having not assisted her earlier.
* A suggestion to be examined further is that a Fundraising target goal be set at the beginning of each CKC fiscal year and that FR earnings for that fiscal year become the budget allocation total for the next year.
* Discussion as to the need for deposits to be earning higher interest as money on IBD had previously reached full term. Cathy has been investigating a higher earning interest bearing term deposit account as suggested by Westpac and will present details of such at the next MT meeting. Discussions as to lodging at least $20,000 - to be decided and ratified at the next meeting.

***Motion: That payments for September be ratified. Moved: Barb Morris Seconded: Inese Kamenyitsky Carried***

* 1. Membership (Liz Perry-Windhorst absent – holidays)
* Resignation letter from Pam Vine
* Current membership 57, plus 2or 3 probationers
* Michelle Stanvic possible prospective member is overwhelmed at the moment with work and university until end Nov, may reconsider joining CKC then
  1. Music Team (Vicki Dwyer)
* Vicki will be away from 20th Nov to 30th Nov
* Great to see three CKC novice quartets auditioned and registered with SAI – will compete in Men’s comp on Sat 11th Oct @ Barker College
* Di Huber visit confirmed Fri night 17th, Sat 18th & Sun 19th May
* Lynne Smith's 2nd & 3rd May 2015 only – Vicki informed her that 1st May does not suit chorus schedule so close to competition
* Directors' school is weekend of 16 - 18 January, 2015
* Alison Anderson TL and Vicki attended music team meeting and clarified with Steph Wallbank CKC requirements for a CKC small daytime performing chorus re eg membership, copyright, performance appraisal. They discussed with Steph & MT members the need for the small chorus to be only drawn from full CKC members in regular attendance, and must be auditioned before performing as a representative of CKC (as per quartets). Vicki is to ask Steph to submit an official outline of the small chorus proposal to the MT for approval.
* Decision to have a coaching session with Judy Potzgay (showmanship) Wednesday 21st January - traditionally our first rehearsal back for the year. Thursday 22nd have her work with our quartets (each will pay separately for private coaching) and eg chorus pods? front row? Di cautioned that Vicki check schedule proposed by Linda Wareham before locking in dates as schedule may have changed.
* New Christmas song ‘Santa Baby’ on Groupanizer - Maria applying for new copyright requirements re arrangers fees.
* Associate Members very welcome at rehearsals and should stand on the ends of the risers. Should make sure they have caught up via recordings and section leaders prior to the rehearsal if singing.
  1. Public Relations (Kate Hawkins absent – work commitments in NZ)
* Earlier this year Kate represented CKC at a focus group run by the Hills Shire Council which discussed the facilities provided by the Council for cultural and performing arts etc. The Council have released their Draft report. in the short-term (3 to 5 years) it appears CKC will still have to search outside our local area if it wishes to find a venue that seats more than 300.
* In the long term (from the report):"The possibility of a multipurpose facility is being considered in the context of the master planning for the Showground site that could cater for a variety of uses including conferences and tradeshows, concerts seating up to 3000, elite sports events and indoor show arenas."
* Production for the next issue of OzChords will be starting soon and contributions are invited. Deadline for articles, photos, stories was **7 October** - material to editor Sandy O'Neill at [gsoneill@ozemailcom.au](mailto:gsoneill@ozemailcom.au).
* Kate has met with Deborah to go through the new Groupanizer website – will try to send an update over the weekend

* 1. Fund Raising (Karen Totaro)
* Report submitted and discussed (see Appendix 1)
* Barefoot Bowls Sunday 2nd Nov organised - flyer prepared & circulated – suggestion that flyer also be sent to Sydney Harmony and Northern Beaches. Barb Morris will check with Karen as to possible numbers
* Almost all chocolate boxes sold
* Christmas raffle baskets prepared – tickets printing in progress
  1. Performance (Judith Bourne)
* Report submitted and discussed (see Appendix 2)
* Bunnings Castle Hill have asked Ann Keating if we will sing Xmas carols for them some Saturday in December. NB They donated our first prize and have not yet done the BBQ roster.
* Judith waiting on call back re payment Performance in Hornsby Mall on either Thursday 11th or Thursday 18th December (5pm for an hour or two with a break in the middle) from the organiser.
* City of Sydney Christmas performance organisers have decided to rotate choirs/choruses due to popular demand. CKC not on roster this year.
* Discussion as to how to value the chorus re performances. Many public (eg councils) and private (eg Myer) organisations are trying to gain free performances for non-charity functions. Decision that we are undervaluing CKC if it is not paid at least $500, except if directly for charity.
* Judith to investigate possible performance venues for Australia day and ANZAC Day. Vicki to send a list to Judith for more contacts.
* Discussion re quartets – if paid in their own right should they have their own public liability insurance?

1. General/ other business:
   1. Suggestion Box – would like PVIs to recommence, member thought very valuable, especially if PVI is adapted to the needs of the member.
   2. SAI members to elect two members who will serve three-year terms on the International Board of Directors beginning May 1, 2015. Information re candidates to be displayed at rehearsals and a link embedded in SCB prior to vote and election committee appointed – Di Jenkins and Judith Bourne. CKC to vote on Wed 29th Oct.
   3. Doris Ward Award 2014 recipient – congratulations to Kate Hawkins.
   4. Di Jenkins has circulated details for members to book accommodation at Quest Savoy and Quest Waterfront Hobart re May 2015 convention
   5. Convention registration will open in November. Members to register individually as per Sydney Convention.
   6. Proposed CKC planning day (weekend) at Barb Morris’ 17th (& 18th ) Jan now a clash with SA Director’s weekend. New date Sat 24th (& Sun 25th) Jan. Management team members to research and prepare proposals in meantime re CKC Vision 2014-2015. Other suggested agenda items: interim budget, copyright, administration calendar, early/staggered Management Team changeover period
   7. Website upgrade to Surfer theme started by Deborah Martin – invite to team meeting to decide further details.
   8. Carol Philpott photos – discussion re quality & value for money. Carol came recommended to CKC Public Relations team from SA Aust Region as a photographer suited to our needs for an extensive photoshoot, but as yet CKC has not received all images. Kate will continue to chase up.
   9. Social CKC ABBA cruise was a successful fun event, thanks to Ann Keating & organisers
   10. Gift for Di Huber - $50 maximum, Alison to ask Yasi to purchase an item of jewellery
2. Appendixes: See separate attachments
3. Date of next meetings: Thurs 6th Nov @ Judith Bourne’s

Thurs 4th Dec @ Liz Perry Windhorst’s

1. Meeting Closed at 11pm