**Appendix 5: CKC Management Team meeting 11th Dec, 2014**

**Subject:**  Management Team response to CKC Daytime Chorus organisation and activities

Further to management team meeting discussions to finalise the details of the daytime chorus activities in writing, I have drafted the following to be addressed to Stephanie Wallbank:

Because we are all one chorus, it is fabulous that we have a number of members who are available for performing during the day on week days.

As per our meeting, here are the items that were discussed and agreed to:

* The group is "Circular Keys Chorus".  The people performing do so as members of CKC.
* There will not be a separate or exclusive contact list, all communication about daytime rehearsals and performances goes to the whole chorus.
* Repertoire performed by the group is the property of Circular Keys Chorus.  The group will not perform any material that is exclusive to it and all material will be available to the whole chorus for members to rehearse.
* An evening rehearsal once a month at 6.00 p.m. on a Wednesday night will be held for any members who wish to attend a performance but have been unable to attend the daytime rehearsals.
* All performers need to show performance readiness by recording a 'riser recording' against the learning track for assessment prior to the performance (as per the normal assessment list on the website)
* When performances are listed on the website, all repertoire to be performed on that occasion needs to be listed in the notification to allow members the opportunity to learn/rehearse/be assessed on that material.
* Only full members of CKC are to perform.  Only full and associate members are permitted to attend rehearsals (either evening or daytime).  Rehearsals and performances are not extended to include chapter-at-large or non-members.

Vicki Dwyer

Musical Director

Circular keys chorus