**Minutes Circular Keys Chorus Management Team Meeting**

Thursday, 11th Dec 2014 at 7:40 pm (at the home of Alison Anderson)

1. Attendance:

Present:

Team Coordinator Alison Anderson   
Director Vicki Dwyer

Treasurer Cathy Bartley Secretary Barb Morris

Membership Chair Liz Perry-Windhorst Public Relations Chair Kate Hawkins   
Committee member Dianne Jenkins

Apologies: Performance Coordinator Judith Bourne Committee member Inese Kamenyitsky

1. Minutes from previous meeting (6th Nov, 2014):

***Motion: That the minutes of the previous meeting on Thursday, 6th Nov 2014 be accepted.***

***Moved: Kate Hawkins Seconded: Di Jenkins Carried***

1. Business arising from the minutes and actioning:

| **WHO** | **ACTION** | **OUTCOME** |
| --- | --- | --- |
| Barb Morris | Scan and upload Signed Chorus Letter to Music Director and Director’s Letter to Chorus for 2014-2015 to Groupanizer | done |
| Judith Bourne & Inese Kamenyitsky | Assist Cathy Bartley with Treasurer’s data entry tasks | Scheduled early Jan 2015 |
| 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 | done |
| Judith Bourne | Investigate possible performance venues for Australia day and ANZAC Day | done |
| Alison Anderson | Draft a reply to Steph, and inform Vicki of Team decisions re small chorus ‘Bunch of Keys’ submission | done |
| Kate Hawkins | Draft new business card ‘Come Join Us’ and investigate costing | done |
| Judith Bourne & Kate Hawkins | Design new CKC banner and investigate cost | done |
| Kate Hawkins | Clarify whether Carol Philpott is expecting further payment for providing more images from photoshoot | done |
| Kate Hawkins | Compile and forward new newsletter to CKC Family and Friends | done |
| Kate Hawkins & Judith Bourne | Prepare a submission re CKC approaching The San for sponsorship in return for singing at their events throughout the year. | ongoing |
| Barb Morris | Reply to Lorraine Barlow letter re Di Huber to come with CKC to competition | done |
| Vicki Dwyer | Address chorus re reasons for new members in front row | done |
| Kate Hawkins | Enquire from Brindabella re profits made in organising Hobart Convention t-shirts | done |
| Liz Perry-Windhorst | Co-ordinate Dale Syverson Feb 2015 Retreat members’ rooming and meals booking and costs | done |
| Deborah, Barb, Kate, Judith & Liz | Meet on a separate time to be determined to review and edit public and private sites. | ongoing |
| Liz Perry-Windhorst | Ask her son-in-law for advice re a more suitable accounting program. |  |
| Cathy Bartley | Pursue members in arrears – send a general email re payments to all members |  |
| Liz Perry-Windhorst | Encourage Ashley to start as a new member in 2015 |  |
| Liz Perry-Windhorst | Notify all non-attendees for Dale Syverson Retreat to contact Vicki and Alison with explanation |  |
| Judith Bourne | Have Deborah re-enter Parramatta Probus 9th Feb 2015 daytime performance on website |  |
| Judith Bourne | Confer with Hills community Care re Seniors Week proposed performance |  |
| Kate Hawkins | Inform SAA re CKC declining offer to organise Tshirts for Hobart 2015 convention |  |
| Barb Morris | Barb to draft agenda for Management Team Planning Day Sat 24th Jan |  |
| Barb Morris | Invite Steph Wallbank to Planning Day |  |

1. Correspondence:

## Correspondence In:

* From: Lyn Howells Sent 10 Nov, 2014 Postcard from Europe - Hello and enjoying trip
* From: Endeavour and Melbourne Choruses – Christmas greetings
* From: Rose&Ken [<mailto:rose.ken@optusnet.com.au>] Sent: Sunday, 30 November 2014 8:19 AM  
  To: [judith.bourne@exelarm.com](mailto:judith.bourne@exelarm.com) Subject: Parramatta Probus 20th anniversary...
* From: Judith To: Rose&Ken reply details
* From: Leeing Yit [<mailto:lyit@thehills.nsw.gov.au>] Sent: Wednesday, 3 December 2014 4:34 PM  
  To: [jude.bourne@gmail.com](mailto:jude.bourne@gmail.com); [contact@circularkeys.org](mailto:contact@circularkeys.org) Subject: Hills Community Care Seniors Week 2015

Correspondence Out:

* To: Lorraine Barlow From: Barb Morris Sent: 11 Dec 2014 Re: Thank You for suggestion re DI Huber
* To: Deborah Martin From: Barb Morris Sent: 11 Dec 2014 Re: Thank you for Groupanizer workshop
* To: Beth Fitzpatrick, Parramatta Council From: Alison Anderson

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

* Change of next meeting date from 4th Dec to 11th Dec and change of venue from Liz Perry-Winhorst’s to Alison Anderson’s

1. Reports:
   1. Finance (Cathy Bartley – absent holidays in Tasmania)

* Reports submitted and discussed (see Appendix 1a - Reconciliation Report Transaction Account Oct 2014, Appendix 1b – Reconciliation Report Provisional Account Oct, 2014 , Appendix 1c – Treasurers Report 29th Oct 2014, Appendix 2a – Reconciliation Report Transaction Account Nov 2014, Appendix 2b - Reconciliation Report Provisional Account Oct 2014, Appendix 2c – Treasurer’s Report 30th Nov 2014)
* Current accounting program may not be suited to CKC needs. Liz Perry-Windhorst will ask her son-in-law for advice re a more suitable program.
* Cathy pursuing members in arrears – will send a general email re payments, to all members

***Motion: That payments for October and November be ratified. Moved: Alison Anderson Seconded: Vicki Dwyer Carried***

* 1. Membership (Liz Perry-Windhorst)
* Report submitted and discussed (see Appendix 3)
* Dale Syverson Feb 2015 Retreat members’ rooming and meals, booking and costs
* Kay Carter (prospective new member) is ill
* Ashley to be encouraged to start as a new member in 2015
* All non-attendees for Dale Syverson Retreat to contact Vicki and Alison
  1. Music Team (Vicki Dwyer)
* Report submitted and discussed (see Appendix 4)
* Response to small daytime chorus ‘CKC Bunch’ submission re Management Team requirements (see Appendix 5)
* Australia Day Singout 6.45am @ Parramatta will mean extra work on about 5-7 songs that are not in our normal repertoire so will require definite commitment from members to be doing that work over the Christmas/January break, no time to rehearse, without calling additional rehearsal time in the break.
* Aust songs and other repertoire – mixed program – Alison, Liz, Barb Di happy to host extra rehearsals in break.
* Dale Syverson Retreat Feb 2015
* Vicki and Liz Perry-Windhorst met with Steph Wallbank re CKC small chorus to clarify that only full members and associate members attend rehearsals, only full members to perform at sing outs, repertoire needs to be one which can be accessed by all chorus members
* Approve Vicki and Di Jenkin’s claim for audio system as mentioned in Music report and pre-approval for a blue tooth microphone
* Next Music Team meeting is on 9th Jan, 2015
  1. Public Relations (Kate Hawkins)
* Verbal report given
* Kate has drafted new business card ‘Come Join Us’ – great concept but decided that one side needs to have an area to be written on if needed. Use up old cards first
* New CKC banner. Judith Bourne & Kate to design new banner and investigate cost
* Carol Philpott has provided more images from photoshoot – message does CKC want the additional images? Ambiguous as to whether she is expecting further payment – Kate to clarify.
* CKC photo in publications re ‘A typical day… #snapsydney’ entered by Kate. Shown on Daily Telegraph website and front page Northern District Times
* New newsletter to CKC Family and Friends sent
* Sponsorship package needs to be compiled to enter on website – planning day item
* Approach funeral homes?

* 1. Fund Raising (Karen Totaro)
* Report submitted and discussed (see Appendix 6)
* CKC too busy for extra fundraising events in Feb / March
  1. Performance (Judith Bourne)
* Report submitted and discussed (see Appendix 7)
* Successful singout - turning on Christmas Lights @ Parramatta
* Successful singout @ St Mary’s, Nth Sydney
* Singout Castle Hill Farmers’ Markets Sat 13th Dec
* Westfield Parramatta?? (NB Westfield Miranda paid EHC $750 for 15 singers for 3 hours with breaks)
* CKC daytime Bunch Christmas singouts
* Australia Day 2015 Singout 6.45am @ Parramatta – good to establish relationship with Parramatta Council
* Parramatta Probus 9th Feb 2015 – daytime performance – have Deborah re-enter on website
* Proposal re The San sponsorship in return for singing at their events throughout the year – discuss on planning day
* Senior Week request by Hills Community Care Wed 18th March 11.00am-2pm (Building 15, Balcombe Heights Estate, Seven Hills Rd, Baulkham Hills – payment? Judith to obtain more details but should do

1. General/ other business:
   1. Suggestion Box - nil
   2. Groupanizer upgrade to SmartSite explanation to Management and Music teams by Deborah Martin on 10th Dec. 6pm before chorus rehearsal. Thanks to Deborah for all her hard work in upgrading and editing the site.
   3. Deborah, Barb, Kate, Judith & Liz to meet on a separate time to be determined to review and edit public and private sites. Perhaps find convenient dates and pair up for editing.
   4. Congratulations to Kate Hawkins on new RMT appointment as Events Coordinator 2015-2017
   5. Regional offer of sourcing, ordering and supplying of Hobart Convention 2015 T-shirts – opportunity for CKC to fundraise. Kate Hawkins investigated further on CKC behalf from Brindabella re profits. Made very little profit from Sydney Convention. Decision to decline offer.
   6. Elizabeth Przeklasa –Adamski and social team have organised CKC Christmas Party Wed 17th Dec @ St Joseph’s – cost $35, entertainment provided by members.
   7. Karen Tucker forwarded a report from Hills Shire Grants Conference 18/11/2014 she attended (see Appendix 8) – difficult to obtain funds - CKC request needs to match criteria for Shire goals.
   8. Convention registration now open. Members to register individually as per Sydney Convention. Bulletin 2 has been forwarded to all members.
   9. CKC planning day at Barb Morris’ Sat 24th Jan, 9-9.30am. Management team members to research and prepare proposals in meantime re CKC Vision 2014-2015. Other suggested agenda items: interim budget, copyright, administration calendar 12 & 18 months, early/staggered Management Team changeover period, building membership, CKC show/concert/performance opportunities 2015. (50% Sydney Men’s @ Independent Theatre?) Barb to draft agenda & invite Steph Wallbank.

(NB: invitation extended by Barb to Team members to stay overnight and have a weekend away on the Central Coast.)

1. Appendixes: see separate attachments
2. Date of next meeting: 24th Jan, 2015 at home of Barb Morris, 5 Maya St Wyoming
3. Meeting closed at: 10.45pm