**Management Team Planning Meeting 24th Jan, 2015 at home of Barb Morris (5 Maya St Wyoming)**

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| Session Time | Focus Area | Key Points | Action | Outcome |
| 9.00 - 9.30am | Welcome cuppa | -------------------- | -------------------- | --------------------- |
| 9.30 - 10.15am | CKC Vision / Mission Statement | **.** Chorus culture / identity  **.**  **.** |  | done /  ongoing |
| 10.15 - 11.00am | Budget | **.** Mini Budget to May 2015  **.** Budget 2015 – 2016  **.** Treasurer -duties  - phasing in replacement |  | done /  ongoing |
| 11.00 - 11.30am | Morning tea | --------------------- | --------------------- | --------------------- |
| 11.30 - 12.15pm | Calendar | **.** 12 months  **.** 18 months  **.** CombinedShow |  | done /  ongoing |
| 12.15 – 1.00pm | Membership | **.** Retaining  **.** Building  **.** |  | done /  ongoing |
| 1.00 - 1.45pm | Lunch | --------------------- | --------------------- | --------------------- |
| 1.45 - 2.30pm | Staggering management team changeover | **.** 2 year tenure **-** rotate half roles each year? or  **.** Elections at end of previous year – 3mth joint team until changeover?  **.** |  | done /  ongoing |
| 2.30 - 3.15pm | Fundraising | **.**  **.**  **.** Funeral home partnership |  | done /  ongoing |
| 3.15 - 4.00pm | Sponsorship | **.** Create & offer Sponsorship package  **.**  **.** |  | done /  ongoing |
| 4.00 pm | Finish | -------------------- | --------------------- | -------------------- |