**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 | -------------------- | --------------------- | -------------------- |