**NOTES FROM MANAGEMENT TEAM MEETING**

Home of Barb Morris on Saturday January 24, 2015

Present:

A Anderson; V Dwyer; B Morris; C Bartley; E Perry-Windhorst; K Hawkins; J Bourne; D Jenkins;

I Kamenyitzky. Guest: S Wallbank.

Meeting commenced at 0935

**Item 1: CKC Vision / Mission**

Discussion about Vision / Mission concluded that our new Vision Statement is:

**“Circular Keys Chorus are creative musicians who inspire with heart, soul and musical excellence. We dare to be different.”**

**DISCUSSION** followed re organisation and management in order to bring a change of attitude and knowledge to members at rehearsal.

**VD:**  lead by intention. Check Groupanizer – follow direction in CKC standing rules; etiquette; constitution.

Dream behaviour; passion; inspire - ? who?

 XXXX weeks to go to convention: make every performance (rehearsal) count

 Inspire to be self motivated

 Can’t achieve performance excellence without personal responsibility: respect

 Expectation for success

 Trustworthy: to do what is required and trustworthiness is required

 Respect self, others. Stay safe. Buy in to chorus.

 Reiterate stuff: give them the ‘why’ (e.g. polo shirt is uniform and all we’ve got)

**General**: on the risers at 0725. Steph will enforce

 No one eats, drinks, until risers are down and away.

 Your behaviour – it’s a process towards achievement e.g. weight watchers

 Don’t underestimate required level of commitment. Respect

 Never have a mindset of being ‘lesser’.

 We are professionals; act, look like one. If we are being paid; look good; sing well.

 Your fee gives you access to rehearsal.

 Loss of respect.

 Road map required – rehearsal

 Set a standard of responsibility – from the director – can’t stumble from one week to the next without prep.

 Examine ourselves and find out what we need to do to regain our level of respect.

 Personal responsibility = home practice leads to a change in culture.

 Chorus: Need to achieve $xxxxx to live as we like to live.

**Item 2: BUDGET** led by FM Cathy Bartley.

**FACTS:** How many people do we need to cover costs?

Basic, no coaching, 4 new songs = to survive: $20,515

 = $35 / mth / $425 pp /yr

 50 members = $21,000

 60 members = $25,000

 Coaches cost $5000 – 6000 (weekend)

Hall hire: $120 / week. For 1 year = $6000

Director’s fees: $6, 5000

Regional fees – comes out of members fees: $15 $1 of which goes to International

Poor fundraising year and few performances

55 members = $23,100.

1 coach + basics = $28,360

CURRENTLY: $84,590

**$15,000 WAS PUT ASIDE EARLIER AS MINIMUM TO RUN THE CHORUS.**

Now $21,000

Allocated funds $13,000 available; $3000 allocated for Dale.

Risk plan: isolate $25,000 – risk litigation/insurance

**DJ**: have $27,000 to play with

Coaches need to be covered by FR: we need to up our game.

**NOTE TO MEMBERS**: tell them we were in the red last year. Need more members. See Finance report.

1. Isolate costume fund money: separate budget

Greater than $1000 for costumes from overseas we pay GST.

? budget - approved by old team by May 1.

1. Copyright/music: $350 / song; need 4 songs

$20,500 to run basic chorus

 $12,000 for coaches; $4000 in membership + $36,000

**THOUGHTS FOR FURTHER FUNDRAISING:**

 Approach Masters (Woolworths new hardware store) for sausage sizzles

 Bulbs; socks

**GENERAL:**

 Accounting program suggestions: xero – licesce may be $25- $50 / mth max.

 MYOB ? $30 /mth

 Need to book coaches 3-5 yrs ahead

 Realistic to budget $15,000 for education and not use it

 Additional cost may be for FR to seek sponsorship

 Advertise to members: you raised $13,000 last year! Fantastic. Next year we have budgeted for $15,000.

**Item 3. Fundraising**

Seek a sponsor for particular music e.g Adele’s ‘Rolling in the Depp’

Resuscitate ‘Reach’

FR chair: holds books to manage own budget / money flow

Music assists admin person

Social Team: hold responsibility to manage their own budget / money flow. Final amount banked by EFT/ cash and report goes to FM with ledge showing money in /receipted / payments.

Break it up

Must be receipted

 **Item 4. Membership**

The plan is to have two membership drives back to back; first commences June 3 for 6 weeks.

Second commences August 5 to mid September. (Vicki away 1 week for SH)

Our role: ensure good, reliable effective buddy program from selected members.

From the first M/Drive prospective members become the ‘Freshmen’ and on graduation they become the “Sophomores’.

PR during M/Drive needs a team.

Ads on Facebook: ? who in CKC loves social media and could help with this.

**MEMBERS: THIS IS YOUR FOCUS FOR THE NEW YEAR!**

DISCUSSION FOLLOWED RE HOW CHORUS CAN BE ASSISTED TO UNDERSTAND THEIR ROLE IN THE CKC TEAM.

Need to know:

 Chorus drive

 Expectations for Hobart

 Short & Sweet competition

 Coaches

 Membership drive

Getting ready for convention:

 Every member needs to be present for the coaching weekend

 If you are not, then you must tell TC or MD.

 Costs a lot of money

 You may have to choose CKC

 Make a choice: it is NOT OK with MD to be absent. We have a convention/competition – is yours?

 Are you in good standing?

**Item 5. Staggering MT changeover**

Who would agree to 2 year term:

 AA, VD, IK, DJ, KH, CB,

Help with positions: enable overlap period for which you would plan for, but they link up.

Expectation is that when elected, you stay 2 years.

Come to planning day

Constitution requires change: AA to ask Sharon Cartright what is required to make the change fro our current 1 year in office to two; including financial changes.

Stagger the 2 yearly appointments so half exec. leave at a time.

**Discussion:** standing rules and small chorus sing-outs

Follow guidelines as discussed and in CKC standing rules

Cathy to ask son Daniel – if he will check (what ????)

**Item 6. Sponsorhip**

Philanthropic work or singing for payment.

Keep the balance, with Steph receiving payment when directing.

In terms of charitable performances: CKC needs the respect and value for the chorus.

Always proposing that we look for corporate sponsorship to assist FR.

Meeting closed at 1710 hrs.

**DIARY:**

February: Wed. 11 Dale Syversen, 13-15th: Thursday 19th MT meet at AA home. Apology from KH. Wed. 25th Mo Field

March: Wed. 4th first heat at Short & Sweet Chatswood: concludes with Gala Performance 13th Music Team at Jo Brice home: Sat. 21. Thurs. March 19, MT meet at Liz PW home.

April: Thurs. 16 MT meeting at JB home: Sat. 18 Rehearsal for Convention (clashes with Sausage Sizzle: TBA). Wed. 22 AGM

May: 2 & 3 Lyn Smith coaching all day: Convention 14 – 17: Thurs. 21 MT changeover combined meeting at AA home.

June: Wed. 3 Membership drive commences

July:

August: 5th; second M/drive commences

September:

October:

November: Plan dress rehearsal / Christmas event with others at St Josephs church North Sydney and following week sing with SH at Independent theatre. Proposed paid sing.

December:

Many thanks to Barb for hosting such a successful day.

A. Anderson

Team Coordinator

Feb. 2 2015