**Minutes Circular Keys Chorus Management Team Meeting**

Thursday, 19th Feb 2015 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
Committee member Dianne Jenkins Committee member Inese Kamenyitsky (apologies – will be late)

Apologies: Public Relations Chair Kate Hawkins Performance Coordinator Judith Bourne

1. Minutes from previous meeting (11th Dec, 2014):

***Motion: That the minutes of the previous meeting on Thursday, 11th Dec 2014 be accepted.***

***Moved: Alison Anderson Seconded: Cathy Bartley Agreed***

1. Business arising from the minutes and actioning:

| **WHO** | **ACTION** | **OUTCOME** |
| --- | --- | --- |
| Judith Bourne & Inese Kamenyitsky | Assist Cathy Bartley with Treasurer’s data entry tasks  | Scheduled early Jan 2015-ongoing |
| 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 |
| 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. | done |
| Cathy Bartley | Pursue members in arrears – send a general email re payments to all members | done |
| Liz Perry-Windhorst | Encourage Ashley to start as a new member in 2015 | done |
| Liz Perry-Windhorst | Notify all non-attendees for Dale Syverson Retreat to contact Vicki and Alison with explanation | done |
| Judith Bourne | Have Deborah re-enter Parramatta Probus 9th Feb 2015 daytime performance on website  | done |
| Judith Bourne | Confer with Hills community Care re Seniors Week proposed performance | done |
| Kate Hawkins | Inform SAA re CKC declining offer to organise Tshirts for Hobart 2015 convention | done |
| Barb Morris | Barb to draft agenda for Management Team Planning Day Sat 24th Jan | done |
| Barb Morris | Invite Steph Wallbank to Planning Day | done |
| Cathy Bartley and Alison Anderson | Investigate a suitable account with a reputable bank, and allocate and invest $35,000 to such account for a term of two years.  |  |
| Liz Perry-Windhorst and Vicki Dwyer | Compile a list of members willing to be buddies for new(er) members (especially re the upcoming membership drive).  |  |
| Vicki Dwyer | Introduce a program of Hobart contest qualification for members. |  |
| Liz Perry-Windhorst | Check if Concourse Theatre is available for a CKC Spring show on Sat 10th Sept, 8pm & book if possible.  |  |
| Alison Anderson | Contact Sydney Harmony to accept proposal re Christmas concerts- Independent Theatre, North Sydney on Saturday, 5th December, matinee and evening shows, $1500 payment for performing at both.. |  |
| Alison Anderson | Contact Sydney Harmony to accept offer to sing at concert on Sunday, 29th November at St. Mary’s Church, North Sydney in aid of Our Lady of the Way Parish’s fundraising for the disadvantaged members of the Holy Name Parish in Emerton, Mt. Druitt.  |  |
| Judith Bourne | Obtain more details re Senior Week request by Hills Community Care Wed 18th March 11.00am-2pm – payment offered? CKC will perform anyway if possible. |  |
| Alison Anderson | Confer with Maria Priestley re copyright liability and allocating each member a .number and numbering their music copy.  |  |
| Alison Anderson | Advise Maria Priestley re recognition for CKC founding and former members |  |
| Alison Anderson | Ask Doris Ward if she is agreeable to concept of the successful Doris ward recipient also then being put forward as CKC’s Sweet Adeline of the Year (formerly Quiet Achiever Award). |  |
| Barb Morris | Notify members re CKC Annual General Meeting to be held on 22nd April, 2015. Reports due to Team Leader Alison Anderson by the end of March. |  |

1. Correspondence:

## Correspondence In:

* From: kate.jane.gaul@gmail.com [mailto:kate.jane.gaul@gmail.com] On Behalf Of Kate Gaul Sent: Wednesday, 28 January 2015 7:31 AM To: Short + Sweet Subject: VOICES
* From: SAI Date:Fri 30/01/2015 9:10 AM Re: Sweet Adelines International March Renewal Notice
* From: SAA Date: Thu 12/02/2015 10:57 PM Re: Convention Bulletin number 3
* From: Leeing Yit [mailto:lyit@thehills.nsw.gov.au] Sent: Wednesday, 3 December 2014 4:34 PM
To: jude.bourne@gmail.com; contact@circularkeys.org Subject: Hills Community Care Seniors Week 2015
* From: mgmt@circularkeys.org [mailto:mgmt@circularkeys.org] Maria Priestley Sent: Sunday, 1 February 2015 10:30 PM To: barbaramorris1@bigpond.com Subject: [mgmt] Fwd: Recognition for Founder Members
* From: SAA Communications Coordinator <communications@sweetadelines.org.au> Date: 3 February 2015 2:40:59 pm AEDT To: Alison Anderson CKC <aja.ando@gmail.com> Subject: Fwd: Copyright
* From: Beth Fitzpatrick bfitzpatrick@parracity.nsw.gov.au Tue 3/02/2015 10:38 PM Re: CKC singout on Australia Day
* From: Bathurst Panorama Date: Tue 10/02/2015 11:27 PM Re: Bathurst Panorama and Scott Cam Gala Dinner 21.03.2015
* From: SAA Date: Thu 12/02/2015 10:51 PM Re: Sweet Adeline of the Year award (previously called The Quiet Achiever Award).
* From: <member@sweetadelineintl.org Subject: Member Reinstatements Now Available Online
Date: Fri 13/02/2015 10:27 AM
* From: SAA Communications Coordinator <communications@sweetadelines.org.au> Date: Monday, February 16, 2015 Re: Invitation to the 2015 Quartet Days - Victoria, Queensland and WA
* From: David Ojerholm <dajao@bigpond.com> Date: Tue, Feb 17, 2015 at 12:35 PM
Subject: RE: Sydney Harmony Christmas Concerts 2015

Correspondence Out:

* To: Concourse Theatre (Chatswood) Management From: Liz Perry-Windhorst Re: Available Aug 2015 dates
* To: Beth Fitzpatrick, Parramatta City council From: Cathy Bartley Re: Need for purchasr order number to enable invoicing for CKC Australia Day performance
1. Ratification of decisions made at rehearsal or by email since last management team meeting:
* Leave of Absence approved for Betty Fuller (2nd Sept – 11th Oct, 2015) & Judith Bourne ( England, 1st-15th July, 2015) & Liz Perry-Windhorst (Alaska /Canada 2nd July – 17th Sept 2015)
1. Reports:
	1. Finance (Cathy Bartley)
* Reports submitted and discussed (see Appendix 1a - Reconciliation Report Transaction Account Dec 2014, Appendix 1b – Reconciliation Report Provisional Account Dec 2014 , Appendix 1c – Treasurer’s Report Dec 2014, Appendix 2a - Reconciliation Report Transaction Account Jan 2015, Appendix 2b – Reconciliation Report Provisional Account Jan 2015 , Appendix 2c – Treasurer’s Report Jan 2015, Appendix 3 – Proposed CKC Budget for Financial Year 1st April 2015 to 31st March 2016 )
* Dec and Jan Finance reports attached. Treasurers Reports (first two files) show receipts and expenses for each month.
* Re Jan Events - 2014 Christmas Party shows a RED figure of $1750 because the money was mainly collected in DEC, but some in earlier months. See Dec report EVENTS Party figure. End of year report will clarify this.
* Cathy has cleared the budget figures from the report so they don’t appear on the Treasurers report at the moment. But figures for it will be added from the new budget in reports for 2015-16. She prepared and presented Proposed CKC Budget for financial year 1st April 2015 - 31st March 2016 (see Appendix 3) which was read and discussed. Cathy will add this to the Finance section on Groupanizer.
* NB: Ignore Member Fees Section towards end of report. This is an underused section of the accounting system. Able to produce helpful reports but has never been fully set up so figures are not accurate.
* Reconciliation Reports for Community Solution Account (our everyday account) show balance at beginning and end of month and payments/receipts from that month that have not hit the bank account yet .
* Reconciliation Reports for Business Maxi Account (our only other money at this time) . .. as above. Balance figures for this account increase from Interest received approximately $100/month.
* Re discussion and summation at 24 Jan 2015, Management Team Planning Day (see Appendix 6) Cathy needed to clarify a point in notes presented which say that last year was "in the red”. This appeared to her to mean CKC had spent all of chorus money and had money owing. She emphasised that this was NOT the case at any time.

 Income minus outgoing for a twelve month period may be a negative figure however this could be because she had received payment from members in the previous twelve month period and paid that out in the next twelve month period. (NB: This would have happened last year because she paid for all the accommodation in Homebush in the 2013/14 year but had collected it in the 2013/14 year.)

She is collecting payment for the Feb Retreat now but depending on when she pays St Joseph’s, the outgoing for the Retreat may come out in April which is in the 2015/16 year, as the invoice may be slow in coming.

Cathy has prepared and submitted a Proposed CKC Budget for Financial Year 1st April 2015 to 31st March 2016 (see Appendix 3) which was read and discussed at the Management Team Planning Day. She doesn’t want anyone who reads the Planning Day Summation re Finance to be alarmed through misinterpretation.

* 25% of Dale Syverson expenses is to be collected from Endeavour Harmony Chorus for pro rata coaching time.
* Chasing up of members’ payments in arrears is ongoing – members are consciously paying various amounts in arrears as they are reminded.

***Motion: That Cathy Bartley and Alison Anderson investigate a suitable account with a reputable bank, and allocate and invest $35,000 to such account for a term of two years. Moved: Barb Morris Seconded: Liz Perry-Windhorst Agreed***

***Motion: That payments for December 2014 be ratified. Moved: Alison Anderson Seconded: Vicki Dwyer Agreed***

***Motion: That the Angel Fund allocation $100 limit be removed, and that payments be discretionary according to need as determined by the CKC Team Co-ordinator and Treasurer. Moved: Alison Anderson Seconded: Inese Kamenyitsky Agreed***

* 1. Membership (Liz Perry-Windhorst)
* Report submitted and discussed (see Appendix 4)
* Member Reinstatements now available online at SAI
* SAI has a campaign to confirm correct membership details, requires individual contact information update confirmed through SAI website – Liz has requested members to do so.
* During retreat Liz was approached by a member who spoke about her thoughts of leaving the chorus because she felt ignored and not supported. Inclusive strategies were discussed to assist members eg introducing a more formal buddy system. Music and management team members to be more pro-active in supporting and encouraging members as an ongoing process.
* Liz in conjunction with Vicki, will compile a list of members willing to be buddies for new(er) members especially re the upcoming membership drive.
	1. Music Team (Vicki Dwyer)
* Report submitted and discussed (see Appendix 5)
* Vicki attended SAA Director’s School Jan 2015
* Judy Potzgay Regional guest educator Jan visit very successful – ‘Fortune in Dreams’ choreo enhancement
* Dale Syverson and Retreat weekend almost 100% attendance – great coaching/learning opportunity and participation/response by members.
* Withdrawal from ‘Short and Sweet’ Concourse, Chatswood – decision to focus on Competition preparation.
* Mo Field attending to coach chorus on Wed 25th Feb.
* Sunday April 19 all day convention dress rehearsal at St. Josephs.
* Lynne Smith coaching weekend 1st-3rd May.
* Vicki wants to encourage all members to have PVI’s and PPI’s prior to Hobart Convention – after Mo Field’s coaching Vicki will introduce a program of contest qualification for members.
* 2016 Convention is allocated to Wollongong.
* Discussion re coaching program for 2016 and who to approach? Suggestion of Dale Syverson for one more year? Betty Clipman coming to EHC 25th-28th July – approach Lea Baker to share her for 29th July? (Vicki sent email asking if possible.)
	1. Public Relations (Kate Hawkins)
* Absent holidays in Hong Kong
* No report submitted

* 1. Fund Raising (Karen Totaro)
* Report submitted and discussed (see Appendix 6)
	1. Performance (Judith Bourne)
* Absent – WHS course
* No report submitted
* Australia Day @ Parramatta
* Parramatta Probus Club @ Northmead
* Liz Perry-Windhorst has contacted the Concourse Theatre @ Chatswood re possible dates available re proposed August show, however as Vicki and several CKC members will attending the AHA is in Auckland in July, The decision was made for a Spring show on Sat 10th Sept, 8pm if the theatre is available. Liz will contact theatre and book if possible.
* Sydney Harmony proposal re Christmas concerts- Independent Theatre, North Sydney on Saturday, 5th December. The concert is now called: ***HolidayVoices@theIndependent*** and there will be a matinee show as well an evening one. $1500 has been offered to CKC as payment for performing at both. Discussion and decision to accept proposal.
* There will also be a concert on Sunday, 29th November at St. Mary’s Church, North Sydney. This will be the same concert we did together last December in aid of Our Lady of the Way Parish’s fundraising for the disadvantaged members of the Holy Name Parish in Emerton, Mt. Druitt. We receive no payment for this concert as all of the gold-coin donations at the door go to the Parish. Vicki has suggested that this could be a ‘dress rehearsal’ for the concert at the Independent Theatre the following Saturday.
* Progress re The San sponsorship in return for singing at their events throughout the year? (Judith absent re followup report – add to agenda for next meeting)
* 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 CKC to perform if possible.

1. General/ other business:
	1. Suggestion Box – member has asked whether new foundation makeup will be required for Hobart Convention. Discussion and decision to use current stick foundation for last time and source alternate for future needs. Members asked to share if none available to purchase.
	2. Convention registration now open. Members to register individually as per Sydney Convention. Earlybird rates before March 1. Bulletin 2 has been forwarded to all members.
	3. Very productive CKC Management Team Planning Day at Barb Morris’ Sat 24th Jan. Thank you to Alison Anderson for chairing discussion and recording notes on the day. (see Appendix 7)
	4. SAA Communications Coordinator – Copyright – Alison to confer with Maria re allocating each member a .number and numbering their music copy. Vicki informed team that there is an indemnity clause re music purchase and that Maria is only signing on behalf of CKC under instruction, she is not personally liable.

Vicki would like this added to members’ personal commitment charter as signed each year, that they will only download one copy of music as purchased by CKC and allowed through copyright for learning purposes.

* 1. Karen Tucker and Costume team are looking at potential cross over tunic type top re a new casual costume.
	2. Re request for Recognition and Life membership for Founder Members. There was discussion of this concept and thanks to Maria Priestly for submitting the request on the behalf of others. It was noted that there was a need to distinguish between the terms ‘foundation members’ as opposed to ‘chartering members’.

It was also noted that Life membership is usually only bestowed upon a current serving full member of a group who has continually contributed outstanding service and dedication to that group, and not to past members who have already resigned from that group.

While CKC is very appreciative of contributions of past and current members it is not in a financial position, with fewer members, to waive membership fees. It was considered that all former CKC members have always been (and continue to be) very welcome to attend and observe at rehearsals and socialise at supper if they wish, as well as members having the opportunity to stay connected through associate membership, Friends of CKC contact &/or attending fundraising/social events and performances.

It was felt that members who contribute constant dedication and/or outstanding service to CKC have existing opportunities to be recognised by the chorus through such avenues as the CKC Doris Ward award and the SAA Quit Achievers/Sweet Adeline of the Year Award.

* 1. Deborah Martin has now changed the settings in Groupanizer for all the email groups so that by default when people reply to a group email the reply goes only to the sender.  She can change settings for particular groups if they still want ‘reply all’ setting. CKC Management team will still need ‘reply all’ setting. Barb Morris will submit request to Deb.
	2. The new version of our Members Only website allows CKC to give limited access to prospective members (‘candidates’) so they can access audition music, be included in emails to members including newsletters, and record their attendance at rehearsals. Deborah has set up for current prospective members.
	3. Nominations called from SAA for Sweet Adeline of the Year (previously called Quiet Achiever)
	4. CKC will have fundraising relay theme at chorus on 8th April, to encourage team spirit for Convention in Hobart Hills and support Hill Relay for Life.
	5. CKC Annual General Meeting is to be held at rehearsal on 22nd April, 2015. Reports are due to Team Leader Alison Anderson (NB Barb Morris/ Secretary absent all April in Europe for daughter’s wedding and travel), by the end of March.
	6. Discussion and suggestion to align submission and voting for Doris Ward Award candidate each year with SAA Sweet Adeline of the Year chorus nominee. Alison Anderson will ask Doris Ward if she is agreeable to this concept, with the successful recipient also then being put forward as CKC’s Sweet Adeline of the Year (formerly Quiet Achiever Award).

1. Appendixes 1-7 : see separate attachments
2. Date of next meeting: Thurs 19th March, 2015 at home of Liz Perry-Windhorst
3. Meeting closed at: 11.05 pm