

Draft Minutes for Circular Keys Chorus Management Team Meeting

Thursday, 16th April 2015 at 7:30 pm (at the home of Judith Bourne)

Meeting started at 7.40pm

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 |
| Performance Coordinator | Judith Bourne |
| Committee member | Dianne Jenkins |
| Committee member | Inese Kamenyitzky |

Apologies:

Barb Morris

2. Minutes from previous meeting (19th March, 2015):

Motion: That the minutes of the previous meeting on Thursday, 19th March, 2015 be accepted.

Moved:

Seconded:

Agreed

Team Co-ordinator Signature: _____ Date: _____

3. Business arising from the minutes and actioning:

| WHO | ACTION | OUTCOME |
|---|---|---------|
| Kate Hawkins | Ask Ann Harris' husband if he will take photos of CKC at Sun 19 th April dress rehearsal for future promotion purposes | 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. Judith will approach The SAN for a meeting. | ongoing |
| Deborah, Barb & Kate (Judith & Liz are no longer on this committee) | Meet on a separate time to be determined to review and edit public and private sites. Meeting to be arranged after Convention. | ongoing |
| Cathy Bartley, Alison Anderson, Judith Bourne | Investigate a suitable account with a reputable bank, and allocate and invest \$35,000 to such account for a term of two years. Alison will discuss this at the next meeting. | Ongoing |
| 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). Liz will have a list when committee sheets go up for interested members to sign up. Viginia requires a buddy/support person at Convention. Vicki suggested Lorraine Barlow. Liz will approach Lorraine. | ongoing |

- From: - Jo Brice To: - Alison Anderson & MT, 4th April 2015, email outlining her medical issues.
- From: - Lea Baker To: - MT, 13th April, 2015, Chorus Traffic Pattern for Hobart contest 2015.
- From: - Lindsey Dyer (A Cappella West chorus) To: - Vicki Dwyer, 5th April 2015, outlining possibility of coaching by Ryan Hellier (Pride of Portland chorus) in Aug 2015.
- From: - Kate Hawkins To: - MT, 7th April 2015, information from Debra Griffiths regarding the Endeavour Harmony chorus's membership drive and audition processes.
- From: - Sharon Cartwright (RMT) To: - MT, 7th April 2015, outlining an invitation to post items relating to Contestant Countdown to Contest on Facebook.
- From: - Carole Persinger (Int. Nominating Committee Chair) To: - All Chapters of SAI, 7th April, 2015, regarding choosing potential nominees for the Internat. Board of Directors (2016 – 2019 term)
- From: - Membership Dept SAI To: - All SAI members, 11th April 2015 – Action requested to complete an online SAI General Membership Survey
- From Pam Snellgrove (EHC Show Team) To:- Music Directors & Team Coordinators, 1st April 2015, an invitation to EHC's show on Sun 31st May, 2015 at 2pm. Alouette will also be performing.

Correspondence Out:

- Kate Hawkins to David Ojerholme (of Sydney Harmony) – sent promotional photos for concert at Independent Theatre.
- Alison Anderson to Regional MT – Chorus registration & associated documents required for Convention.
- Vicki Dwyer to Regional MT – Copyright form for contest songs

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

- none

6. Reports:

a. Finance (Cathy Bartley)

- Reports submitted 5th April, 2015 – Reconciliation Report as at 1st April, 2015; Transaction Report 01 Apr 2014 to 31 Mar 2015; Reconciliation Report at 31 Mar 2015; Treasurer's Report 01 Mar 2015 to 31 Mar 2015 Combined Accounts; Statement of Receipts and Expenditure Category (detailed) Report 01 Apr 2014 to 31 Mar 2015

Discussion: - Diane Jenkins asked whether there is a running balance sheet for ongoing funds available for day-to-day chorus needs. Cathy B explained that many costs/incomings are difficult to quantify in advance as fundraising & coaching costs vary significantly from month to month.

- ***Motion: That payments for February 2015 be ratified.***

Moved: Kate Hawkins

Seconded: Vicki Dwyer

Agreed

b. Membership (Liz Perry-Windhorst)

- Report submitted as per March MT meeting
- Katherine may be away at the moment and Jessica will come back when she can.

c. Music Team (Vicki Dwyer)

- Many opportunities have been given to members to aid in their preparation for contest.

- Evaluation of contest readiness will be through live participation in octets. Alison added that this is a normal method of evaluation for other choruses.
- Alison suggested that she could write a light hearted/serious blog for members to assist in their contest preparation.
- Visual team has been observing & speaking to individuals regarding their visual performance.
- Vicki has seen great improvement but more is needed. Vicki plans to give 'super star' accolades to those who have greatly improved at next rehearsal.
- For Hobart, nail polish will be nude, clear or French polish but not for this Sunday.
- Up coming membership drives will revive some older repertoire – Reach and Christmas music.
- Costumes – Linda Bacic is making enquiries with a dance costume dress maker who could make costumes at \$30 for Wollongong.
- Judith B – everyone is enjoying rehearsals but it would be helpful for the dynamic plan to be included on the sheet music on the website.
- Feedback re email received by Kate from Debra Griffiths of Endeavour Harmony Chorus – many positive points regarding running of membership drives, auditions & probation. Debra also said that we could use their showmanship training DVD. Clear guidelines would be written for the expectations, culture & values of our chorus. Encouraging ladies to become members from the beginning would be advantageous. Residential areas such as Parramatta, Quaker's Hill, Stanhope, etc should be targeted in our next drives.
- The old amplifier can be discarded. The new small amp from Aldi has Bluetooth capability and can be used to play music through it to the chorus.

d. Public Relations (Kate Hawkins)

- Report submitted 8th April 2015
- Monday, Kate received a call from Bev Jordan at Hills Shire Times on how to get information out to journalists. A press release for Relay For Life with a photo featuring Jan Bird was sent to her. Kate will introduce Sharon Sullivan to Bev for future PR opportunities.
- Facebook – unable to tag people any more, so traffic exposure for CKC has been reduced.
- Ideas for new banners to promote our member drives will be passed on to Sharon. Vicki will pass on ideas from other sources. Sharon's husband is a marketing manager & may be able to assist in some way.
- Kate sent a personal message to MT regarding her time on MT and her thoughts as she moves on to more work with Regional MT (letter attached).

e. Fund Raising (Karen Totaro)

- Report submitted 13th April 2015
- Suggestions – Kate proposed another garage sale. Vicki suggested a car boot sale at St Joseph's and advertising on a Garage sale trail.
- Sunday dress rehearsal - The sale of jewellery & clothes isn't appropriate on this day. Alison will speak to Karen Totaro & Ann Keating.

f. Performance (Judith Bourne)

Report submitted 7th April 2015, Report for 2015 AGM

7. General/ other business:

- a. Suggestion Box – none
- b. Carole Persinger (Int. Nominating Committee Chair) To: - All Chapters of SAI, 7th April, 2015, regarding choosing potential nominees for the Internat. Board of Directors (2016 – 2019 term)
- c. Procedures used by Endeavour Harmony Chorus for membership drives and auditions – Kate Hawkins
- d. An invitation to post items relating to Contestant Countdown to Contest on Facebook.
- e. Convention
 - Vicki – there will be no chorus breakfast (?). The A Capella West rehearsal room has been booked for Saturday 12.30 – 2.00pm
 - Diane – Sunday dress rehearsal, a list of competing members will be provided for members to sign regarding indemnity waver. Any members not competing will be crossed off & the website updated with member numbers.

- Cheryl Benson & Lyn Howells will collect & hand out Convention tickets/lanyards. Kate clarified that tickets will be on elastic this year so members can bring their own lanyards, if they wish.
- Diane – large carry bags will be available for traffic pattern purses.
- CKC rehearsals – Friday 8 – 10pm & Saturday 12.30 – 2pm at Wrest Point.
- A bus is organised to pick up members from hotels from 11.30am – hair, makeup, eye lashes done.
- 2 – 4pm there will be space allocated for final preparations. Bring costume, shoes & makeup for final checks.
- Valuables are to be put in a small traffic pattern purse, but other gear can be packed up & left in a separate room.
- Bus pick up for return to hotels will be available after contest.
- Diane has put together a Convention booklet with schedules, what to bring & advice on meals.
- Members must remove rubbish & items from Derwent Room. Vicki also mentioned that this Sunday all rubbish & personal items must be removed from the games room.
- Wrest Point will be staging a Fun Run on the Sunday morning so members will need to leave extra time for getting to Master Class.
- Kate - Wollongong information will be coming out soon. Advance bookings for accommodation will be essential due to limited possibilities.
- Alison thanked Diane for preparing the Convention booklet.

f. Judith expressed her apologies for inability to attend the AGM on Wednesday, as she will be in NZ.

8. Date of next meeting: AGM on Wed 22nd April 2015 at rehearsal.

9. Next Management Team meeting on 21. May at Alison's house for hand over to new team

10. Meeting closed at: 10.10 pm