**Minutes Circular Keys Chorus Management Team Meeting**

Thursday, 21st May 2015 at 7:40 pm (at the home of Alison Anderson)

Handover Meeting re 2015-2016 Newly elected Management Team

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

Apologies: Performance Coordinator Judith Bourne   
Committee member Dianne Jenkins Committee member Inese Kamenyitsky

Guests: Deborah Martin, Lyn Howell, Sharon Sullivan, Elizabeth Przeklasa-Adamski

1. Minutes from previous meeting (16th April, 2015):

***Motion: That the minutes of the previous meeting on Thursday, 16th April, 2015 be accepted.***

***Moved: Seconded: Agreed***

***Team Coordinator signature: Date:***

1. Business arising from the minutes and actioning:

| **WHO** | **ACTION** | **OUTCOME** |
| --- | --- | --- |
|  | . | Outstanding business finalised re Handover new MT (2015-16) |

1. Correspondence:

Correspondence In:

* From: Di Jenkins SAA Re: Hobart Convention Bulletin 4 Date: Fri 17/04/2015 1:52 PM
* From: Lea Baker Competition Co-ordinator - 2015 Regional Competition, Hobart, [Sweet Adelines Australia](http://www.sweetadelines.org.au/) Re: Hobart Final communique to Directors and TC's Date: Wed 22/04/2015 4:38 PM.
* From: [CAguesse@hornsby.nsw.gov.au](mailto:CAguesse@hornsby.nsw.gov.au) Subject: Looking for Performers for World Environment Day Festival - Saturday 6th June - Hornsby Mall Date: Mon, 27 Apr 2015 04:00:58 +0000
* From: SAA Re: You're Invited to the Leaders' Breakfast in Hobart Date: Tue 28/04/2015 11:00 PM
* From: SAA Project Constitution Oz Update Date: Mon 4/05/2015 2:25 PM
* From: SAA Di Jenkins OzE-Notes Submissions Date: Tue 19/05/2015 9:28 PM
* From: Denis Moriarty, Our Community & Vanessa Nolan-Woods, CommBank Not-for-Profit Sector Banking Re: Not-for-Profit Treasurers' Awards Date: Tue 19/05/2015 9:42 PM
* From: Janell Mason Corporate Secretary SAI Re: 2014-15 Annual Regional Evaluation (ARE) - Region 34 From: [AMcKinney@hornsby.nsw.gov.au](mailto:AMcKinney@hornsby.nsw.gov.au) Subject: HORNSBY COMMUNITY NEWS: Calling Expressions of Interest for 2015 Hornsby Shire Festival of the Arts Date: Thu, 7 May 2015 01:33:11 +0000

Correspondence Out:

* From: Alison Anderson Re: Performers for World Environment Day From: Alison Anderson To: Caroline., Hornsby City Council date: Mon 27/04/2015 5:53 PM
* From: Alison Anderson <[aja.ando@gmail.com](mailto:aja.ando@gmail.com)> Date: Tue, Apr 28, 2015 at 8:37 PM  
  Subject: Fwd: Internet Banking - Payments Summary Receipt To: Christie Gazal <[christieg@nswcc.org.au](mailto:christieg@nswcc.org.au)>
* From: Alison Anderson Re: Accept - You're Invited to the Leaders' Breakfast in Hobart Date: Tue 28/04/2015

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

* Post AGM: Performance Co-ordinator nominated and accepted - Elizabeth Przekasa-Adamski
* Post AGM: Treasurer nominated and accepted – Deborah Martin
* Groupanizer Management Team access changes to include the above
* Karen Totaro (Fundraising Coordinator) proposed a Garage sale 18th July @ home of Lorraine Barlow

1. Reports:
   1. Finance (Cathy Bartley)

* Reports submitted and discussed (see Appendix 1a – Reconciliation Report Transaction Account April 2015, Appendix 1b - Reconciliation Report Provisional Account April 2015, Appendix 1c– Treasurer’s Report Combined April 2015)
* Discussion re various interest rates available in order to transfer $35,000 from CKC Westpac Provisional Account (Business Maxi) and invest in a term deposit account, in order to attract more interest (see previous minutes). Alison Anderson has been researching on the team’s behalf and informed team that Westpac Pennant Hills has such an account on offer at 3.05% for 9 months investment term. This offer is until 6th June.

***Motion: That $35,000 be transferred from CKC Westpac Provisional Account (Business Maxi) and be invested in a term deposit account offered at Westpac Pennant Hills branch at the rate of 3.05% for 9 months term. Team Leader Alison Anderson to organise the transfer and subsequent term deposit. Moved: Alison Anderson Seconded: Cathy Bartley Agreed***

* Cathy suggested the Treasurer’s role be diversified so that appointed assistants may be responsible for specific duties to share the load.
* Many thanks to Cathy for her hard work and continued commitment in the demanding role as Treasurer, especially for staying on an extra year to support the chorus and management team in this role.
* Welcome to Deborah Martin as incoming Treasurer.

***Motion: That payments for April 2015 be ratified. Moved: Kate Hawkins Seconded: Barb Morris Agreed***

* 1. Membership (Liz Perry-Windhorst)
* As per annual report submitted for AGM, verbal report given and discussed
* Liz reported that CKC membership appears stable and happy and vibes are positive in the lead up to. and post, competition in Hobart.
* Some feedback/requests from members is that specific performance criteria and benchmarks for Wollongong 2016 be established early.
* New Membership drives dates set by management team are optimistic given the commitment and lead up to Hobart Convention and the level of involvement of many team members in Convention organisation. May be better for the new Management team to reappraise new membership dates and programs.
* The team expressed their many thanks to Liz for her hard work and skills in her role of Membership Coordinator and her appreciated her valuable input to the CKC management.
  1. Music Team (Vicki Dwyer)
* As per annual report submitted for AGM, and report (see Appendix 2) submitted and discussed
* Hobart Competition – Vicki very proud of all members who worked hard to earn their spot on the risers, all chorus members were successful in performing on the competition stage. Very happy with 5th place and a score of 592 (only 5 points between 3rd, 4th and 5th). Great benchmark to develop and grow the chorus.
* Vicki recommended that CKC compete in Wollongong Convention in 2016.
* Carole (Kirkpatrick) Persinger coaching – possibility of Wed 2nd Sept, 2016 coaching at rehearsal depending on costs, Vicki will check with Carole and Lea Baker EHC (TBC)
* August 7 - 9 ‘Queen It Up’, Darlene Rogers Quartet workshop, Melbourne
* Sat 15th Aug, 2016 – Region workshop with Darlene Rogers at St Joseph’s
* Sun 16th Aug, 2016 – possibility coaching by Ryan Hellier, (MD Pride of Portland)
* Weekend July 10th-12th Christchurch City Chorus NZ hosting workshop at Hotel near airport featuring Jim Arnes and Renee Porzel
* Mo Field coaching one or the other of the last two weekends in Feb, 2016 still no confirmation on dates
* Ryan Hellier for CKC on Sunday 16/8 (cancelled)
  1. Public Relations (Kate Hawkins)
* As per annual report submitted for AGM, verbal report given and discussed
* Photos of taken by Bill Harris at Family and Friends pre Hobart contest great, and will be very useful for PR.
* Suggested regular submissions to OZ Chords and Oze Notes – Relay for life CKC photo and article could be a novelty aspect to include.
* Kate thanked the MT and indicated she is leaving MT on a high and has found serving on the team for the past four years an invaluable experience, as she moves on to more demanding roles at Regional level.
* Many thanks to Kate for great commitment and outstanding efforts on CKC’s behalf in endeavouring to raise our public profile, community awareness and involvement.
  1. Fund Raising (Karen Totaro)
* Report submitted and discussed (see Appendix 3)
* Garage sale 18th July
* Mt noted that Karen is doing a great job as Fund Raising chair and is always prompt with reports
  1. Performance (Judith Bourne - absent)
* As per annual report submitted for AGM
* Hornsby World Environment Day CKC performance cancelled by organisers.
* Many thanks to Judith for her dedication and hard work in her role as performance Coordinator, which she assumed for many years. Her efforts in sourcing and securing performance opportunities and engagements for CKC are greatly appreciated.
* Possibility of a performance at the Manly Jazz Festival?

1. General/ other business:
2. Suggestion Box – nil
3. Thanks to Di Jenkins, Convention Co-ordinator for compiling a very comprehensive Hobart Convention booklet for chorus members.
4. The Region 34 Management Team has agreed to increase the Regional Fee for our members by $10 per year, from $57 to $67 effective from May 1, 2016. The reason SAA have done this is to ensure the sustainability of our International Chorus Assistance Program (ICAP) funding. The ICAP provides a subsidy for Region 34’s International Chorus, Quartet and Harmony Classic competitors. Each year funds are accrued for this purpose, and SAA are seeing evidence that the accrued amount needs to increase to ensure future adequate levels.
5. SAI On-line survey: MT review questions and send to Alison for compilation, to represent CKC response.
6. Not-for-Profit Treasurers' Awards – Cathy Bartley nominated and recognised with a certificate in appreciation of her demanding voluntary role as CKC Treasurer.
7. Many thanks to retiring Management Team members Cathy Bartley, Judith Bourne, Inese Kamenyitsky, Liz Perry-Windhorst & Dianne Jenkins.
8. Welcome to new Management Team 2015-2016 members - Deborah Martin, Lyn Howells & Elizabeth Przekasa-Adamski .
9. Date of next meeting: Wed 21st May, 2015 (continued New Management Team 2015-2016 meeting) at Alison Anderson’s
10. Meeting closed at: 9.20 pm