**Minutes Circular Keys Chorus Management Team Meeting**

Thursday, 21st May 2015 at 9:40 pm (at the home of Alison Anderson)

1. Attendance:

Present:

Team Coordinator Alison Anderson
Director Vicki Dwyer

Treasurer Deborah Martin Secretary Barb Morris

Membership Chair Lyn Howells Public Relations Chair Sharon Sullivan Performance Coordinator Elizabeth Przeklasa-Adamski
Team member - Team member - Team member -

Apologies:

1. Business arising from the minutes and actioning:

| **WHO** | **ACTION** | **OUTCOME** |
| --- | --- | --- |
| Deborah Martin | review budget re current income and expenditure  |  |
| Lyn Howells | confer with Vicki Dwyer and Sharon Sullivan re planning and promotion of new members’ program |  |
| Lyn Howells | canvass newer members as to how they found out about previous new members’ programs |  |
| Vicki Dwyer | develop ongoing education program and performance requirements for Wollongong.  |  |
| Sharon Sullivan | confer with Kate Hawkins for handover and re membership drive strategies |  |
| Elizabeth Przeklasa-Adamski | confer with Judith Bourne re handover of duties/contacts/strategies |  |
| Alison Anderson | ask Karen Totaro if she would like to fill a 10th team member position on the management team. |  |
| Alison Anderson | give reminders for riser etiquette in both SCB and at rehearsals. |  |

1. Reports:
	1. Finance (Deborah Martin)
* Will review budget re current income and expenditure especially re proposed increases in International (May 2016) and Regional fees
* Deborah is liaising with other Treasurers re accounting systems used eg. Region uses Quikin on line
	1. Membership (Lyn Howells)
* Discussion and decision made to postpone proposed new membership drive of 3rd June
* Better use of limited time and resources to orgnise one bigger membership drive and program for approx. six weeks time, Lyn and team will confer with Vicki Dwyer and Sharon Sullivan re planning and promotion
* SAI resources are available online
* Lyn will canvass newer members as to how they found out about previous new members’ programs
	1. Music Team (Vicki Dwyer)
* Wollongong Competition 2016 – discussion as to the need for an ongoing education program and informing members early re personal responsibility, commitment and performance requirements for Wollongong. As per Hobart, appearing on stage at Wollongong comp is not to be considered an automatic entitlement.
	1. Public Relations (Sharon Sullivan)
* Will confer with Kate Hawkins for handover and re membership drive strategies
	1. Fund Raising (Karen Totaro)
* Report submitted and discussed (see Appendix 1)
* Discussion re second-hand clothing sales before chorus, is becoming distracting to starting chorus on time and also St Joseph’s does not want area used for clothing storage. Alison Anderson will confer with Karen to organise a better system eg. once per month sale from 6.30pm to 7.15pm and after chorus, with all unsold items being removed at the end of the night.
	1. Performance (Elizabeth Przeklasa-Adamski)
* Will confer with Judith Bourne re handover of duties/contacts/strategies
* Manly Jazz festival suggested re performance possibility
* Elizabeth has former corporate contacts and will investigate these re opportunities to perform
1. General/ other business:
2. Nominations for further committee members – consensus on adding Di Jenkins and Liz Perry-Windhorst to Management team (2015-2016) as additional team members, both having earlier indicated at Management Team nominations a willingness to do so.
3. Discussion and consensus for Alison to ask Karen Totaro if she would like to fill a 10th team member position on the management team. Skills/ideas re fundraising and general chorus contributions will be an asset to team.
4. Alison will continue with reminders for riser etiquette in both SCB and at rehearsals.
5. Dates of next meetings: 18th June and 23rd July at Alison Anderson’s
6. Meeting closed at: 10.45pm