**Minutes Circular Keys Chorus Management Team Meeting**

Thursday, 18th June, 2015 at 7.30 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 Di Jenkins Team member Liz Perry-Windhorst Team member Karen Totaro

Apologies:

1. Minutes from previous meeting (21st May, 2015):

***Motion: That the minutes of the previous meeting on Thursday, 21st May, 2015 be accepted.***

***Moved: Seconded: Agreed***

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

1. Business arising from the minutes and actioning:

| **WHO** | **ACTION** | **OUTCOME** |
| --- | --- | --- |
| Deborah Martin | Review budget re current income and expenditure  | ongoing |
| Lyn Howells | Confer with Vicki Dwyer and Sharon Sullivan re planning and promotion of new members’ program | done |
| Lyn Howells | Canvass newer members as to how they found out about previous new members’ programs | done |
| Vicki Dwyer | Develop ongoing education program and performance requirements for Wollongong.  | ongoing |
| Sharon Sullivan | Confer with Kate Hawkins for handover and re membership drive strategies | done |
| Elizabeth Przeklasa-Adamski | Confer with Judith Bourne re handover of duties/contacts/strategies | done |
| Alison Anderson | Ask Karen Totaro if she would like to fill a 10th team member position on the management team. | done |
| Alison Anderson | Give reminders for riser etiquette in both SCB and at rehearsals | done |
| Lyn Howells | Compile a ‘CKC Chatter’ newsletter |  |
| Lyn Howells | Coordinate ‘Bellas’ New Membership Program |  |
| Alison Anderson | Ask Kate Hawkins if SAA needs risers for Darlene Rogers workshop at St Joseph’s on Sat 15th Aug, if so do they wish to hire CKC’s? |  |
| Sharon Sullivan | Organise printing and distribution of ‘Bellas’ New Membership Drive flyers, including letterbox drop |  |
| Vicki Dwyer | Confirm Feb coaching dates in Feb 2016 with Mo Field |  |
| Karen Totaro | Order personalised aprons for CKC fundraising activities |  |
| Di Jenkins | Di will ask Kate to inquire as to availability and cost for rehearsal areas on site. Also submit to SAA a proposal to hire CKC risers for comp. |  |

1. Correspondence:

Correspondence In:

* From: Di Jenkins SAA Re: Jim & Renee New Zealand Workshop Date: Thu 28/05/2015 2:14 PM
* From: Amanda McKinney Community Project Officer  |  Community Services  |  Hornsby Shire Council
e amckinney@hornsby.nsw.gov.au  |  w [hornsby.nsw.gov.au](http://www.hornsby.nsw.gov.au/)  |  f   [facebook.com/HornsbyCouncil Re: HORNSBY COMMUNITY NEWS: Calling Expressions of Interest for 2015 Hornsby Shire Festival of the Arts](http://www.facebook.com/HornsbyCouncil)
* From: SAI Re: 2016 AHA in Auckland, New Zealand! Date: Tue 2/06/2015 9:05 AM
* From: SAA Re: Nominations for Regional Management Positions 2016 Date: Mon 8/06/2015 7:45 PM
* From: Di Jenkins SAA Re: June 2015 Oze-Notes Date: Fri 12/06/2015 9:56 PM
* From: Raquel Ricafort-Bleza  |  Community Development Coordinator - Community Services
THE HILLS SHIRE COUNCIL Re: ORANGE BLOSSOM FESTIVAL 2015 Date: Tue 16/06/2015 10:00 PM

Correspondence Out:

* From: Alison Anderson To: Amanda McKinney Community Project Officer  |  Community Services  |  Hornsby Shire Council Re: CKC as interested and available to be part of the 2015 Hornsby Shire Arts Festival Date: Fri 29/05/2015 10:29 PM
1. Ratification of decisions made at rehearsal or by email since last management team meeting:
* Approve request for Leave of Absence from Liz Van Miltenburg absent on holiday in China for 12th, 19th & 26th August.
* Approve Cheryl Wolfenden’s request for Leave Of Absence: Wednesday 2nd September until 7th October & 25th November and the 2nd December.
* Approve Cheryl Benson’s request for Leave of Absence: 24th June, 1st July, 8th July & 15th July holidays Germany and Norway cruise.
* Approve Jo Brice’s request for Leave of Absence : Wed 8th of July to Wed the 5th of August holidays
* Decisions from Extra-ordinary Management Team Meeting held after rehearsal 27.05.2105 10pm (absent Elizabeth Przeklasa-Adamski):

a) consensus to welcome Di Jenkins, Liz Perry-Windhorst and Karen Totaro as nominated team members to the Management Team for 2015-2016

b) consensus that Deborah Martin EFT a deposit of $3180.00 to Chifley Hotel, Wollongong to reserve rooms for CKC for Fri 20th & Sat 21st May 2016 SAA Convention. Kate Hawkins to confirm by follow-up email with the Chifley. Any excess rooms to be offered to other choruses closer to the time.

1. Reports:
	1. Finance (Deborah Martin)
* Report submitted and discussed. Reconciliation Report for Cheque Account (see Appendix 1a), Reconciliation Report for Cash Reserve (see Appendix 1b), Treasurer's Report for Cheque Account(see Appendix 1c).
* I'm attaching our May financial reports. As some of you are new here's an explanation: We have two bank accounts with Westpac: a cheque account and a cash reserve. We also now have a Westpac Term Deposit. Balances in these three accounts as at 31 May are: Cheque account = $20,743.77, Cash reserve = $17,770.24, Term deposit = $35,000.00. At the end of each month I reconcile the bank statement for each account with our accounting records. We keep our accounts using a web-based program called AdminBandit (you'll see the AdminBandit logo on the attached reports). The reports I've attached are: Reconciliation report for Cheque Account, Reconciliation report for Cash Reserve, Treasurer's Report for Cheque Account. At each Management Team meeting I ask you to move that the Treasurer's Report be accepted and the payments for the previous month be ratified.
* **Comments on May:** You'll notice that the receipts and expenses in the cheque account were inflated by $35,000 this month because I transferred $35,000 out of the cash reserve into the cheque account, and then from the cheque account into the Term Deposit. May's expenses exceeded receipts by $10,624.15. Large, one off expenses in May included Lynne Smith's coaching fee ($1.586.87); deposit on accommodation for Wollongong ($3,290); payment of member fees to Sweet Adelines Australia ($3,306). I haven't had time yet to set up a cash flow statement for 2015-2016 but I will have this for you by next meeting. I haven't updated member escrow accounts yet so I can't give you an update figure on how much we have in escrow on behalf of members (this is money belonging to members, not to the chorus).
* Mary Owen willing to be assistant treasurer, Cathy Bartley also assisting.
* Re SAI increasing fees, it was decided to not increase CKC fees currently, however individual members may be required to top up their own escrow when their international fees become due, as this occurs at different times dependent upon when each member joined the chorus. A system for tracking payment of membership dues is being implemented by Deborah, so members can assess where they are up to re their escrow account.
* As agreed by the management team, a $35,000 term deposit has been arranged on 28th May, 2015 with ANZ by Alison Anderson, via the CKC cheque account.

***Motion: That the Treasurer’s report and payments for May 2015 be ratified. Moved: Vicki Dwyer Seconded: Alison Anderson Agreed***

* 1. Membership (Lyn Howells)
* Report submitted and discussed (see Appendix 2)
* Planning for the ‘Bellas’ New Membership drive is confirmed as a 7 week program costing $50, including free first Open Night, starting on Wed 8th July. Membership team will finalise organisation details as participant numbers are confirmed.
* Lyn proposed compiling a ‘CKC Chatter’ newsletter for exchanging news about births, anniversaries, items for sale or wanted, and any other subjects that members don't normally get much time to talk about during rehearsal and which don't qualify for a mention in SCB.
	1. Music Team (Vicki Dwyer)
* Report submitted and discussed (see Appendix 3)
* July 10-12 - Rene Porzel & Jim Arns workshop in Christchurch NZ. Registration forms forwarded
* Sat August 15 – ‘Tune It Up’ Darlene Rogers Regional Workshop, St Joseph’s. Ask SAA if risers are needed, and do they wish to hire CKC’s
* Ryan Hellier coach for CKC on Sunday 16/8 cancelled – possible alternative coaching activity with Bonnie Bollweg Fediski (Co-Director Choral Aires Chorus). Vicki to investigate
* Carole Persinger - Wednesday 2/9 – cancelled, Carole now not coming to Australia
* Mo Field - February, 2016 – CKC prefers last weekend in Feb, Vicki to confirm dates with Mo
* CKC Small Chorus has resumed regular rehearsals
* Deborah Martin has uploaded CKC Hobart comp video to CKC YouTube account
* Re new membership program, music team is meeting tomorrow night and will discuss program and educational material required
* Vicki has requested approval for additional coaching in April 2016 by Di Huber prior to Wollongong comp, perhaps come with us to comp. Will investigate cost for management team to consider
	1. Public Relations (Sharon Sullivan)
* Report submitted and discussed (see Appendix 4)
* Draft Flyer for new membership drive printed for distribution, emailed to members, as well as a Facebook notice which members are encouraged to share
* Re 26th June, 2015: External paid letterbox drop - $49.95 + gst per 1000 leaflets. Management Team to consider a proposed Letterbox drop with Bella Vista / Crestwood area. Box 2 Box are based in Castle Hill and deliver leaflets to streets of our choice. We would be able to target particular streets within areas close to St Josephs to catch the attention of local residents. Not all runs are walked every week, there is a two week turnaround to ensure leaflets will be delivered. Payment needs to be made prior to delivery. Additional leaflets would need to be printed and cut for this proposal to proceed. MT consensus it to have at least 1000, possibly 2000 printed for contracted delivery.
* Change Alison Anderson to Liz Perry-Windhorst as contact on next flyer print. Lyn Howells contact on both.
* Lorraine Barlow to be asked re assistance with printing and guillotining.
	1. Fund Raising (Karen Totaro)
* Report submitted and discussed (see Appendix 5)
* Re CKC aprons proposal for use at fundraising events eg BBQs, garage sale – MT approved purchase of initial 6 @ $12.50 each. Gauge need for more as need arises. Karen would like to donate the additional cost of an embroidered CKC logo on each.
* Jewellery sale at rehearsal on 9th June raised $454.20.
	1. Performance (Elizabeth Przeklasa-Adamski)
* Verbal report given discussed.
* CKC interested and available to be part of the 2015 Hornsby Shire Arts Festival running from Friday Oct. 16 to Nov 29. Arts network registration form to be completed and sent tomorrow. Alison Anderson will make contact for further information.
* Re Hornsby Council 2015 Orange blossom Festival Sat 19th & Sun 20th Sep. It was decided that the market stall format will not suit CKC for promotion/performance.
* Suggestion to contact Sydney Royal Yacht Squadron and Castle Hill Christmas Light Show organisers re Christmas performance possibilities.
1. General/ other business:
2. Suggestion box - nil
3. Annual regional evaluation submission sent to SAA
4. Renewing CKC / Musical Director’s Agreement for 2015-2016 (see Appendix 6a & Appendix 6b). MT read and approved proposed agreement and will give to Vicki Dwyer to review.
5. Reviewing CKC goals – reminder to members as to the direction of CKC in 2014 and 2015.
6. Deborah Martin has updated management team members and permissions/access on Groupanizer, as well as other CKC teams and group email access.
7. New costume proposal (see Costume Report Appendix 7). Dural dressmaker is willing to make a prototype for $175.00 including fabric. If suitable consider allocating January fees (when chorus in recess) towards cost of outfitting chorus.
8. Marketing team considering adaptation of SAI pamphlet ‘Want to Sing With Us’ to suit CKC.
9. Proposed that the next Management Team Planning Day be held at Barb Morris’, possibly Sat 23rd of Jan 2016 (Australia Day long weekend). Possibility of another be held mid-year 2016? (as determined by new MT).
10. Re Wollongong Comp, rehearsal areas at the Chifley Hotel are very expensive to hire. Di will ask Kate to inquire as to availability and cost for rehearsal areas on site. Also submit to SAA a proposal to hire CKC risers for comp.

Considered too expensive to book Chifley for CKC breakfast 1e $28.50 for buffet breakfast per member plus $1000 to hire room.

1. Due to MT leader’s absence for 6 weeks due to surgery, Di Jenkins will compile & distribute SCB and business at rehearsal will be the following roster: Lyn Howells – 1st July, Sharon Sullivan- 8th July, Di Jenkins – 15nd July and Karen Totaro-22nd July.
2. Appendices: 1-7 as presented
3. Dates of next meetings: 16th July at Liz Perry-Windhorst’s (9 Buckingham Ave, Normanhurst),

13th August at Alison Anderson’s (9 Tiernan Ave, North Rocks) and

24th Sept at Elizabeth Przeklasa-Adamski’s (117 Fenton Rd, Carlingford)

1. Meeting closed at: 10.30pm