**Minutes Circular Keys Chorus Management Team Meeting**

Thursday, 16th July, 2015 at 7.35 pm (at the home of Liz Perry-Windhorst)

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 (18th June, 2015):

***Motion: That the minutes of the previous meeting on Thursday 18th June, 2015 be accepted.***

***Moved: Alison Anderson Seconded: Lyn Howells 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 | done |
| Vicki Dwyer | Develop ongoing education program and performance requirements for Wollongong. | ongoing |
| Lyn Howells | Compile a ‘CKC Chatter’ newsletter | ongoing |
| Lyn Howells | Coordinate ‘Bellas’ New Membership Program | done |
| 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? | ongoing |
| Sharon Sullivan | Organise printing and distribution of ‘Bellas’ New Membership Drive flyers, including letterbox drop | done |
| Vicki Dwyer | Confirm Feb coaching dates in Feb 2016 with Mo Field | done |
| Karen Totaro | Order personalised aprons for CKC fundraising activities | done |
| Di Jenkins | Di will ask Kate to inquire as to availability and cost for rehearsal areas on site. | Done |
| Deborah Martin | Draft a document for prospective members which outlines the process and costs involved in joining CKC |  |
| Vicki Dwyer & Deborah Martin | Explain CKC prospective members and costs process to ‘Bellas’ in Week 3 |  |
| Cathy Bartley | Update the chorus dues spreadsheet. |  |
| Lyn Howells & Barb Morris | Review EHC ‘Being a Buddy’ information and Lyn to issue information to relevant members. |  |
| Vicki Dwyer | Review document on Groupanizer re ‘Information for Prospective Members’ and update to $50 per month |  |
| Alison Anderson & Barb Morris | Review copyright requirements re SAA & SAI guidelines. |  |
| Alison Anderson | Book Mo Field Retreat weekend with Christine at St Joseph’s Conference Centre. |  |
| Sharon Sullivan | Order new CKC pull- up banner |  |
| Vicki Dwyer | Check if Steph Wallbank available to direct @ Castle Hll Orange Blossom Festival – Sat 19th Sept &/or Sun 20th Sept on outdoor stage for chorus promotion. |  |
| Elizabeth Przeklasa-Adamski | Confirm with Blacktown Council re verbal offer for CKC to perform for a fee of $1000.00 at both a Seniors and a Christmas function organised by the council. |  |
| Elizabeth Przeklasa-Adamski | Investigate Christmas performance possibilities with Sydney Royal Yacht Squadron and Castle Hill Christmas Light Show, Parramatta City Council, Rouse Hill Shopping Centre. |  |

1. Correspondence:

Correspondence In:

* From: Sally Eastaugh <[seastaugh@bigpond.com](mailto:seastaugh@bigpond.com)> Date: Thu, Jun 18, 2015 at 7:47 AM  
  Subject: Riser Insurance
* From: SAA Date: Wed 1/07/2015 9:37 AM Subject: A CAPPELLA AUGUST – REGISTER NOW
* From: Linda Wareham <[linda.wareham@bigpond.com](mailto:linda.wareham@bigpond.com)> Date: Fri, Jul 10, 2015 at 11:37 AM  
  Subject: Education Matters
* From: ANCA [<mailto:admin@anca.org.au>] Sent: Thursday, 18 June 2015 9:30 AM  
  To: Deborah Martin Subject: Choral eNewsletter June 2015

Correspondence Out:

* From: Deborah Martin [<mailto:dmmartin@bigpond.net.au>] Sent: Saturday, 20 June 2015 5:27 PM  
  To: 'seastaugh@bigpond.com' Subject: FW: Riser Insurance
* From: Alison Anderson To: Linda Wareham Subject: Thank you for Education Matters report

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

* Approve request for Leave of Absence Liz Vosburgh until 22nd July
* Committee Chairs approved and advised by Team Leader: Fundraising: Karen Totaro  
  Hospitality: Inese Kamenyitzky  
  Wardrobe: Karen Tucker  
  Historian: Cheryl Wolfenden  
  Resource/music library: Rina Pinto and Verne Mantova  
  Social: Elizabeth Pzeklasa-Adamski
* Approval for 2000 leaflets cost $198 + GST to be delivered by Box 2 Box in Bella Vista / Crestwood area.

1. Reports:
   1. Finance (Deborah Martin)

* Report submitted and discussed. Treasurer's Report for Cheque Account (see Appendix 1a), Reconciliation Report for Cheque Account (see Appendix 1b), Reconciliation Report for Cash Reserve (see Appendix 1c), Education Budget (see Appendix 1d), Costume Budget (see Appendix 1d)
* Budget/Actual Report is a snapshot by month of receipts and expenditure - actual and budgeted. It also shows total CKC funds and money set aside (provisions) for keeping the chorus running, education, costume and escrow. Deborah will update it each month.
* Education Budget is Deborah’s best guess of costs for coaches. (Remove Carole Persinger, add Lynne Smith, increase estimate of Mo Field’s costs.)
* Costume budget – The MT has discussed funding a new costume. There's not enough in the costume budget, even with January 2016 chorus dues added in. Deborah recommends MT ask members to contribute $50 - $75 each towards cost. To be confirmed when sample made and costed.
* The Finance Team is working well so far - Mary Owen is handling all the payments made at Wednesday night rehearsals, including receipting and banking and recording in Admin Bandit and the chorus dues spreadsheet. Deborah is doing the same for EFT receipts, handling payments and producing reports. Cathy Bartley is checking for and paying international dues and updating the chorus dues spreadsheet. Prototype should be ready by next meeting.
* ANCA (Australian National Choral Association) membership renewed.
* Riser Insurance paid.
* Query from Vicki whether placing the $50 course fee into ‘escrow’ for those who join is an incentive – does it help/hinder CKC finances? Discussion and decision for ‘Bellas’ course attendees to pay $50 as a one off amount. Will not be added to any future escrow accounts if any course attendees join CKC as members.
* Re weekly fees for prospective members, discussion as to fees for probationary and prospective candidates.

***Motion: That CKC prospective and probationary candidates pay $50 per month in advance and that youth candidates pay $25 in advance for the required periods, as per CKC standing rules. Moved: Vicki Dwyer Seconded: Di Jenkins Agreed***

***Motion: That the Treasurer’s report and payments for June 2015 be ratified. Moved: Alison Anderson Seconded: Di Jenkins Agreed***

* 1. Membership (Lyn Howells)
* Report submitted and discussed (see Appendix 2)
* Re ‘Bellas’ New Membership drive started on Wed 8th July, Open Night a great success, 24 people attended, second week 27 people attended and registered for 6 week course. Congratulations to all involved in planning and preparation.
* Deborah Martin will draft a document for prospective members which outlines the process and costs involved in joining CKC including stages of becoming a prospective member, audition process, probationary term, payment of escrow on joining, and monthly fees. Vicki Dwyer and Deborah will explain this process to ‘Bellas’ in Week 3 of the program, with an offer to join CKC discussed by Vicki and Alison Anderson with ‘Bellas’ in Week 5.
* Re document on the Groupanizer ‘Information for Prospective Members’ - needs updating re fee structure quoted. Vicki Dwyer will review information and update to $50 per month.
* Buddies for prospective members – discuss buddy information issued to Endeavour Harmony Chorus participants, very useful as model. Lyn and Barb Morris to review and Lyn to issue information to relevant members.

* 1. Music Team (Vicki Dwyer)
* Report submitted and discussed (see Appendix 3)
* Sat August 15 – ‘Tune It Up’ Darlene Rogers Regional Workshop, St Joseph’s. Members are encouraged to attend. Are risers are needed, and does SAA wish to hire CKC’s?
* Darlene Rogers will stay at Judith Bourne’s from Thurs 13th to Sun 16th August, with half hourly and hourly PVIs available to CKC members for a fee, as determined by Darlene. Kate Hawkins will pick Darlene up from the airport.
* Due to a scheduling clash, Vicki has cancelled the coaching workshop with Bonnie Fedyski on Sunday 16th August.
* Vicki has requested approval for additional coaching in May 2016 by Di Huber prior to Wollongong comp, perhaps come with us to comp. Cost?
* Maria Priestley has given Barb Morris hard copies of copyright documentation to keep on file. Alison Anderson, Barb & Maria will further review copyright requirements re SAA & SAI guidelines.
* Suggestion to form a copyright team comprising Vicki, Maria, Alison, Barb, and Deborah Martin?
* Alison Anderson will book Mo Field Retreat weekend with Christine at St Joseph’s Conference Centre.
  1. Public Relations (Sharon Sullivan)
* Report submitted and discussed (see Appendix 4)
* Very successful ‘Bellas’ program advertising campaign, saturation in multi-media, wide variety of promotion and advertising platforms used.
* Investigating a CKC generic flyer. Cost $44 per 1000 to letterbox drop. Next awareness campaign to focus on Blacktown area. Will come from $2000 budgeted for public relation/marketing this year.
* CKC pull- up banner is damaged, new one needed. Cost $145 + $85 + GST
* Decision for CKC to support Crestwood Idol with $100 sponsorship for People’s Choice Award.

* 1. Fund Raising (Karen Totaro)
* Report submitted and discussed (see Appendix 5)
* Garage sale organisation on track
* Bingo evening being organised by Ann Keating.
  1. Performance (Elizabeth Przeklasa-Adamski)
* Oral report given and discussed.
* CKC interested and available to be part of the 2015 Hornsby Shire Arts Festival running from Friday Oct. 16 to Nov 29. Alison Anderson will make contact for further information.
* Castle Hill Orange Blossom Festival – CKC possible performance Sat 19th Sept &/or Sun 20th Sept on outdoor stage for chorus promotion. NB Vicki Dwyer away, will check if Steph Wallbank available to direct.
* Elizabeth has contacted Blacktown Council and has a verbal offer for CKC to perform for a fee of $1000.00 at both a Seniors and a Christmas function organised by the council.
* Elizabeth will also approach the McGraw Foundation to offer CKC services for entertainment.
* Crestwood Fair heats 29th August and Finals 13th Sept – Proposed CKC sponsorship and distribution of promotion leaflets for exposure.
* Christmas performance possibilities to be investigated: Sydney Royal Yacht Squadron and Castle Hill Christmas Light Show organisers, Parramatta City Council, Rouse Hill Shopping Centre.

1. General/ other business:
2. Suggestion box - nil
3. Re CKC / Musical Director’s Agreement for 2015-2016 - Vicki Dwyer has accepted once again as MD.
4. Cards and flowers have been sent to Team Coordinator Alison Anderson from CKC members re best wishes for recuperation from surgery.
5. Deborah Martin has updated the YouTube instructions to make them a bit clearer. Instructions are filed under Documents - Instructions on Groupanizer.
6. The password for CKC YouTube account has been changed.  Correct user name and password are now: Username:  [ckcvisual@hotmail.com.au](mailto:ckcvisual@hotmail.com.au) Password:  ckcmembers2
7. Linda Wareham – Education Matters Report sent to all choruses.
8. Region 34 2015 Champion quartet Hi Jinx will be sending raffle tickets to be sold to CKC members as fundraising for the Las Vegas SA competion.
9. New costume proposal (see Costume Report Appendix 7). Dural dressmaker is willing to make a prototype for $175.00 including fabric.
10. Still issues with Groupanizer’s reply settings, Deborah will investigate and possibly reset options.
11. Suggestion for CKC CDs to be sold for $15 at chorus ‘Bella’ rehearsals
12. Appendices: 1-5 as presented
13. Dates of next meetings: 6th August at Vicki Dwyer’s (18 Manorhouse Boulevarde, Quaker’s Hill)

10th Sept at Elizabeth Przeklasa-Adamski’s (117 Fenton Rd, Carlingford)

22nd Oct at Liz Perry-Windhorst’s (9 Buckingham Ave, Normanhurst)

1. Meeting closed at: 10.30pm