**Minutes Circular Keys Chorus Management Team Meeting**

Thursday, 6th August, 2015 at 7.35 pm (at the home of Vicki Dwyer)

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 Karen Totaro

Apologies: Team member Liz Perry-Windhorst

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

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

***Moved: Alison Anderson Seconded: Vicki Dwyer Agreed***

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

1. Business arising from the minutes and actioning:

| **WHO** | **ACTION** | **OUTCOME** |
| --- | --- | --- |
| 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? | done – not required |
| Vicki Dwyer & Deborah Martin | Explain CKC prospective members and costs process to ‘Bellas’ in Week 3 | done |
| Deborah Martin | Update the chorus dues spreadsheet. | done |
| Lyn Howells & Barb Morris | Review EHC ‘Being a Buddy’ information and Lyn to issue information to relevant members. | done |
| Vicki Dwyer and Deborah martin | Review document on Groupanizer re ‘Information for Prospective Members’ and update to $50 per month | done |
| Alison Anderson & Barb Morris | Review copyright requirements re SAA & SAI guidelines. | ongoing |
| Alison Anderson | Book Mo Field Retreat weekend with Christine at St Joseph’s Conference Centre. | to be confirmed Christine absent |
| Sharon Sullivan | Order new CKC pull- up banner  | ongoing |
| Vicki Dwyer | Check if Steph Wallbank available to direct @ Castle Hill Orange Blossom Festival – Sat 19th Sept &/or Sun 20th Sept on outdoor stage for chorus promotion.  | done - to be confirmed by CHC |
| 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.  | done |
| Elizabeth Przeklasa-Adamski | Investigate Christmas performance possibilities with Sydney Royal Yacht Squadron, Parramatta City Council, Rouse Hill Shopping Centre.  | done & ongoing |
| Lyn Howells | Organise certificates of achievement for Bellas participants.  |  |
| Vicki Dwyer | Ask Steph Wallbank to conduct rehearsals on 31st Oct and 1st Nov 2015. |  |
| Vicki Dwyer | Check availability/ dates for possible Di Huber coaching in April/May 2016. |  |
| Sharon Sullivan | Check for templates for wording of a photo/publicity disclaimer (eg as per local schools).  |  |
| Alison Anderson | Check with SAA to see if a photo/publicity disclaimer is available. |  |
| Elizabeth Przeklasa-Adamski & Sharon Sullivan | Liaise with Kate Hawkins re display of CKC pull-up banner and the distribution of CKC promotion leaflets at Crestwood Fair heats 29th August and finals 13th Sept |  |
| Alison Anderson | Reply to Coastal a Cappella re hire fee of $150 and access arrangements for CKC risers on 26th to 28th February 2016.  |  |
| Deborah Martin | Investigate methods of inserting appropriate copyright wording on Groupanizer in the music section.  |  |
| Alison Anderson | Draft a notice for SCB reminding members that they must only have one copy of each song for learning purposes and not to distribute to others. |  |
| Barb Morris | Check with Maria Priestley as to the licence agreement for Reach and copyright wording required. |  |

1. Correspondence:

Correspondence In:

* From: SAA Communications Coordinator <communications@sweetadelines.org.au> Date: 20 July 2015 4:25:19 pm AEST To: Communications Co-ordinator <communications@sweetadelines.org.au>
Subject: Chorus Directory June 2015
* From: SAA Communications Coordinator <communications@sweetadelines.org.au>
Date: 24 July 2015 6:07:58 pm AEST To: Communications Co-ordinator

Subject: Regional Information for Members – Call for RMT Nominations

* From: Jennie Harrison <jenniegharrison@hotmail.com> To: Alison Anderson Date: 28 Jul 2015, at 4:56 pm, Re: Coastal Acapella borrow or hiring CKC risers
* From: SAA Date: Thu 30/07/2015 11:58 AM Subject: OZ Chords July 2015
* From: "ANCA" <admin@anca.org.au> Date: 3 August 2015 12:45:08 pm AEST
To: "Deborah" <dmmartin@bigpond.net.au> Subject: Choral Enewsletter August 2015

Correspondence Out:

* From: Alison Anderson To: Jennie Harrison <jenniegharrison@hotmail.com> Date: 28 Jul 2015 Re: Coastal Acapella borrow or hiring CKC risers
1. Ratification of decisions made at rehearsal or by email since last management team meeting:
* None
1. Reports:
	1. Finance (Deborah Martin)
* Report submitted and discussed. Consolidated Treasurer Report (see Appendix 1a), Reconciliation Report for Community Solutions Account (see Appendix 1b), Reconciliation Report for Business Max Account (see Appendix 1c), Budget for 2015-2016 as at Aug 2015 (see Appendix 1d)
* Re the Finance Report for August 2015. $7,379.67 July surplus due mainly to fundraising (garage sale, Blue Illusion, Entertainment Books, Sausage Sizzle), also accommodation deposits for Wollongong and $1,400 ‘Bellas’ participants.

Appendix 1a. - Treasurer's Report for July (including both bank accounts and term deposit) - shows receipts and expenses by category of expenditure; bank balances; details of fundraising and events; and payments made during July for ratification by Committee

Appendix1b. - Reconciliation Report for "Community Solutions" account - shows our accounts reconcile with bank statement.

Appendix 1c. - Reconciliation Report for "Business Maxi" account - shows our accounts reconcile with bank statement.

Appendix 1d. - Budget as at 31 July 2015 - an overall picture of chorus finances, including forecast, provisions and funds available.

***Motion: That the Treasurer’s report and payments for July 2015 be ratified. Moved: Barb Morris Seconded: Lyn Howells Agreed***

* 1. Membership (Lyn Howells)
* Report submitted and discussed (see Appendix 2)
* Re ‘Bellas’ New Membership drive started on Wed 8th July, Open Night was a great success with 24 people attending. On week 1 of the program 27 people attended and registered for the 6 week course. Congratulations to all involved in planning and preparation.
* Buddies have been appointed and briefed by Lyn.
* Deborah Martin has outlined the process and costs involved for prospective members in joining CKC including stages of becoming a prospective member, audition process, probationary term, payment of escrow on joining, and monthly fees.
* Vicki Dwyer, Alison Anderson and Deborah explained this process to ‘Bellas’ in Week 3 of the program, with an offer to join CKC also discussed.

* 1. Music Team (Vicki Dwyer)
* Report submitted and discussed (see Appendix 3)
* Music team has decided to fast track Bellas’ audition process. They may use ‘Reach’ and ‘Amazing / Fireworks’ for their audition songs if they continue on to audition. If they return at a later date then they will need to follow the standard CKC audition process.
* Week six of the Bellas vocal program will comprise a Family and Friends format starting at 7.30pm. It will be a mini-show and graduation for the Bellas. Lyn Howells will organise certificates of achievement for Course participants. Alison Anderson will advertise this to CKC members in SCB.
* Vicki will be absent re men’s barbershop convention the first two weeks in Nov, 2015 including 31st Oct and 1st Nov CKC rehearsals. She will ask Steph Wallbank to conduct rehearsals on these nights.
* Sat August 15 – ‘Tune It Up’ Darlene Rogers Regional Workshop at St Joseph’s. Approximately half of CKC members will be attending.
* Judith Bourne is hosting Darlene Rogers from Thurs 13th to Sun 16th August. PVIs will be available to CKC members on Friday 14th: fees $40 per half hour$ / $70 per hour. Kate Hawkins is coordinating time slots.
* Vicki has requested approval for additional coaching in May 2016 by Di Huber prior to Wollongong competition, (perhaps come with CKC to comp?). Vicki will check availability/ dates before costs can be assessed.
	1. Public Relations (Sharon Sullivan)
* Report submitted and discussed (see Appendix 4)
* Discussion as to making current and prospective members aware that photos are used for publicity and chorus promotion. May be a need for a disclaimer if anyone does not wish their image to be published. Sharon will check for templates for a photo/publicity disclaimer wording (eg as per local schools). Alison Anderson will also check with SAA to see if one has already been developed.

* 1. Fund Raising (Karen Totaro)
* Report submitted and discussed (see Appendix 5)
* Congratulations to all concerned, very successful garage sale both financially (over $1800) and socially. Thanks again to Lorraine Barlow for the use of her home.
* Bingo night planning is underway – considering 10 tables of 10 persons, will start promoting through CKC but not restricted to chorus members.
	1. Performance (Elizabeth Przeklasa-Adamski)
* Oral report given and discussed.
* 2015 Hornsby Shire Arts Festival running from Friday Oct. 16 to Nov 29 – CKC not involved.
* Castle Hill Orange Blossom Festival – CKC possible performance Sat 19th Sept &/or Sun 20th Sept on outdoor stage for chorus promotion, 20-30 minutes duration. Alison Anderson is liaising with Steph Wallbank as Vicki Dwyer is unavailable to direct.
* Elizabeth has confirmed a booking with Blacktown Council for CKC to perform at a Seniors’ function on 10th April, 2016 at Blacktown Hall (approx 400 people) for a fee of $1000.00.
* Enquiries to McGraw Foundation are still pending as their marketing officer is currently away.
* Re Crestwood Fair heats 29th August and Finals 13th Sept – Elizabeth and Sharon Sullivan will liaise with Kate Hawkins re display of CKC pull-up banner and the distribution of CKC promotion leaflets.
* Christmas performance possibilities to be investigated: Sydney Royal Yacht Squadron has booked other entertainment, and Parramatta City Council to be contacted along with Rouse Hill Shopping Centre. Hornsby Christmas Parade is not suitable to pursue as it is a clash of dates for CKC.
* Another possibility to pursue – Parramatta lanes pop up bars and gourmet food festival in October?
1. General/ other business:
2. Suggestion box – nil
3. Di Jenkins has compiled a spreadsheet and reminder that the deposit for members’ accommodation re Wollongong Convention is to be paid to CKC by 19th August. Alison Anderson will mention in SCB until due date.
4. Coastal a Cappella has booked St Joseph’s at Baulkham Hills for a Retreat weekend on the 26th to 28th February 2016 and wish to borrow or hire CKC risers. Discussion and decision to charge $150 ie $50 per day. Alison Anderson to reply with hire fee and access arrangements.
5. CKC CDs to be sold for $15 at chorus ‘Bella’ rehearsals…will be for sale in the last two weeks of the program.
6. Chorus members to continue wearing purple polo shirts at rehearsals during Bella program. In week 6 Bellas will be encouraged to wear pink /purple tones for Family and Friends mini show
7. Re copyright: SAA documents acknowledge grey areas, SAA Management Team is currently reviewing copyright processes to provide up-to-date guidelines. Two main bodies in Australia are APRA and AMCOS. Discussion as to the best way to ensure that copyright is adhered to within the chorus, Deborah Martin will investigate methods of inserting appropriate copyright wording on Groupanizer in the music section. Alison Anderson will draft a notice for SCB reminding members that they must only have one copy of each song for learning purposes and not to distribute to others. Barb Morris will check with Maria Priestley as to the licence agreement for Reach and copyright wording.
8. Alison Anderson to list NSW Quartet Day 9th April 2016 and AHA Auckland 15th -17th July 2016 in SCB.
9. Proposed new costume prototype has been made but some alterations are required. Karen Tucker and Linda Basic will take it back to the dressmaker for modifications.
10. Appendices: 1-5 as presented
11. Dates of next meetings:
	1. 10th Sept at Elizabeth Przeklasa-Adamski’s (117 Fenton Rd, Carlingford)
	2. 22nd Oct at Liz Perry-Windhorst’s (9 Buckingham Ave, Normanhurst)
12. Meeting closed at: 9.45pm