**Minutes Circular Keys Chorus Management Team Meeting**

Thursday, 10th September, 2015 at 7.45pm (at the home of Elizabeth Przeklasa-Adamski)

1. Attendance:

Present:

Team Coordinator Alison Anderson
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: Director Vicki Dwyer Team member Liz Perry-Windhorst

1. Minutes from previous meeting (6th August, 2015):

***Motion: That the minutes of the previous meeting on Thursday 6th August, 2015 be accepted.***

***Moved: Alison Anderson Seconded: Deborah Martin Agreed***

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

1. Business arising from the minutes and actioning:

| **WHO** | **ACTION** | **OUTCOME** |
| --- | --- | --- |
| 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. | done |
| Sharon Sullivan | Order new CKC pull- up banner  | ongoing |
| Elizabeth Przeklasa-Adamski | Investigate Christmas performance possibilities with Parramatta City Council & Rouse Hill Shopping Centre.  | ongoing |
| Lyn Howells | Organise certificates of achievement for Bellas participants.  | done |
| Vicki Dwyer | Ask Steph Wallbank to conduct rehearsals on 31st Oct and 1st Nov 2015. | done |
| Vicki Dwyer | Check availability/ dates for possible Di Huber coaching in April/May 2016. | done |
| Sharon Sullivan | Check for templates for wording of a photo/publicity disclaimer (eg as per local schools).  | done |
| Alison Anderson | Check with SAA to see if a photo/publicity disclaimer is available. | done |
| 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 | done |
| Alison Anderson | Reply to Coastal a Cappella re hire fee of $150 and access arrangements for CKC risers on 26th to 28th February 2016.  | done |
| Deborah Martin | Investigate methods of inserting appropriate copyright wording on Groupanizer in the music section.  | done |
| 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. | done |
| Barb Morris | Check with Maria Priestley as to the licence agreement for Reach and copyright wording required. | done |
| Deborah Martin | Transfer $15,000 from the Community Solutions account to the Westpac Term Deposit account.  |  |
| Alison Anderson | Revise chorus etiquette in SCB |  |
| Sharon Sullivan | Prepare disclaimer for members to sign re images used for publicity and promotion of chorus |  |

1. Correspondence:

Correspondence In:

* From: Di Jenkins Date: Wed 2/09/2015 12:32 PM Re: Who is Sweet Adelines International?
* From: SAA Date: Sat 15/08/2015 12:01 AM Re: Regional\_Information\_for\_Members\_–\_Call\_for\_RMT\_Nominations
* From: Debbie McKean, Bathurst Panorama Chorus Date: Mon 10/08/2015 11:10 AM Re Crowdfunding request for Las Vegas.
* From: Mary Owen <maryowen@optusnet.com.au> Date: 18 August 2015 11:32:19 am AEST To: Alison Anderson <aja.ando@gmail.com>, Vicki Dwyer <vicki@dwyer.net> Subject: Leave/ Carolyn Watt
* From: "David Ojerholm" <dajao@bigpond.com> Subject: HolidayVoices@theIndependent Flyer Date: 18 August 2015 10:00:59 am GMT+10 To: "SydNet" <SydNet@sydneyharmony.com.au> Cc: "Alison Anderson" <aja.ando@gmail.com>, "Geoff Sirmai" <geoff@sirmai.com.au
* From: Lindsey Dyer [mailto:lindseydyer5@gmail.com] Sent: Saturday, 29 August 2015 5:52 PM
To: Deborah Martin <dmmartin@bigpond.net.au> Cc: us <us@hi-jinx.vocalquartet.com>; Barbara Morris <barbaramorris1@bigpond.com> Subject: Re: Raffle - Circular Keys Chorus
* From: <lindadavis@sweetadelineintl.org> Subject: Sweet Adelines International - 2015 President's Kit Date: 25 August 2015 6:59:53 am GMT+10 To: <aja.ando@gmail.com> Reply-To: lindadavis@sweetadelineintl.org
* From: Ros Blair To: Alison Anderson Re: Resignation

Correspondence Out:

* From: Alison Anderson To: Jennie Harrison Date: Sun 9/08/2015 9:42 PM Re: CKC risers hire to Coastal Acappella
* From: Alison Anderson To: Christine @ St Joseph’s Date: Mon 10/08/2015 9:15 AM Re: Confirming Mo Field Retreat booking
* From: Alison Anderson To: Kaysie Cordi <kcordi@thehills.nsw.gov.au> Date: Thu 20/08/2015 8:39 AM Re: Orange Blossom Festival CKC acceptance
* From: Deborah Martin To: Lindsay Dyer Date: Sat 29/08/2015 11:05 AM Re: Hi Jinx raffle tickets
1. Ratification of decisions made at rehearsal or by email since last management team meeting:
* Mary Owen: Leave of Absence approved, will be absent 3 rehearsals 2nd, 9th and 16th Sept, 2015 on holidays.
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 2015-2016 at 31st August, 2015 (see Appendix 1d), Education Budget (see Appendix 1e)

***Motion: That $15,000 be transferred from the Community Solutions account to the Westpac Term Deposit account. Moved: Deborah Martin Seconded: Barb Morris Agreed***

***Motion: That the Treasurer’s report and payments for August 2015 be ratified. Moved: Alison Anderson Seconded: Lyn Howells Agreed***

* 1. Membership (Lyn Howells)
* Report submitted and discussed (see Appendix 2).
* Re ‘Bellas’ New Membership drive: Marisa Hissey – Tenor, Laurie Dyer – Baritone, Anastasia Edwards – Baritone, Lissa Lao – Lead, Michelle Walker – Lead, Natalie Trotnar - Lead\*\*, Jen Senior – Bass. Both Kristin Visser and Kim Gibson indicated that they would certainly like to return but timing is inconvenient at present - Kim Gibson (Lead) has health issues and Kristin (Bari) has some other issues at home.  Lyn will keep in touch with them as they would be good additions to CKC. With regard to Natalie, she advised Lyn that she is in the process of moving house and initially said that she would leave it 3 months or so before returning however on Wednesday she said she would come back and audition.
* A collection was taken by members for flowers and a card to be sent for former member Carolyn Watt re her serious illness.
* Lyn expressed concern that a number of chorus members are not following protocol when absent from chorus. Should advise membership team leader, section leader and director. Alison Anderson will revise chorus etiquette in SCB.
* Ros Blair has regretfully resigned her associate membership due to family needs.

* 1. Music Team (Vicki Dwyer)
* Report submitted and discussed (see Appendix 3)
* Very pleasing to see so many members taking the opportunity for a PVI with Darlene Rogers
* Vicki will be absent at men’s barbershop convention the first two weeks in Nov, 2015 including CKC rehearsals on 31st Oct and 1st Nov. Steph Wallbank will conduct rehearsals on these nights.
* Vicki has requested approval for additional coaching in May 2016 by Di Huber prior to Wollongong competition, and will check availability/ dates, possibly first 3 weeks in May, cost between $6-7000 Management team agreed this to be value for money. Could include a workshop on Sat 7th May@ St Joseph’s &/or 14th and 15th May prior to Convention in Wollongong?
* Lynne Smith is planning a visit to Australia in Feb 2016 and wondered if CKC is interested in booking coaching on Sat. Feb 6.
* Bella participant Leesa has already passed audition songs.
* Vicki is in the processs of doing new interpretations for Midnight Train to Choo Choo
* CKC show booked for The Concourse Chatswood 10th Sept, 2016
* Next membership drive proposed for week after Wollongong comp, 6 weeks duration, Open night on 1st June. This will avoid school holidays and members will have been back to rehearsals for one week after Wollongong competition. Members are to be encouraged not to take holidays at this time.

	1. Public Relations (Sharon Sullivan)
* Report submitted and discussed (see Appendix 4)
* Re member disclaimer re images used for publicity and chorus promotion. Alison Anderson checked with SAA, one has been developed. CKC to adapt this disclaimer. Have members and Bellas sign to say they have read it and agree or disagree.
* Crestwood Fair heats 29th August and Finals 13th Sept – Elizabeth and Sharon Sullivan liaised with Kate Hawkins re display of CKC pull-up banner and the distribution of CKC promotion leaflets. Thanks to Sharon for her role on the judging panel and Kate for distributing leaflets. CKC sponsored $100 and the banner was prominent on stage.

* 1. Fund Raising (Karen Totaro)
* Report submitted and discussed (see Appendix 5)
* On Friday 21st Aug the Fundraising team had a working bee at Karen’s place putting together prizes for the Bingo and the Christmas Raffle, with Ann Keating, Liz Vrhovsek, Virginia Hackenberg, Cathy Bartley and Barb Morris. Ann & Karen have been busy getting vouchers and prizes and have also retained many new items donated to the garage sale. Karen also used Coles Liquorland vouchers to obtain wine for prizes.
* A few more bottles of liquor such as scotch, vodka & bourbon are needed and a gourmet basket is also being compiled for the Christmas Raffle so contributions by members to these are also appreciated.
* The Bingo Night is the 7th November and most of the prizes are organised. There are also opportunities to play in other 'games' for prizes so it should be a great night. Tickets are $10 each which includes a lucky door prize, a dabber, tea and coffee.
* Next on the Fundraising calendar is the sausage sizzle at Bunnings at Castle Hill on the Sun 18th October.
	1. Performance (Elizabeth Przeklasa-Adamski)
* Oral report given and discussed.
* Castle Hill Orange Blossom Festival – CKC possible performance Sat 19th Sept on outdoor stage for chorus promotion, 20-30 minutes duration. Elizabeth will check re our requirements re sound system. Public liability proof is being sent by Alison Anderson.
* The Hills Mental Health Awareness Event performance 1st Oct, 2015 has been cancelled due to lack of numbers to perform.
* Enquiries to McGraw Foundation are still pending.
* Christmas performance possibilities to be investigated: Parramatta City Council & Rouse Hill Shopping Centre.
1. General/ other business:
2. Suggestion box: Nil
3. Deposit for members’ accommodation re Wollongong Convention to be paid to CKC by 19th August. Most members have paid and Deborah Martin will send a reminder to those still owing.
4. Copyright – final draft to be reviewed and approved
5. Adapting/adopting Region 34 photography disclaimer
6. Coastal Acappella only requires CKC risers for two days – negotiated cost $100.
7. Bathurst Panorama ‘crowdfunding’ request for Las Vegas expenses
8. Alison Anderson to list NSW Quartet Day 9th April 2016 and AHA (Acappella Harmony Academy) Auckland 15th -17th July 2016 in SCB.
9. Proposed new costume prototype has been made but some alterations are required. Linda Basic has taken it back to the dressmaker for modifications. Concern was expressed by team members as to the quality of workmanship of the prototype and the potential high cost of each garment.
10. Wed 16th Dec is the last CKC rehearsal night and Christmas party. Options to be called for and presented to members to decide.
11. Social committee want to organise a few events such as group theatre bookings. Melbourne Cup lunch will again be hosted by Bev Hermens at her home.
12. Appendices: 1-5 as presented
13. Dates of next meetings: 22nd Oct at Liz Perry-Windhorst’s (9 Buckingham Ave, Normanhurst) 26th Nov at Elizabeth Przeklasa-Adamski’s (last meeting for year)
14. Meeting closed at: 10.25pm