**Minutes Circular Keys Chorus Management Team Meeting**

Thursday, 22nd October, 2015 at 7.45pm (at the home of Karen Totaro)

1. Attendance:

Present:

Team Coordinator Alison Anderson
Treasurer Deborah Martin Secretary Barb Morris

Membership Chair Lyn Howells Director Vicki Dwyer

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 (10th September, 2015):

***Motion: That the minutes of the previous meeting on Thursday 10th September, 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** |
| --- | --- | --- |
| Sharon Sullivan | Order new CKC pull- up banner  | done |
| Elizabeth Przeklasa-Adamski | Investigate Christmas performance possibilities with Parramatta City Council & Rouse Hill Shopping Centre.  | done |
| Deborah Martin | Transfer $15,000 from the Community Solutions account to the Westpac Term Deposit account.  | done |
| Alison Anderson | Revise chorus etiquette in SCB | done |
| Sharon Sullivan | Prepare disclaimer for members to sign re images used for publicity and promotion of chorus | done |
| Deborah Martin  | Send a reminder to those still owing Wollongong Convention deposit | done |
| Deborah Martin | Investigate interest rates and roll-over to reinvest Term deposit if favourable. |  |
| Barb Morris | Purchase magnetic white board and set up for riser placements |  |
| Sharon Sullivan | Approach Parramatta Council for possible performances on Australia Day |  |
| Alison Anderson | Organise CKC vote for SAI Membership Coordinator at rehearsal of 28th Oct and appoint members to collate. |  |
| Alison Anderson | Organise CKC vote for SAI IBOD at rehearsal of 4th Nov and appoint members to collate.  |  |
| Elizabeth Przeklasa-Adamski | Organise spit/barbeque caterer for CKC Christmas Party at Doris Ward’s home.  |  |

1. Correspondence:

Correspondence In:

* From: Tara Farr <tfarr@thehills.nsw.gov.au> Subject: Orange Blossom Festival Event Plan & Important Information Date: 11 September 2015 4:28:52 pm GMT+10 Cc: Kaysie Cordi <kcordi@thehills.nsw.gov.au>, Tara Farr <tfarr@thehills.nsw.gov.au
* From: SAI Date: Mon 14/09/2015 4:27 PM Re: Sept-Oct OzE-Notes
* From: Sandy O’Neill SAA Date: Mon 14/09/2015 4:29 PM Re Oz-Chords contribution.
* From: Frances Gurto <fgurto@gmail.com> Subject: To the Management Team request leave of absence Date: 16 September 2015 3:43:07 pm GMT+10 To: Alison Anderson <aja.ando@gmail.com>
* From: SAI Date: Fri 18/09/2015 6:54 PM \_IBOD\_eVote\_–\_A\_Message\_to\_Chapter\_Presidents/Team\_Coordinators\_from\_International\_President\_Marcia\_Pinvidic
* From: heather will <heathergwill@yahoo.com.au> Date: 23 September 2015 1:43:50 pm AEST
To: Vicki Dwyer <vicki@dwyer.net>, Alison Anderson <aja.ando@gmail.com>, Lynn Howells-bari <lynhowells56@gmail.com> Cc: Miryam Baeza <millyit62@yahoo.com.au>
Subject: Leave of absence request Reply-To: heather will <heathergwill@yahoo.com.au>
* From: Alison Anderson [mailto:aja.ando@gmail.com] Sent: Tuesday, 22 September 2015 9:09 PM To: Kaysie Cordi Cc: Tara Farr; Barb Morris Subject: Thank you
* From: SAA Date: Mon 5/10/2015 2:51 PM Re: Region 34 - Membership Coordinator Election

Correspondence Out:

* From: Alison Anderson To: Christine Klaricich c.klaricich@stjosephscentre.org.au Date: Fri 11/09/2015 8:52 PM Re: St Josephs for 6/2/16
* From: Alison Anderson aja.ando@gmail.com To: Kaysie Cordi kcordi@thehills.nsw.gov.au Date: Fri 11/09/2015 9:10 PM Re: Re: Public Liability for Orange Blossom Festival
* From: Alison Anderson To: Jo Stringfield Date: Re: Congratulations to Endeavour Harmony Chorus Thu 22/10/2015 2:11 PM
1. Ratification of decisions made at rehearsal or by email since last management team meeting:
* Liz Vrhovsek: Leave of Absence approved, will be absent from Wednesday, 21st October to Wednesday, 18th November inclusive.
* 12.09.2015 Final copyright wording re music purchased by CKC
* Frances Gurto - leave of absence approved - overseas on holidays, will miss 4 Wednesday rehearsals from October 7 to October 28.
* Heather Will & Miryam Baeza – leave of absence approved - heading to New York on the 14th November and will be away for 3 weeks. We will be missing 3 Wednesdays in total (18/11, 25/11 & 02/12) and the performance at St Mary's Church. We will be back at chorus on the 9th December 2015.
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), costume Budget (Appendix 1e) Education Budget (see Appendix 1f)
* September was a quiet month. The accounts balance with the bank statement (yay!).
* Deborah has attached an updated costume fund report based on $120 per costume, which would require a $50 contribution from each member to break even on cost.
* The transfer of $15,000 from our transaction account (Community solutions) to our savings account (Business maxi) happened in October and will show up on the October accounts.
* Finance team is functioning very well.
* Deborah will prepare a finance schedule of payments and expenses up to and including SAA 2016 competition in Wollongong so members can plan and allocate payments re expenses.
* Term deposit is maturing after a 9 month term. Discussion and decision for Deborah to investigate interest rates and roll-over to reinvest if they are favourable.

***Motion: That the Treasurer’s report and payments for September 2015 be ratified. Moved: Deborah Martin Seconded: Alison Anderson Agreed***

* 1. Membership (Lyn Howells)
* Report submitted and discussed (see Appendix 2).
* Member attendance has averaged 45 over past month
* Chaperone document has been prepared and signed by Rose Edwards (as a responsible adult) for her sister Anastasia Edwards (a minor).

* 1. Music Team (Vicki Dwyer)
* Report submitted and discussed (see Appendix 3)
* CKC Bunch rehearsing and enjoying performing at various aged care facilities
* Vicki expressed concern re lapses in member accountability and personal responsibility – need to readdress chorus vision and reconfirm and action positive strategies to encourage members eg modelling of achieving choruses and quartets, occasionally only have members on risers who are performing in shows, appraisal program for competing in Wollongong, magnetic white board to be purchased and set up by Barb Morris for riser placements, Vicki will change as needed, re-establish benchmarks and support at management team level.
	1. Public Relations (Sharon Sullivan)
* Report submitted and discussed (see Appendix 4)
* Good exposure for CKC at Crestwood Idol competition through sponsoring Peoples’ Choice Award.
* Sharon requested additional new banner purchase authorisation, will confer with Vicki re photoshoot ideas for updated image to display.
* Photo disclaimer is in progress.
* Sharon will approach Parramatta Council for possible performances on Australia Day.

* 1. Fund Raising (Karen Totaro)
* Report submitted and discussed (see Appendix 5)
* Fundraising has raised $$6921.45 since April, great effort, team is to be congratulated.
* Successful sausage sizzle at Bunnings at Castle Hill on the Sun 18th October, $1434.00 profit.
* Next major fundraiser - Bingo Night is on 7th November.
* Stall at Harmony Bazaar at SAA competition in Hobart suggested.
	1. Performance (Elizabeth Przeklasa-Adamski)
* Report submitted and discussed (see Appendix 6).
* Enquiries to McGrath 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. Proposed new costume prototype has been made. Report from Karen Tucker, Costume Chair (see appendix 7). Team members’ views were canvassed and discussed. Costume in general was considered modern and appropriate to chorus needs, especially competition, if costs were affordable. Thank you to Karen and costume team members for their research and prototypes acquired so far, and chorus members are to be informed re progress. Member subsidy of $60 suggested to top-up costume budget funds allocated.
4. RE SAA elections for Regional Membership Coordinator. TC is to read and make available to members the nominee flyer. After marking the ballot, please forward by email to the chair of the Tellers Committee – Catherine Bechaz at applications@sweetadelines.org.au by 28 October 2015. Select only one Membership Coordinator. Alison Anderson will organise the vote for rehearsal of 28th Oct and appoint members to collate. She will send the vote immediately to SAA.
5. SAI elections – IBOD eVote. The officers of the chapter should schedule an election meeting (regular or special) for the vote and should take place between October and November. Chapter Team Coordinator is responsible for ensuring that the chapter casts its vote by the December 2, 2015, 3:00 p.m. Alison Anderson will organise the vote for rehearsal of 4th Nov and appoint members to collate.
6. Cancer Council Fundraiser – Girls’ Night In re Liz Van Miltenburg fundraising. A great success.
7. Converting resources to disc – decided not necessary, Alison will inform Vern as Resource Librarian and thank Doris for her offer and Rena for her offer to convert old videos. MT considered that with modern media access eg: YouTube, SAI & SAA, resources are easily accessible and plentiful.
8. Return of music for members who have left – advise past members to dispose of copies re CKC copyright agreements.
9. Social committee report by Elizabeth Przeklasa-Adamski (see Appendix 8). Wed 16th Dec is the last CKC rehearsal night and Christmas party. Decision to have a spit/barbeque caterer at Doris Ward’s home. The Golden Roast is the preferred caterer.
10. CKC members Di Jenkins and Barb Morris were very proud duals with Endeavour Harmony Chorus which achieved 10th place at the recent Sweet Adelines International Competition in Las Vegas.
11. Congratulations to Lorraine Barlow whose 10 year membership pin is to be presented at 28th Oct rehearsal.
12. As it was too difficult to find a common date for a CKC MT Planning Day in Jan 2016 as originally proposed, a Planning Meeting will instead be held on Thurs 10th Dec 7.30 pm at the home of Liz Perry-Windhorst.
13. Appendices: 1-8 as presented
14. Dates of next meetings: 26th Nov at Elizabeth Przeklasa-Adamski’s (last meeting for 2015)
15. Meeting closed at: 10.45pm