**Minutes Circular Keys Chorus Management Team Meeting**

Thursday, 26th November, 2015 at 7.30pm (at the home of Elizabeth Przeklasa-Adamski)

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 Liz Perry-Windhorst

Team member Karen Totaro

Apologies:

1. Minutes from previous meeting (22nd October, 2015):

***Motion: That the minutes of the previous meeting on Thursday 22nd October, 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** |
| --- | --- | --- |
| Deborah Martin | Investigate interest rates and roll-over to reinvest Term deposit if favourable. | done |
| Barb Morris | Purchase magnetic white board and set up for riser placements | done |
| Barb Morris | Upload Management Team Minutes to Groupanizer | done |
| Sharon Sullivan | Approach Parramatta Council for possible performances on Australia Day | done |
| Alison Anderson | Organise CKC vote for SAI Membership Coordinator at rehearsal of 28th Oct and appoint members to collate. | done |
| Alison Anderson | Organise CKC vote for SAI IBOD at rehearsal of 4th Nov and appoint members to collate.  | done |
| Elizabeth Przeklasa-Adamski | Organise spit/barbeque caterer for CKC Christmas Party at Doris Ward’s home.  | done |
| Deborah Martin | Reinvest CKC term deposit for 12 months @ 2.7% interest rate with Westpac |  |
| Liz Perry-Windhorst | Cancel CKC’s preliminary booking at Concourse Chatswood |  |
| Di Jenkins | Seek further details re a possible booking for CKC at Independent Theatre, North Sydney in November 2016 |  |
| Liz Perry-Windhorst | Approach Riverside Theatre at Parramatta re a possible booking for CKC in November 2016 |  |
| Sharon Sullivan | Have members sign press release form at rehearsal next week |  |
| Vicki Dwyer | Liaise with music team and check/reallocate members to section leaders re riser checking and feedback |  |
| Alison Anderson | Advise Jenny Frollich SAA that Di Jenkins is the CKC liaison contact person |  |
| Barb Morris | Advise Karen Tucker of decision to keep spare purple and black jersey pants, distribute as many as possible to members who don’t have them to store in own homes and store remainder. |  |

1. Correspondence: Correspondence In:
* From: applications@sweetadelines.org.au Subject: Autoreply to CKC nominee Date: 28 October 2015 10:27:02 pm GMT+10 To: Alison Anderson <aja.ando@gmail.com> Thank you for your email to the applications mailbox of Sweet Adelines Australia and casting your ballot for Membership Coordinator.
* From: "Drew DeMullich" <drew@centuryvenues.com.au> Date: 9 November 2015 at 10:52:57 AM AEDT To: "lizzyperrywindhorst@gmail.com" <lizzyperrywindhorst@gmail.com> Subject: URGENT Century Venues: vent: Circular Keys Choirs 2016 (10/09/2016 - 10/09/2016)Reply-To: drew@centuryvenues.com.au
* From: Jennifer Lloyd Chair Regional Convention Region 34 crc.region34@gmail.com 0433625696 To: Alison Anderson Date: Tue 10/11/2015 8:47 PM Re: Convention Liaison contact 2016 - information required
* From: "Drew De Mullich" <drew@centuryvenues.com.au> Date: 13 November 2015 at 2:09:27 PM AEDT
To: "lizzyperrywindhorst@gmail.com" <lizzyperrywindhorst@gmail.com>
Subject: TH160910\_FIN\_QUOTE\_CIRCULAR KEYS CHOIRS Reply-To: drew@centuryvenues.com.au
* From: Di Jenkins SAI COMMUNICATION COORDINATOR To: Alison Anderson Date: Sat 21/11/2015 8:00 AM Re: 2016 BHA Regional Competitions and Contest Dates and inviting Sweet Adelines Australia to participate.
* From: inese@kamenyitzky.com [mailto:inese@kamenyitzky.com] On Behalf Of Inese Kamenyitzky
Sent: Sunday, 22 November 2015 8:58 AM To: Vicki Dwyer; Lyn Howells; Kaitlyn Dwyer; Stephanie Wallbank; Alison Anderson Subject: Leave of absence April 2016
* From: SAI Music Services and Membership Department Date: Thurs 9th Nov, 2015 Re: Global Open House
* From: SAA To: Members Date: Wed 25th 3.30pm November, 2015 Re: Quartet School Masterclass Australia with Kim Vaughn
* From: SAI To: Team Leader Date: Thurs 26th 5.00pm November re SAA Convention Handbook 2016

Correspondence Out:

* From: Alison Anderson To: applications@sweetadelines.org.au Date: Thu 29/10/2015 12:08 AM Re: Circular Keys Chorus nomination Region 34 Membership Coordinator
* From: Alison Anderson To: SAI Date: Sat 7/11/2015 4:40 PM Re: SAI IBOD vote cast by CKC for Patty Cobb-Baker, Leanne D’Arc Crowe, Peggy Gram and Carole Persinger.
* From: Elizabeth Perry [mailto:lizzyperrywindhorst@gmail.com] Sent: Monday, 9 November 2015 5:44 PM
To: Drew De Mullich Subject: Re: URGENT Century Venues: Event: Circular Keys Choirs 2016 (10/09/2016 - 10/09/2016)
* From: Vicki Dwyer Re Copyright
1. Ratification of decisions made at rehearsal or by email since last management team meeting:
* Inese Kamenyitsky: Leave of Absence approved: will be absent from 6th &13th of April 2016, as going on a family holiday to Canada & USA.
1. Reports:
	1. Finance (Deborah Martin)
* Reports submitted and discussed. Consolidated Treasurer Report for October 2015 (see Appendix 1a), Budget vs Actual for April 2015 to March 2016 (see Appendix 1b), Costume Budget (Appendix 1c) Education Budget (see Appendix 1d)
* The chorus accounts reconcile with the bank statements for October 2015.Deborah noted that income and expenditure are inflated by $15,000 because she transferred this amount from CKC "cheque" account to CKC higher interest "savings" account.
* Receipts from Bingo ($2279.55) will appear in November accounts so the net loss shown is deceptive.
* Deborah suggested a Member subsidy of $60 to top-up costume budget funds as allocated.
* Recommends CKC reinvest term deposit for 12 months @ 2.7% interest rate with Westpac

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

* 1. Membership (Lyn Howells)
* Report submitted and discussed (see Appendix 2)
* Current long term absences: Jo-Anne Brice recuperating from extensive surgery on neck vertebrae, Kris Kemp requiring serious eye surgery – currently officially blind, Jo Rogerson caring for parent. Love and best wishes to all.
* Rose and Anastasia Edwards will not be returning in 2016 due to other commitments. Lyn will extend an invitation for them to attend the CKC Christmas party.
	1. Music Team (Vicki Dwyer)
* Report submitted and discussed (see Appendix 3a)
* Copyright obtained for new uptune ‘Midnight Choo Choo Train to Alabam’ (see Appendix 3b)
* Rehearsal & performance with Sydney Men’s Chorus on Sun 29th November at Ron Dyer Centre & St Mary’s Church, corner of Ridge and Miller Streets, North Sydney.
* Lynne Smith coaching Sat 6th February, 2016 (see Appendix 3b)
* Linda Keever coaching Saturday 12th and half day Sunday 13th March 2016
* Di Huber is now unable to coach CKC due to health reasons
* Quartet School Masterclass Australia with Kim Vaughn will be at St Joseph’s on Sat 9th April 2016
* Vicki has sent a letter to Bev Hermens advising that unfortunately, due to her irregular attendance at rehearsals, she will be unable to perform at pending performances this year.
* Thanks to Maria Priestley is demonstrating considerable skill in dealing with copyright tasks, which are often very complex…doing a great job.
* Re booking venue for CKC Spring Show 2016, a preliminary booking has been made at Concourse at Chatswood (see Appendices 3c,d,e & f). Liz Perry-Windhorst explained the urgency in CKC needing to sign a contract or decline and find an alternative venue. Team considered the cost too expensive and Liz will notify Concourse of our intention to cancel the preliminary booking.
* Di Jenkins investigated Independent Theatre, North Sydney (see Appendices 3g, h & i), will seek further details re a possible booking in November 2016.
* Deborah submitted a list of former venues investigated and also suggested considering The Crescent at Parramatta Park, if an outdoor venue is an option:  <http://www.thecrescentlive.com/>  as well as Bowman Hall, Blacktown. Liz also approached Riverside Theatre at Parramatta.
	1. Public Relations (Sharon Sullivan)
* Report submitted and discussed (see Appendix 4a)
* Some lovely coverage in our local paper Hills Shire Times re CKC & Liz Van Miltenburg’s head shave for Cancer Council fundraising (see Appendix 4b)
* Sharon needs current photos of chorus members in costume for promotion opportunities.
* Press release form is to be signed by members at rehearsal next week.
	1. Fund Raising (Karen Totaro)
* Report submitted and discussed (see Appendix 5)
* Bingo Night was held on 7th November. Congratulations to the Fundraising team – it was very successful both socially and financially.
	1. Performance (Elizabeth Przeklasa-Adamski)
* Report submitted and discussed (see Appendix 6)
* Booking on Wed 9th Dec, 2015 via Baulkham Hill Council at Castle Towers Piazza Skylight Performance area
* Sydney Thunder don’t require our services.
* Christmas performance possibilities? Di Jenkins suggested the following: another we could put on the list to try and get into for next year? http://www.darlingharbour.com/whats-on/merry-music
1. General/ other business:
2. Suggestion box: some members have requested more prompt feedback re risers and have them subsequently recorded on Groupanizer please. Vicki will liaise with music team and check/reallocate members to section leaders as there seems to have been an overload of some and so difficult to get to all risers and give feedback quickly.
3. Nominations for CKC Convention Liaison Contact for SAA and/or CKC Convention Coordinator for Wollongong, 2016. Team decided that as one role is an extension of the other, Alison Anderson will advise Jenny Frollich SAA that Di Jenkins is the CKC liaison contact person
4. 2016 BHA Regional Competitions and Contest Dates, and invitation to Sweet Adelines Australia to participate, are to be circulated to chorus members.
5. Re Leave of Absence request from Lyn Howells: Lyn will be absent from Chorus on 23rd & 30th March as she is going to Vietnam on a family holiday to meet her daughter and partner.  Lyn returns on 4th April and will be back at rehearsals from 6th April onwards. Team approved this request.
6. Social Committee report from Elizabeth Przeklasa-Adamski (see Appendix 7a).
7. 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. An invitation has been complied and extended to members (see Appendix 7b). Request was made to ensure provision for vegetatians.
8. Social celebrations for members’ significant birthdays at supper have been much fun and much appreciated.
9. Karen Tucker is wondering what to do with spare purple and black jersey pants stored. Decision to keep them, distribute as many as possible to members who don’t have them to store in own homes. May need them in future.
10. Management Team Planning Meeting will be held on Thurs 10th Dec 7.30 pm at the home of Liz Perry-Windhorst. Action topics suggestions? eg: convention, post-convention – keeping members engaged, next membership drive, Spring Show, finance/budget, costume levy, music, calendar dates
11. Chorus resumes Wed 20th Jan, 2016
12. Appendices: 1-7 as presented
13. Dates of next meetings: Planning Meeting on Thurs 10th Dec 7.30 pm at the home of Liz Perry-Windhorst.
14. Meeting closed at:10.40 pm