**Minutes Circular Keys Chorus Management Team Planning Meeting**

Thursday, 10th December, 2015 at 7.30pm (at the home of Liz Perry-Windhorst)

1. Attendance:

Present:

Team Coordinator Alison Anderson   
Treasurer Deborah Martin Secretary Barb Morris

Membership Chair Lyn Howells Director Vicki Dwyer

Performance Coordinator Elizabeth Przeklasa-Adamski  
Team member Di Jenkins

Team member Liz Perry-Windhorst

Team member Karen Totaro

Apologies: Public Relations Chair Sharon Sullivan

1. Agenda items and actioning:

| **ITEM** | **ACTION** | **OUTCOME** |
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| Finance/Budget  Discussion led by Deborah Martin | * Draft 2015-2016 * Future Coaching * Costume Levy – chorus members could contribute $60? * Fundraising * Great effort by fundraising team for 2015 * Trivia night could raise $1500? * Major events – Harmony Bazaar stall at Convention 2016? | See Appendix 1a  See Appendix 1b  See Appendix 1c  See Appendix 1d–  Lyn Howells to investigate  See Appendix 1e |
| Membership  Discussion led by Lyn Howells | * Current membership attendance and commitment * steps to formalise warnings re non-compliance by Bev Hermens of standing rules, not in good standing re attendance, music learning and approval, dues. * Lesley Russell & Cherry not continuing due to distance * Cathy Bartley, health issues, becoming an Associate member for next six months, will gauge membership after this * Post-convention engagement * Vicki Dwyer will outline clear criteria for members re lead up to Wollongong competition * Vicki raised the concept of a once a month flyer re CKC promotion/membership commencing first week in Feb 2016 in various local areas. * Next membership drive * On hold for now, depends on timing of Spring show | Lyn to draft a letter with a suggestion that the member consider Chapter at Large or become a friend of CKC. She is not eligible to become an associate member.  Sharon Sullivan to organise printing and contract letterdrop |
| Convention  Discussion led by Alison Anderson | * Member engagement up to and after convention a priority * Management team elected to make decisions on members’ behalf. * Needs and to support MD & music team if a member is not complying with standing rules and proposed schedule of contest requirements and deadline dates |  |
| CKC Spring Show 2016  Discussion led by Vicki Dwyer | * The Concourse, Chatswood too expensive @$5000, no suitable dates * King’s college – possible 400 seat drama theatre * Riverside Theatre at Parramatta a possibility – afternoon show? * Independent Theatre, North Sydney available Sat 17th Sept, have a smaller show for 2016 & a bigger show in June/July 2017? Possible Christmas show? | Liz Perry-Windhorst to ring and decline booking confirmation  Deborah Martin to investigate  Di Jenkins to investigate further |
| Calendar Dates | * Director’s Contract review 27th Jan * AGM – 27th April 2016, * AGM notification to members 12th April 2016 * Nomination committee appointed March, nominees declared 12th April * AGM reports due 20th April |  |
| Other | * Alison Anderson absent 27th Jan & 3rd Feb * Need members to learn how to upload risers to Groupanizer | Deborah Martin to give tutorial at rehearsal |

1. Meeting closed at: 10 pm
2. Next meeting (s): Thursday 18th February @ home of Liz Perry- Windhorst

& Thursday 17th March @ home of ?