**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/BudgetDiscussion 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 1aSee Appendix 1bSee Appendix 1cSee Appendix 1d– Lyn Howells to investigate See Appendix 1e |
| MembershipDiscussion 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 |
| ConventionDiscussion 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
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| CKC Spring Show 2016Discussion 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 confirmationDeborah Martin to investigateDi 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
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| 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 ?