**Minutes Circular Keys Chorus Management Team Meeting**

Thursday, 18th February, 2016 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

Public Relations Chair Sharon Sullivan
Team member Di Jenkins

Team member Liz Perry-Windhorst

Team member Karen Totaro

Apologies: Performance Coordinator Elizabeth Przeklasa-Adamski

1. Minutes from previous meeting (26th November, 2015):

***Motion: That the minutes of the previous meeting on Thursday 26th November, 2015 be accepted.***

***Moved: Sharon Sullivan Seconded: Lyn Howells Agreed***

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

1. Business arising from the minutes and actioning:

| **WHO** | **ACTION** | **OUTCOME** |
| --- | --- | --- |
| Deborah Martin | Reinvest CKC term deposit for 12 months @ 2.7% interest rate with Westpac | Alison Anderson to visit Westpac and confirm |
| Liz Perry-Windhorst | Cancel CKC’s preliminary booking at Concourse Chatswood | done |
| Di Jenkins | Seek further details re a possible booking for CKC at Independent Theatre, North Sydney in November 2016 | done |
| Liz Perry-Windhorst | Approach Riverside Theatre at Parramatta re a possible booking for CKC in November 2016 | done |
| Sharon Sullivan | Have members sign press release form at rehearsal next week | done |
| Vicki Dwyer | Liaise with music team and check/reallocate members to section leaders re riser checking and feedback | done |
| Alison Anderson | Advise Jenny Frollich SAA that Di Jenkins is the CKC liaison contact person | done |
| 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. | done |
| Deborah Martin | Organise CKC payment for Doris and Max Ward’s Christmas party dinner |  |
| Alison Anderson | Organise for CKC members to vote & ratify new membership for Jen Senior, Lissa Lao and Sue Taylor at next rehearsal (24th Feb, 2016) |  |
| Deborah Martin | Re-send an invoice re payment for singout at the Australia Day event at Parramatta  |  |
| Barb Morris | Liaise with EHC to order 5 electronic pitch pipes @ $US64.95 each & ask at chorus if members/quartets wish to order one. |  |
| Alison Anderson | Discuss possibility of Yates sponsorship of CKC Spring Show with Karen Tucker (Grants/Sponsorship) for followup. |  |
| Barb Morris | Inform Karen Tucker of decision to not include CKC regional shirt as part of Wollongong Convention outfit but to encourage purchases by newer members as it will be used for future informal singouts.  |  |
| Deborah Martin | Send instructions on how to submit learning tracks via Groupanizer |  |

1. Correspondence: Correspondence In:
* From: Marijana Jevremov <MJevremov\_riverside@parracity.nsw.gov.au> Subject: Riverside Theatre Enquiry Dates: 25 & 27 November 2015 5:00:05 pm AEDT To: "'lizzyperrywindhorst@gmail.com'"
* From: Judy Tusino <Judyt@sjparishnsw.org.au> Date: 27 November 2015 at 2:10:58 PM AEDT To: 'Alison Anderson' <aja.ando@gmail.com> Cc: Vicki Dwyer <vicki@dwyer.net> Subject: RE: use of Ron Dyer Centre
* From: "Drew De Mullich" <drew@centuryvenues.com.au> Date: 30 November 2015 9:33:37 am AEDT
To: "lizzyperrywindhorst@gmail.com" <lizzyperrywindhorst@gmail.com>
Subject: Century Venues: Event: Circular Keys Choirs 2016 (10/09/2016 - 10/09/2016)
Reply-To: drew@centuryvenues.com.au
* From: "Drew De Mullich" <drew@centuryvenues.com.au> Subject: RE: Circular Keys Booking cancellation Date: 11 December 2015 3:40:28 pm AEDT To: "Elizabeth Perry-Windhorst"
* Submitted on Tuesday, 26 January, 2016 - 10:02 Name: Jocosa Bruce Email: education@sweetadelines.co.nz
* Submitted on Thursday, 11 February, 2016 - 15:49 Name: Lesley Worthington Email: harmonybazaar@live.com Re Harmony Bazaar stallholders Sydney 2014 contact lists

Correspondence Out:

* From: Elizabeth Perry-Windhorst [mailto:lizzyperrywindhorst@gmail.com] Sent: Friday, 27 November 2015 8:50 AM To: Marijana Jevremov Subject: Re: Riverside Theatre Enquiry
* From: Alison Anderson [mailto:aja.ando@gmail.com] Sent: Tuesday, 24 November 2015 1:48 PM
To: Judy Tusino Cc: Vicki Dwyer Subject: Re: use of Ron Dyer Centre
* From: Elizabeth Perry-Windhorst [mailto:lizzyperrywindhorst@gmail.com] Sent: Friday, 27 November 2015 8:59 AM To: Drew De Mullich Subject: The Concourse
* From: Elizabeth Perry-Windhorst [mailto:lizzyperrywindhorst@gmail.com] Sent: Friday, 11 December 2015 8:45 AM To: Drew De Mullich Subject: Circular Keys
* From: Kate Hawkins <ckckate@live.com.au> Sent: Thursday, 21 January 2016 10:39 AM
To: Kate Hawkins Subject: Sydney & Surrounds Barbershop Social Network Group
* From: Barbara Morris <barbaramorris1@bigpond.com> Sent: Friday, 12 February 2016 1:45 PM To: harmonybazaar@live.com Subject: Circular Quays Chorus and Harmony Bazaar 2014
* From: Lyn Howells Membership Chair Sent: 30th Dec, 2015 To: Bev Hermens Re: Loss of Good Standing in CKC
* From: Lyn Howells Membership Chair Re: follow up of welfare inquiries and subsequent resignations of Ros Lumsdane and Chris Kemp
1. Ratification of decisions made by Management Team at rehearsal or by email since last MT meeting:
* 15th Dec, 2015: CKC to pay for Doris and Max Ward’s dinners at Christmas party
* 23rd Jan, 2016: Sharon Sullivan to hire 10 umbrellas re Australia day performance cost $110
* 24rd Jan, 2016: Lyn Howells to order 4 20 year membership pins @ US$35 each
* 28th Jan, 2016: Barb Morris LOA request for Wed 27th April and Wed 4th May – overseas on a holiday booked in June 2015
1. Reports:
	1. Finance (Deborah Martin)
* Reports submitted and discussed. Treasurers Report for January 2016 (see Appendix 1a), Reconciliation Report Community Solutions (see Appendix 1b) Reconciliation Report Business Maxi (see appendix 1c), Budget 2015 to 2016 (see Appendix 1d)
* CKC accounts reconcile to bank statements.
* The Treasurer’s Report: CKC had receipts of $9,803.54 (mostly from members paying for the weekend retreat, but also $1087 from the Christmas raffle and $3700 in membership fees)
* Expenses in January were only $651.75, and the main expense was for a pull-up banner
* Total funds at 31 January 2016 were $100,490.93
* Note: there are some major expenses in February – coaching fees and travel costs for Lynne Smith, Mo Field and Linda Keever, the new costume ($6775), and the final payment for Wollongong accommodation (see budget).
* Di Jenkins will email members about paying the balance of their Wollongong accommodation costs. She will advise Vicky Dwyer if there are any rooms spare to offer to Sydney Harmony.
* Deborah has credited the costume fund with $1879.50 (roughly the amount CKC received in chorus dues excluding escrow for January).
* A decision was made by Management Team to ask members for partial-payment of $60.00 towards the new costume. At the next meeting Alison will explain the reasons for this decision, including a breakdown of where members’ monthly fees are allocated eg International fees, rent for rehearsal facilities at St Joseph’s, education, music, copyright, learning tracks, musical director’s stipend.
* Approval given for costume team to source and purchase earrings to go with the new costume.
* Deborah will follow up on our term deposit – it expires on 28 Feb 2016 and Westpac to ask whether CKC wants to roll it over again.  She won’t know what rate they offer until she receives the letter, but currently Westpac is quoting 2.7% for 12 months. Alison Anderson has offered to visit Westpac and organise on Deborah’s behalf.
* Re Linda Keever coaching: Ron Dyer Centreusually charges $350 for 3 hours and $50 for each hour thereafter, but are happy for a donation if this is preferable…donation amount?

***Motion: That the Treasurer’s report and payments for December 2015 be ratified. Moved: Alison Anderson Seconded: Vicki Dwyer Agreed***

***Motion: That the Treasurer’s report and payments for January 2016 be ratified. Moved: Barb Morris Seconded: Karen Totaro Agreed***

* 1. Membership (Lyn Howells)
* Report submitted and discussed (see Appendix 2)
* Cathy Bartley has applied and been approved for Associate membership for 6 months due to health reasons.
* CKC members need to vote to ratify new membership for Jen Senior, Lissa Lao and Sue Gray. Alison Anderson will organise for next rehearsal (24th Feb, 2016).
* Liz van M currently needs to step off risers at times when feels unsteady.
* Re problems with inconsistent air conditioning temperature, the decision was made to face risers the opposite way (ie rear to corridor wall) for three weeks trial.
	1. Music Team (Vicki Dwyer)
* Oral report given and discussed
* Great feedback re 5th Dec Christmas show with Sydney Harmony Chorus ‘Holiday Voices @ the Independent’
* CKC Bunch had several rehearsals and daytime Christmas singouts organised by Steph Wallbank and Doris Ward
* Singout at the Australia Day event @ Parramatta a lot of fun & well received. Deborah will re-send an invoice re payment.
* Lynne Smith coaching of showmanship re Choo Choo has modified the original choreo plan as demonstrated by Judy Potzgay. The visual team will develop a plan which incorporates these ideas as well as Mo Field’s concepts re sound.
* Mo Field coaching retreat weekend 12-14th Feb was very well attended by chorus members and a great experience. Mo’s primary focus was to support Vicki and to develop techniques to improve sound, with the responsibility lying with the chorus to incorporate into songs.
* Linda Keever (music judge at Wollongong Convention) coaching for CKC is scheduled for Wed 11th night, Sat 14th all day and Sun 15th half day.
* CKC show date has been set for 17th Sept, 2016 @ Independent Theatre Nth Sydney.
* Decision not to enter chorus in Short & Sweet contest & Sydney Eisteddfod – too close before and after competition.
* Performing in octets will be the next stage re chorus members’ preparation for Wollongong competition.
* Members need to be reminded re riser etiquette, especially not talking or humming on risers and watching MD at all times.
* Re Director’s ongoing education; Vicki has requested that CKC pay for her to attend AHA in Auckland, New Zealand (July 2016) and SAI Convention in Las Vegas, USA in Oct (2016). Management Team has approved this as Vicki has not fully utilised her annual opportunity, as per her Director’s Contract, for several years. She also has given advance notice of a request to attend International Harmony University in July 2017.
	1. Public Relations (Sharon Sullivan)
* Report submitted and discussed (see Appendix 3)
* Family and Friends Newsletter was compiled by Kate Hawkins and sent in late Dec, 2015, highlighting a year of CKC activities in review. Thanks to Kate.
* New membership drive proposed for after Sept 2016 show, in readiness for Christmas singouts.
	1. Fund Raising (Karen Totaro)
* Report submitted and discussed (see Appendix 4)
* Investigate possibility of Yates sponsorship of CKC Spring Show as Kelly Tipton now works for the company. Alison Anderson will discuss with Karen Tucker (Grants/Sponsorship) to follow up concept.
	1. Performance (Elizabeth Przeklasa-Adamski absent)
* Report submitted via Alison Anderson and discussed
1. General/ other business:
2. Suggestion box: none
3. Karen Tucker wonders if we are including the teal CKC/ regional shirt as part of our wardrobe for Wollongong comp &/or for other performances. If so she will advertise and sell the second-hand shirts she has and encourage others to purchase a regional one prior to comp. Barb Morris to inform Karen of decision to not include as part of Wollongong Convention outfit but to encourage purchases as it will be used for informal singouts.
4. Barb Morris has details of the supplier of our electronic push button pitch pipes…a private small business in the USA. Cost for each is $US64.95 plus postage, CKC can share order and postage with Endeavour Harmony Chorus. Decision for CKC to order five…Barb will ask at chorus if members/quartets wish to order one.
5. Thank you to Deborah Martin for giving a demonstration for interested members on how to submit learning tracks via the website. She will put the instructions up on the website.
6. Thank you to Di Jenkins for collating the very professional and detailed Convention newsletter ‘The Wollongong Express’ – a very useful and informative resource for CKC members.
7. Re Lesley Russell’s request to be a Social Member of CKC: CKC doesn’t have a social member category, however as a SAI CAL (Chapter-at-large) member, she is entitled to apply to join CKC as an associate member and may apply to be a full member if she satisfies all CKC audition criteria. Management Team has welcomed Lesley’s application to join as an associate member. Subsequently she needs to be voted in by chorus, and if so to transfer from CAL and pay CKC associate member fees.
8. Removal of non-members access to Groupanizer eg Ros Lumsdaine, Lis Vosburgh.
9. IBOD nominations - none
10. CKC Christmas party very successful social event. Thanks to Doris and Max Ward and Social Committee
11. Elizabeth Przeklasa-Adamski wondered if in the past CKC members’ registration fees were paid from fund raising. If so, would this be a consideration for the 2016 Convention in Wollongong as a great percentage of the fundraising is derived from CKC members attending? Management team discussion and response is that SAI subsidised Denver registration fees as CKC was the Region 34 representative. Subsidy was given by CKC for SAA Convention registration in 2002, but not occurred since. It was noted that CKC needs to secure frequent paid singouts if any subsidy is to be given. Unfortunately there have been few singouts in this last financial year. Subsidising members for Wollongong Convention registration would be approximately $14,000 which CKC cannot afford. Fundraising is primarily allocated for education of members, eg coaching.
12. Social committee is considering ideas for CKC 20th anniversary celebrations. MT decided that a special celebratory supper be held on 23rd March after rehearsal, and that The Spring Show on 17th September be considered a 20th Anniversary show.
13. The Doris Ward award recipient (and subsequent CKC Quiet Achiever nominee to SAA) will be voted on, and announced at rehearsal on 23rd March. Prior nominations from members will be called for by Alison Anderson.
14. Appendices: 1-4 as presented
15. Date of next meetings: Thurs 17th March 7.30 pm at the home of Alison Anderson

Thurs 14th April 7.30pm at the home of Liz Perry-Windhorst

1. Meeting closed at: 10.45pm