

**Communications Coordinator Report
Regional Annual Members' Meeting
2 May 2021**



May last year was a rather peculiar time to take over a role on the Regional Management Team. The country had been in full lockdown for 5 weeks due to the worldwide pandemic, and we were still in Level 3 for my first weeks on the job. The handover from Nic Giles; my first meeting as Communications Coordinator; and the initial training I needed on the use of Choir Genius etc, were all done via Zoom.

As the RMT and our choruses negotiated the unsettling year we had to be extra creative and flexible. We all took advantage of whatever online resources we could get our hands on, and have now become quite proficient and comfortable with using Zoom and other online platforms for meetings, rehearsals and events.

From the Communications Coordinator perspective, the year has gone fairly smoothly. We have good systems in place, so I soon got into the swing of sending out the various email communications, and it has been a pleasure to assist members with their enquiries. As contest approaches my Sweet Ads inbox reminds me of the old 'telephone exchange', with messages going out and then incoming messages being patched through to the appropriate person!

With Choir Genius as the platform for our public website and our private members database and resource hub, I am ever grateful for the support of Sharon Connor and all the work she does behind the scenes on the website. Earlier in the year we put our heads together and made some improvements to make the site more user friendly for our members. This is a constant work in progress.

The RMT continue to use Teamwork as our project management tool. This works very well for managing the regional conventions, and also for RMT members to keep track of their recurring tasks. I have found this particularly helpful as a new member of the team, and it is comforting to know that Teamwork will notify me ahead of time when I have a task coming up! Katrina Te Punga does a marvellous job of maintaining the projects and tasks in Teamwork, which I really appreciate.

I would like to thank Sandy Gunn for coordinating the production of the Addaline and the time and effort she and Brianna Perry spend creating each awesome edition. Alongside that is the work Jo Maxwell does, designing such great flyers and inspiring facebook posts, to help keep our members informed in a most enjoyable way. Jo has also been a great support to my role, often saving me the effort of composing just the right words to promote something!

It is a pleasure working with this dedicated team of women, endeavouring to make the best decisions to support our members through the unprecedented pandemic situation, and for the future of Sweet Adelines in New Zealand.

I'm looking forward to another, better, year ahead.

Jenny Edwards



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