

Sweet Adelines International Region 35 Regional Management

Minutes of Meeting, 16-17 February 2017 El Rancho, Waikanae

Present: Patricia Veen (Team Coordinator), Hilary Clifton (Events Coordinator), Jo Maxwell (Marketing Coordinator), Julie Scoggins (Membership Coordinator), Cindia Chiu (Directors' Coordinator), Katrina Te Punga (Communications Coordinator), Jocosa Bruce (Education Coordinator), Stella Nicholson (Finance Coordinator)

1	Thursday – meeting commenced 8:45pm	
2	Welcome/Apologies – no apologies and welcome to new Coordinators Cindia and Jo – RMT is grateful for Cindia and Jo's willingness to step into their roles earlier than anticipated.	
3 4	<p>Approval of previous Minutes – November Minutes approved.</p> <p>Matters arising: Archivist/Historian: Article in the next Addaline which is after the contest weekend to advertise Janet Grange. Trish is also working on an article for the Addaline to thank Dina for her archivist role. Photoboard at contest is to have Dina removed and Janet Grange photo is to go up. Need to formulate a process as to how things of importance are archived. This will be done after contest.</p> <p>Young Singers Foundation: Should we consider asking for a grant through YSF International as per Kate Veeder's email. Grants and scholarships available. "Womens barbershop" – http://www.youngsingersfoundation.org/index.cfm?id=8. Suggest Zeal apply for the Girl Guides teaching. We are happy to promote in the region but they need to apply for this grant themselves. We will promote to Under 25 choruses and quartets also. Jo to promote. Julie to talk to Zeal. Trish to reply to Kate - we plan to let Embellished & Zeal know that they can make these applications themselves, and that RMT will endorse their applications.</p> <p>Position Descriptions for RMT: - Coordinators responsible for updating your own job description. Suggest a task list be created for each one so incoming person knows what and when things need to happen. Up to date job descriptions are stored with Communications Coordinator and uploaded to the website. Membership needs to be updated with website additions and Communications to be updated with website tasks. Tasks list to be done for each role with annual timings. ie: Jan xxx, Feb xxx, Task lists to be sent to Katrina to put on the website and also to be reference in the Job description.</p>	<p>Trish Trish Julie Trish</p> <p>Jo Julie Trish</p> <p>All RMT Katrina</p>
5	Items dealt with prior to this meeting:	
6	<p>Correspondence: - Resolution for grant application</p> <p>Coordinators Reports</p>	
7	<p>Team Coordinator Report presented Questions/Discussion:</p>	

	<p>Policy Book updated – done</p> <p>He Tangata – Job description/contract agreed by RMT. Happy for it to be advertised this weekend. <i>Katrina to advertise - done</i></p> <p>Handover for incoming RMT members – covered above</p> <p><i>Paula Davis email to be repurposed for the Addaline</i></p> <p>Proposed new governance – no discussion. We will watch with interest and all ongoing feedback will be disseminated to us.</p> <p>Potential nominees for SAI Board of Directors –Ex RMT? None that we are aware of.</p> <p><i>Email Matt Gifford - Trish will get back to Matt regarding email and also about the YSF grant possibilities. RMT happy if Matt wishes to make contact with NZ Choruses directly to see if they wish to participate in shows – all arrangements re timing and costs etc need to be made directly with the individual Choruses – RMT does not need to be involved as LoveNotes are not being brought to NZ by RMT.</i></p> <p><i>Coordinator reports for RAMM. Snappy and uplifting please. To Patricia by 1/4/17. Word format only no graphics.</i></p> <p>Travel to Vegas? Jocosa would possibly get more out of IES in August.</p> <p>Policy Book – 10.5 “up to \$2000 maximum each towards expenses and the registration fee” change “and” to “plus” as that is what has been happening.</p> <p><i>Identify who after convention might be travelling to International, who might be able to do a face to face on behalf of RMT.</i></p> <p><i>Kate Veeder to be informed that no one from RMT will be in Vegas at this stage.</i></p> <p>Discussion around inviting Sharon Cartwright to convention 2018 in Wellington as she is now on the International Board of Directors – perhaps she can do an educator class in marketing or emcee. <i>Trish to invite her and copy in Events. Done.</i></p>	<p>Katrina</p> <p>Trish</p> <p>Trish</p> <p>ALL RMT</p> <p>Katrina</p> <p>Trish</p> <p>Trish</p> <p>Trish</p>
	Meeting adjourned 10:30pm	
	Friday 17 February meeting recommenced 9.10am	
8	<p>Communications Coordinator</p> <p>Report presented</p> <p>Questions/Discussion:</p> <p>Trish tested <i>Mikogo</i> document sharing software with Julie & Hilary.</p> <p>Discussion around Conference calls options and agreed that if we need to make a decision on something in particular and a conference call is required, then Spark Conference call is and efficient use of time and money. RMT members will claim back the costs on their personal phone bill at the .24c plus GST that Spark will charge. <i>Stella to take note of this for when we next conference call. Katrina will follow-up with Spark regarding setting it up and will write and distribute instructions regarding number to call and if there is a code to enter etc.</i></p> <p>Chorus contact list updated with the replacement Coordinators and sent out. <i>Done</i></p>	<p>Stella</p> <p>Katrina</p> <p>Katrina</p>
9	<p>Education Coordinator Report</p> <p>Report presented</p> <p>Questions/Discussions:</p> <p>Darlene Rogers has confirmed for 3rd-20th November and will be available to the whole country. Costs: USD \$400 evening, \$800 all day, \$75 quartet.</p> <p>Choruses reassigned to Jo and Cindia as above.</p> <p>Quartet Coordinator JD updating this</p> <p>Learning tracks – from MOLTO for massed songs still on the to do list.</p> <p>PBMT (Prue Blythe Memorial Trust) – replacement for Charlotte Gander as she is leaving, she is hoping to shoulder tap someone in Christchurch.</p> <p>Senior Quartet category – Not advertised or marketed – <i>Registration form to be updated for 2018 to include this category (Katrina). Jocosa to email Quartet coordinator about it and to include in her Annual RAMM report. Quartet Coordinator to let all quartets know in the quartet newsletter and to write something for the Quartet tab on the website as this should be updated also. Jocosa to oversee.</i></p> <p>Question arose whether budgets for coaching include everything eg: stationery, grocery items etc so that all costs are covered and events are not run at a loss. <i>Events to make a checklist of items to be covered off for any future education-type events.</i></p> <p>RMT is finding that contracts are very difficult to get signed by International coaching faculty,</p>	<p>Jocosa</p> <p>Katrina</p> <p>Jocosa</p> <p>Hilary</p>

	<p>despite numerous attempts by Education Coordinator. Moira Haddrell had standard coaching contracts for individual Chorus coaching, Trish has supplied Moira's version to Jocosa. Stella to look into obtaining insurance for future coaching arrangements. Future contracts will bundle together all home hosting information, contract, class requirements, costs and how coaches prefer to be paid, in an attempt to get everything signed and returned. Jocosa to prepare appropriate document and we'll file on the website.</p>	<p>Stella</p> <p>Jocosa</p>
10	<p>Events Coordinator Report</p> <p>Report presented</p> <p>Questions/Discussions:</p> <p>We need to find out what Louise Witton did on social media and the results so we can find a replacement.</p> <p>RMT would like to wish our current champions Waikato Rivertones the very best for this year at International – in the Opening ceremony. This should be done every year - add to the runsheet.</p> <p>Convention 2018 in Wellington – risers for MFC - 11 risers are the correct one.</p> <p>There are only two venues, other than stadiums, in the country that will take 11 risers. Michael Fowler Centre Wellington and Aotea Centre Auckland.</p> <p>We are hopeful for Aotea Centre for 2019 & 2020</p> <p>Venue for next RMT – Katrina and/or Trish to look at Rydges Featherston Street and Novotel The Terrace. Katrina to enquire with Shelley Bascand about the Bolton. Done and Hilary has emailed Novotel, Rydges, Silverstream Retreat, The SetUp on Manners, Bay Plaza and visited Copthorne Oriental Bay.</p>	<p>Hilary</p> <p>Hilary</p> <p>Katrina/Hilary</p>
11	<p>Finance Coordinator Report</p> <p>Report presented</p> <p>Questions/Discussions:</p> <p>Allocate a budget amount and have it as a line item in the accounts for potential new choruses – marketing, travel to potential new choruses by RMT.</p>	<p>Stella</p>
12	<p>Membership Coordinator</p> <p>Report Presented</p> <p>Questions/Discussion:</p> <p>Talk to Henri re: Guiding weekend</p> <p>Guiding week help required – we need some more help. Perhaps SouthCity Directors could help.</p>	<p>Julie</p> <p>Julie/Cindia</p>
13	<p>Directors Coordinator</p> <p>Reports presented</p> <p>Questions/Discussion:</p> <p>Nothing further to discuss other than report. Massed Sing Directors are sorted.</p>	
14	<p>Marketing Coordinator</p> <p>Report presented</p> <p>Questions/Discussion:</p> <p>Facebook advertising material to be given to Katrina to put up on website. Create the Marketing tab on members only website – Jo to give to Katrina</p> <p>Shout out at International for Waikato Rivertones – Jo to create.</p>	<p>Jo</p> <p>Jo</p>
15	<p>General Business:</p> <p>RMT positions being advertised in mid/late 2017 for May 2018 start are: Membership Coordinator, Communications Coordinator, Education Coordinator and Team Coordinator. Also Events Coordinator as Hilary is only going to do 1 year not 2 years.</p>	
16	<p>Future Meeting dates</p> <p>9-11 June 2017 and possibly 28-29 October 2017</p> <p>Items for next meeting: Logo 2018, Lead the Leaders budget result</p>	
	Meeting closed 12:30pm	
	Next meeting - 9-11th June 2017 venue to be decided, Wellington, beginning Xpm	
17	Jan Carley with RMT from 1:15pm – 4:15pm	