

Sweet Adelines International Region 35 Regional Management

Minutes of Meeting, 9-11 June 2017 Grand Mercure Hotel & Wgtn Airport, Wellington

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)

	Friday – meeting commenced 5:10pm Wellington Airport	
1	Past minutes Action items reviewed	
	 YSF – YWIH 25 and under Jo still to do. Next application deadline 1 November 	
	 Girl Guide Weekend is postponed to 2018 as they lost the venue booking, Jessie Leov will 	Jo
	coordinate this going forward	
	 Task lists still to be done by most people. These need to be sent to Comms Coord and added 	
	to job descriptions. We could put them into Teamwork as a separate "project" for each job.	All
2	Welcome/Apologies – no apologies	
3	Approval of previous Minutes – February Minutes approved.	
4	Matters arising:	
	Logo 2018, Lead the Leaders budget result, YWIH raffle and raffles at Convention 3.7 & 12.1 Policy	
	Book	
5	Items dealt with prior to this meeting:	
	 the RMT voted unanimously to provide funding, as per the SANZ Policy Book, for Jo 	
	Maxwell, Marketing Coordinator, to attend IES in 2017, and that this decision was	
	communicated to Jo on 17 March 2017.	
	 RMT agreed to top up the Quartet raffle money by \$20 to make it a round \$500 to be 	
	presented to L'Attitude by Trish & Ruth in May 2017	
6	Correspondence:	
	 Resolution for grant application 	
	 Receipt for Hospice Waikato – Barbara Smith 	
7	International 2017	
	 Feedback from pilot for new governance – further opportunity for participation – discussion. 	
	Discussion had and preference is for RMT structure to stay as is at the moment. This team is	
	working well.	
	 Setting up new roles to assist RMT roles. Alluded to in Hilary's RAMM report. Ongoing? How 	
	long for? If new governance comes into being this is what'll have to happen anyway. Need to	
	discuss this to determine RMT strategy for securing new RMT members. RMT roles being	
	advertised, we need to make it clear that tasks can be handed to other people, not just done	Julie
	by the Coordinator. "Recruit assistance as needed"	
	Coordinators Reports	
8	Membership Coordinator	
	Report Presented	
	Questions/Discussion:	
	 Certificates of appreciation (and membership growth award certificates) – discussion about 	
	when/how/who to use these? Discussion and agreed on percentage increase of chorus	1

Signed:	Signed:
Team Coordinator	Communications Coordinator

 Guiding weekend is no longer happening as there was an issue with the venue. Postponed to 2018 	
 Finance Coordinator Report Report presented Questions/Discussions: Brief review/overview of Leaders' weekend finances – shortfall of \$6,600 excl GST but this is what was budgeted and comes out of Education budget Discussion about Convention financial outcome – good result - \$18,000 unconfirmed surplus for Dunedin. Surplus in Wellington 2016 was \$8,000. Pleasing to keep costs down. We now have good working budgets and good history information for going forward. We are steadily reaching the recommended International Guidelines for the funds we should be keeping in reserve, but we are not there yet so we will continue to keep a steady eye on costs. Michael Hill fundraising idea from Virginia – Stella will reply to Virginia Another fundraising idea from Rebecca Clewlow – fundraising for travelling chorus. Nice idea and we applaud the idea but our choruses are struggling to raise funds for themselves. Decisions were made regarding Regional funding for travelling chorus and quartet for 2017. 	Stella Katrina
Directors Coordinator Reports presented Questions/Discussion: Reading the survey result, members like the massed sing on a Friday evening, maybe this could be taken into consideration for next year's scheduling? Agreed Friday night for massed sing.	Hilary
 Report presented Questions/Discussion: SOTR report – received all information bar YWIH. All information received now. Templates – what does everyone want? Logo top right, no brand, maybe move website, email into in signature area. Katrina and Jo to work on this and distribute. We are very pleased that emails are now going to individuals rather than the filtering through the Chorus Team Coordinators etc. This was a huge website issue which took many months to rectify and it's nice to be using the website email as intended 	Katrina/Jo
 Meeting restarted Saturday 9:10am Grand Mercure Events Coordinator Report Report presented Questions/Discussions: Would be nice to cater for 150 in each room for Education (300 people). We will tell the Region once venue is booked that there are restricted sizes and registration will be opened on x date. Two Educators confirmed next year 2018 Convention venue is confirmed. 2019 dates may move due to Anzac Day if convention is to be held in Dunedin. Still working on finalising venues for 5 year plan as discussed at RAMM and when these are finalised we will communicate to the Region. Registration task lists is outlined in Teamwork now as part of the Convention planning template. We may put other task lists in there too. Convention evaluations – great feedback that feeds into our planning for future events 2018 logo competition – Convention logo including badges to comprise SANZ logo and something representing the location it's being held in. We will not be holding logo competitions - instead the Marketing Coordinator will design something. Logo for 2018 required by October 2017 Massed singing at Convention. See item on agenda from Director's Coordinator 	Hilary
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 suitable silver tray "Senior Quartet Award, Sweet Adelines New Zealand". Teamwork software – this programme replaced a spreadsheet that the Events Coordinator used. "Free forever" is limited to 2 projects only and 100mb. Subscribed \$539 upfront on an annual plan entitles Sweet Adelines NZ to 40 projects and 20GB. Approval given to pay for this from here onwards. Stella to pay Marketing Coordinator 	Stella/Hilary
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13 Marketing Coordinator	
Report presented	
Questions/Discussion:	
 Regional awareness marketing – budget approval will be sought once plan finalised – brief discussion of plan. Chorus external marketing outside organisation to raise awareness of 	Jo
Sweet Adelines. We also want to market internally what RMT do for the Region.	10
 Seek an article in Kia Ora magazine especially with three choruses competing at International 	
	Jo
	Katrina
 Any recent feedback on the Addaline digital edition? None passed on. 	
10 Wews blog section on public website 10 and Ratina to discuss their sharon perhaps	Jo/Katrina
Grabone options for either selling Convention tickets or for Choruses to promote the	
membership drives? Could be an option and add to marketing ideas tab on website and	
distribute to chorus marketing. Recruitment around Jan/July/Sept Open house. Discuss with Chorus Marketing people	Jo
14 Education Coordinator Report	
Report presented	
Questions/Discussions:	
 Reviews of Education weekend at El Rancho, and Jan Carley's ideas/offer to do further 	
education in NZ (both remotely and in person. She is offering same material via webinar.	
We've asked about cost and what technical things people would need. We would be happy to	T 4 4 6
	Trish
 Darlene Rogers slots – bullet points following last RMT meeting generated interest – Release of Convention Videos – control. Will be handed to Events Coordinator only. 	Hilary
Membership concerns – how is NZ surviving? Pleasing that NZ membership numbers are	· ····································
dropping slower than International trends. Some members are joining other choruses as dual	
members which can create difficulties.	
YWIH – handover to Jessie. Still awaiting documents from past YWIH Coordinator. Jocosa to Jocosa to	Jocosa
monitor	Tuinh
Request for testimornal normal carrey – NZ is mappy to send reference. This will write.	Trish
PBMT is now Jocosa, Stella, Mary-Ann and we are looking for one more person to join the	
 trust team. The next Lead the Leaders education weekend we need more time allocated for 	Jocosa
Administration help for choruses.	
15 Team Coordinator	
Report presented	
Questions/Discussion:	
Discussion re inviting Sharon Cartwright of Region 34 and a member of International Board of	
Directors to NZ 2018 Convention	
Establishment of working group to achieve improvements for our Region and other Regions outside of the US raised at RAMM costablish scape, representation and process of	
outside of the US – raised at RAMM – establish scope, representation and process of establishing the working group – discussion whether we should we invite specific people or	
ask for volunteers. Agreed to ask specific people so as to get maximum member, director	
and geographical representation.	
Copyright document (website) – A step by step guide with contributions from Jessie Leov and	
Sharon Connor, is currently being checked by APRA and once received back will be published	
on state website. Then to monitor	Trish
The RMT will welcome an article from CCC about the 700 milestone. Trish to encourage would be uniters in CCC to propose thing for the pout Addeline.	
would be writers in CCC to pen something for the next Addaline	3

	 Discussion on the Handbook for next Convention – suggestion that it be a webpage not a 	
	handbook. Events Coordinator would rather it stays as a Handbook for now and people will	
	be reminded that it is colour-coded for changes that are made.	
	Meeting adjourned 5:30pm	
	Sunday meeting recommenced 9.00am Wellington Airport	
16	General Business:	
	 Communications with Kate Veeder regarding YWIH raffle. Policy Book updates were made to clarify YWIH and what fundraising can happen at Convention. (Policy Book updates June 2017 	
	done) Katrina to send updates to Kate once finalised.	Katrina
	 Trophies: Quartet replacement? Quartet plate is very worn. Novice Quartet Cup has a 	
	broken handle. Stella has found a replacement for Quartet plate.	Stella
	 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.	
	 Badges/Medals – Any badges needs to be with Membership. Membership holds TC badges, 	
	Spirit badges, longevity pins and Merit pins. All medals are with Cindy Naresh. Julie is going	
	to ask Cindy for spirit and merit pins.	Julie
	 Standing Rules – Discrepancies in Standing Rules and Policy Book. Trish and Katrina to look at 	
	them and check with International to ensure everything is there that should be.	Katrina
	 Risers from Birkenhead College – These belong to RMT - they have been there for ? years and the school doesn't use them. GAC needs them as they currently have half ownership in the 	
	men's ones and they will changing venues and cannot use the men's one's. Book value \$171.	
	Sue Newman is a teacher there but we should approach the Principal.	
	Suenewman2@gmail.com We need them back and would like to know when we can collect	Katrina
	them. Katrina to write them. Done.	All
	Remind choruses that standing rules need to be approved by RMT Team Coordinator.	7
	Remind everyone why registration for education was needed. All venues have limitations on	
	how many can fit in the room and our Education classes are now very popular. Please	Katrina
	remember though that not all Judges are Educators so we are very fortunate to have great	
16	Educators coming to our Region at this time though this will not always be the case	
16	Future Meeting dates 2. E. November 2017 Airport Mtg. room Fri. 8. Sup. Grand Moreure Set.	
	3-5 November 2017 – Airport Mtg room Fri & Sun, Grand Mercure Sat	
	Items for next meeting: Strategic Plan	
	16-18 th Feb 2018 TBC	
	Meeting closed 12:15pm	
	Next meeting - Wellington, 3-5 November beginning 5:15pm Time to be confirmed	
	Next meeting - weinington, 5-5 November beginning 5:15pm Time to be committed	