

## 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)

	<b>Friday – meeting commenced 5:10pm Wellington Airport</b>	
<b>1</b>	<b>Past minutes Action items reviewed</b> <ul style="list-style-type: none"> <li>YSF – YWIH 25 and under Jo still to do. Next application deadline 1 November</li> <li>Girl Guide Weekend is postponed to 2018 as they lost the venue booking, Jessie Leov will coordinate this going forward</li> <li>Task lists still to be done by most people. <i>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.</i></li> </ul>	Jo  All
<b>2</b>	<b>Welcome/Apologies</b> – no apologies	
<b>3</b>	<b>Approval of previous Minutes</b> – February Minutes approved.	
<b>4</b>	<b>Matters arising:</b> Logo 2018, Lead the Leaders budget result, YWIH raffle and raffles at Convention 3.7 & 12.1 Policy Book	
<b>5</b>	<b>Items dealt with prior to this meeting:</b> <ul style="list-style-type: none"> <li>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.</li> <li>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 &amp; Ruth in May 2017</li> </ul>	
<b>6</b>	<b>Correspondence:</b> <ul style="list-style-type: none"> <li>Resolution for grant application</li> <li>Receipt for Hospice Waikato – Barbara Smith</li> </ul>	
<b>7</b>	<b>International 2017</b> <ul style="list-style-type: none"> <li>Feedback from pilot for new governance – further opportunity for participation – discussion. <i>Discussion had and preference is for RMT structure to stay as is at the moment. This team is working well.</i></li> <li>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. <i>RMT roles being advertised, we need to make it clear that tasks can be handed to other people, not just done by the Coordinator. “Recruit assistance as needed”</i></li> </ul>	Julie
	<b>Coordinators Reports</b>	
<b>8</b>	<b>Membership Coordinator</b> Report Presented Questions/Discussion: <ul style="list-style-type: none"> <li>Certificates of appreciation (and membership growth award certificates) – discussion about when/how/who to use these? <i>Discussion and agreed on percentage increase of chorus</i></li> </ul>	



	<ul style="list-style-type: none"> <li>Senior quartet division tray/award/cup. Tray agreed. <b>Wording and acquiring. Stella has a suitable silver tray “Senior Quartet Award, Sweet Adelines New Zealand”.</b></li> <li>Teamwork software – this programme replaced a spreadsheet that the Events Coordinator used. <b>“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</b></li> </ul>	<p>Stella</p> <p>Stella/Hilary</p>
13	<p><b>Marketing Coordinator</b></p> <p>Report presented</p> <p>Questions/Discussion:</p> <ul style="list-style-type: none"> <li>Regional awareness marketing – budget approval will be sought once plan finalised – brief discussion of plan. <b>Chorus external marketing outside organisation to raise awareness of Sweet Adelines. We also want to market internally what RMT do for the Region.</b></li> <li><b>Seek an article in Kia Ora magazine especially with three choruses competing at International next year.</b></li> <li>Old publication material and storage of them. <b>Katrina to extend the Sweetads Dropbox DONE</b></li> <li>Any recent feedback on the Addaline digital edition? <b>None</b> passed on.</li> <li>News blog section on public website – <b>Jo and Katrina to discuss then Sharon perhaps</b></li> <li>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. <b>Discuss with Chorus Marketing people</b></li> </ul>	<p>Jo</p> <p>Jo</p> <p>Katrina</p> <p>Jo/Katrina</p> <p>Jo</p>
14	<p><b>Education Coordinator Report</b></p> <p>Report presented</p> <p>Questions/Discussions:</p> <ul style="list-style-type: none"> <li>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 promote to our Region. <b>Trish will reply to Jan.</b></li> <li>Darlene Rogers slots – bullet points following last RMT meeting generated interest –</li> <li>Release of Convention Videos – control. <b>Will be handed to Events Coordinator only.</b></li> <li>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.</li> <li>YWIH – handover to Jessie. <b>Still awaiting documents from past YWIH Coordinator. Jocosa to monitor</b></li> <li>Request for testimonial from Jan Carley – NZ is <b>happy to send reference.</b> Trish will write.</li> <li>PBMT is now Jocosa, Stella, Mary-Ann and we are looking for one more person to join the trust team.</li> <li><b>The next Lead the Leaders education weekend we need more time allocated for Administration help for choruses.</b></li> </ul>	<p>Trish</p> <p>Hilary</p> <p>Jocosa</p> <p>Trish</p> <p>Jocosa</p>
15	<p><b>Team Coordinator</b></p> <p>Report presented</p> <p>Questions/Discussion:</p> <ul style="list-style-type: none"> <li>Discussion re inviting Sharon Cartwright of Region 34 and a member of International Board of Directors to NZ 2018 Convention</li> <li>Establishment of working group to achieve improvements for our Region and other Regions 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.</li> <li>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 SANZ website. <b>Trish to monitor</b></li> <li>The RMT will welcome an article from CCC about the 700 milestone. Trish to encourage would be writers in CCC to pen something for the next Addaline</li> </ul>	<p>Trish</p>

	<ul style="list-style-type: none"> <li>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.</li> </ul>	
	<b>Meeting adjourned 5:30pm</b>	
	<b>Sunday meeting recommenced 9.00am Wellington Airport</b>	
<b>16</b>	<b>General Business:</b> <ul style="list-style-type: none"> <li>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.</li> <li>Trophies: Quartet replacement? Quartet plate is very worn. Novice Quartet Cup has a broken handle. Stella has found a replacement for Quartet plate.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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. <a href="mailto:Suenewman2@gmail.com">Suenewman2@gmail.com</a> We need them back and would like to know when we can collect them. Katrina to write them. Done.</li> <li>Remind choruses that standing rules need to be approved by RMT Team Coordinator.</li> <li>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 remember though that not all Judges are Educators so we are very fortunate to have great Educators coming to our Region at this time though this will not always be the case</li> </ul>	Katrina Stella  Julie Katrina  Katrina All  Katrina
<b>16</b>	<b>Future Meeting dates</b> 3-5 November 2017 – Airport Mtg room Fri & Sun, Grand Mercure Sat Items for next meeting: Strategic Plan 16-18 <sup>th</sup> Feb 2018 TBC	
	<b>Meeting closed 12:15pm</b>	
	<b>Next meeting - Wellington, 3-5 November beginning 5:15pm Time to be confirmed</b>	