

## Sweet Adelines International Region 35 Regional Management

### Minutes of Meeting, 11-13 November 2016 Distinction Hotel, Dunedin

**Present:** Patricia Veen (Team Coordinator), Hilary Clifton (Events Coordinator), Moira Haddrell (Marketing Coordinator), Julie Scoggins (Membership Coordinator), Joanna Lyes (Directors' Coordinator), Katrina Te Punga (Communications Coordinator), Jocosa Bruce (Education Coordinator), Stella Nicholson (Finance Coordinator) and Claire Takacs (Regional Competition Coordinator)

1	Late afternoon RMT and Claire visited the Dunedin Town Hall for a very productive meeting and guided tour, meeting with several Dunedin Harmony Chorus members as well. <b>Friday – meeting commenced 7:45pm</b>	
2	Welcome/Apologies – no apologies and welcome to Claire Takacs	
3	<p><b>Events Coordinator</b></p> <p>Report presented</p> <p>Questions/Discussion:</p> <p>Discussion about 2017 Convention:</p> <p>2 Educators in the upcoming Judging panel. Kim Vaughn and Judy Pozsgay.</p> <p>2 Classes – run concurrently and no Directors debrief. It is an intense experience and it was felt Directors need time to see their video to digest it first. Past Judges are not keen on it either. Directors can email Judges to ask questions, email addresses are in packs with their results. <b>Advice to be sent out to all Directors about this decision.</b></p> <p>There will be a limit on numbers for the 2 education rooms – 100 per room. Classes finished by 1:00pm. <b>Do we have the Town Hall on the Sunday?</b> Could go in there.</p> <p>We will investigate putting a link via the website to register for education. The link will be in the handbook and on the registration form. Something like “Click here to register for Education”. <b>Sharon to investigate link.</b></p> <p>Topics for the classes – Kim Vaughn - Directing (The Magic of Interpretation) and Quartet (Developing the Perfect Barbershop Voice). Judy Pozsgay to be confirmed <b>Jocosa to get this in the next two weeks.</b></p> <p>CCC is going to perform at the Opening ceremony – <b>if they are staying for the convention they all need to register.</b></p> <p>CCC to be given a timeframe of up to 15 mins including MC time for opening ceremony</p> <p>We need to wish the upcoming choruses competing at International the very best for Vegas. <b>Stella and Hilary sorting out information for Radio Host for opening ceremony</b></p> <p>Opening is free to everyone including the public</p> <p>Massed sing in the Octagon at 5:30pm on Friday night. <b>Will Cindia organise this?</b></p> <p>A reminder to give all the choruses the information that <b>all members must register.</b></p> <p>Sound check to be only the members singing over the weekend</p> <p><b>Would be nice to Register for the sound check via a link on the website.</b></p> <p>Discussed registration fee. BHS Men's registration this year was \$375.</p> <p>Some regions charge a flat regional fee which includes the convention fee so no separate registration charged</p> <p>Stella submitted the budget for convention in 2017 and to ensure it is achieved, the registration fee was set at \$120. This figure was arrived at following a discussion and</p>	<p>Joanna</p> <p>Hilary</p> <p>Sharon</p> <p>Jocosa</p> <p>Moira/Hilary</p> <p>Hilary</p> <p>Hilary</p> <p>Hilary/Stella</p> <p>Joanna</p> <p>All RMT</p> <p>Hilary</p> <p>Sharon</p>

Signed: \_\_\_\_\_  
Team Coordinator

Signed: \_\_\_\_\_  
Communications Coordinator

	<p>agreement by RMT members that we must aim to at least break even on this event, and not incur any cost overruns. The usual constraints apply – these are mainly the fact that there is a standard set of requirements for the event from International, we have no control over numbers attending and can only make rough guesstimates at numbers, other regions viz Australia charge at least \$240AUD, BHS recently charged \$375. The \$120 that NZ RMT plans to charge for 2017 Convention includes both chorus and quartet contest.</p> <p>Note: Australia uses their convention to raise money for the RMT for the coming year.</p> <p>The logo competition - <i>we may decide on a different way of deciding a logo from next year.</i></p> <p>Registration fee for 2017 will be \$120, Afterglow \$30 - <i>Tickets and hand stamp at the door for Afterglow.</i></p> <p>Thank you to Claire Takacs for coming to Dunedin to view the venue. We appreciate you giving up your day. <i>Done</i></p>	<p>Hilary</p> <p>Hilary</p> <p>Katrina</p>
	<b>Meeting adjourned 9:30pm</b>	
	<b>Saturday 12 November meeting recommenced 9.00am</b>	
4 5	<p><b>Approval of previous Minutes – June Minutes approved.</b></p> <p><b>Matters arising:</b></p> <p>11. Copyright – Yes Registrar is aware</p> <p>14. Levy – any feedback. No further feedback received from members since last RMT meeting. <i>Stella to remind choruses of increase when half-yearly note goes out.</i></p> <p>15. There are No 2015 badges left over from Pearl convention.</p> <p>15. Longevity pins are with Membership now.</p> <p>15. Jan Edgar retired from CAL Coordinator role, and given the small number of CAL members currently, this role is being subsumed into the RMT Membership Coordinator role.</p> <p><i>WebEx – check with RMT (Katrina, Jocosa, Hilary done, still to do Julie, Moira, Joanna, Stella)</i></p> <p>19. Pride of Portland Tour – Brianna doing advertising for the whole country.</p> <p>Chorus catchups - <i>still to phone Whangarei and Bella</i> but have emailed them. <i>Faultline</i> trying to catch TC. No reply from Foveaux Harmony – they replied Sat evening.</p>	<p>Stella</p> <p>Trish</p> <p>Julie &amp; Hilary</p>
6	<p><b>Items dealt with prior to this meeting:</b></p> <p>- 19<sup>th</sup> August – The Quartet Coordinator will be responsible for the “Winning Quartet” fundraising at Convention as per the policy book. For 2017 the Directors Coordinator will facilitate as the Quartet Coordinator will not be in Dunedin</p> <p>- 6<sup>th</sup> September – Region 35 gift to Young Singers Foundation for Silent Auction at Vegas. Julie to purchase some jewellery to value of \$100.</p> <p>- 13<sup>th</sup> September – that a signed minute authorising the opening of another account under our parent account - Sweet Adelines International NZ Region - 02 0874 0185261 to be named Prue Blythe Memorial Trust. This was carried out on the 13/9/16 and will be fully ratified at this November meeting.</p> <p>- 26<sup>th</sup> September – Resolutions - It has been agreed that the regional management team of Sweet Adelines International Inc New Zealand Region will apply for funding to The Southern Trust” and it needs to be certified by the secretary as true and correct. Also may need the same or similar for Otago Community Trust, Creative Communities, Bendigo Valley Sports and Charity Foundation, Community Grants, Dunedin Casinos Charitable Trust and The Lion Foundation – agreed all RMT members 25<sup>th</sup> September</p> <p>- 28<sup>th</sup> September – Gift bought for Young Singers Foundation Silent Auction in Las Vegas Set of Royce McGlashen shell dipping bowls. Value \$85 NZD. Julie to take on behalf of Region 35. YSF Risa Page thanked the region very much.</p> <p>- 6<sup>th</sup> November – RMT decided that it would not participate in the pilot programme for the proposed new governance, mostly due to poor timing issues from a NZ perspective. We will however keep up to date with progress via SAI.</p>	
7	<p><b>Correspondence:</b></p> <p>- Resolution for grant application</p> <p>- Resolution for funding</p> <p>- Additional bank account PBMT</p>	

8	<p><b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>- New Governance Model. Trish has emailed Thérèse Antonini and Katrina has completed the required form and sent it to Corp Secretary at International</li> <li>- Decisions re: RMT applicants (Events, Finance, Directors, Marketing)</li> </ul> <p>RMT discussed the current vacancies, made decisions about new appointees, thanked the nominating committee for their work on this project, and will communicate the outcomes to the Region after everyone involved has been advised of the upcoming changes.</p> <ul style="list-style-type: none"> <li>- He Tangata coaching agreement – expires 30/4/17, need to advertise for Director. <a href="#">Let current Director know in advance as courtesy – advertise in Feb’s Addaline</a> and Facebook. Email current Master Directors asking them to apply. Current He Tangata members in good standing recommend then RMT appoint.</li> <li>- YWIH coordinator – expires 30/4/17, need to advertise, <a href="#">let current coordinator know in advance as courtesy (Done)</a>. <a href="#">Advertise in Feb’s Addaline and Facebook</a>. One ad under RMT “Upcoming roles”</li> </ul> <p>Happy with current job description for YWIH.  <a href="#">Put job descriptions on the website for YWIH &amp; He Tangata Directors</a>  <a href="#">Send He Tangata JD to TC, Education and Membership</a></p> <ul style="list-style-type: none"> <li>- Quartet Coordinator role</li> </ul> <p>Position description – needs revision to add in the change to policy – wording of this below. Should wording be added to indicate that if quartet coordinator is not going to be present at Convention, she needs to get somebody to do this on her behalf? <a href="#">“There may be a fundraising table at the Harmony Arcade specifically for “The Winning Quartet”</a>. Prior to convention each chorus may be asked to donate something towards the raffle and/or items to be sold at Harmony Arcade for this quartet. There may also be a donation box for <a href="#">“The Winning Quartet”</a>. The Quartet Coordinator may facilitate this fundraising effort and present the funds raised to the Winning Quartet at the end of the Convention. If they are unable to attend convention then they will arrange for a stand-in”  <a href="#">Send job description to Ruth</a></p> <ul style="list-style-type: none"> <li>- Historian role – Dina Wickers is standing down. Janet Grange keen to take over. Role essentially will be acting as point of call for members wanting information about best way to archive essential and/or memorable materials. Liaison with Choruses about processes involved. Maintain up to date list of libraries in NZ who maintain archives of this kind. Photo collage of items and send these photos to Historian or the local museum – Historian will decide where.</li> </ul> <p><a href="#">Thank Dina for doing the role. Place in the Addaline. <a href="mailto:historian@sweetadelines.co.nz">historian@sweetadelines.co.nz</a></a></p> <ul style="list-style-type: none"> <li>- RMT Faculty – list on SANZ on public page, “Regional Representatives – Our people” – out of date. Needs new blurbs and new photos (maybe new people?) – <a href="#">Jocosa to check with everyone that their blurbs are accurate. All RMT members to make their contact choruses aware of the location of the RMT Faculty page on the website and of the skills that are available to them via this medium.</a></li> <li>- Celebrating our members’ achievements</li> </ul> <p>RMT congratulate Henri Hunkin-Tagaloa regarding the next stage of the International Judging programme. <a href="#">Trish to follow-up</a>  RMT congratulate Virginia on achieving Master Director 700. <a href="#">Trish to follow-up</a></p>	<p>Trish Trish/Katrina</p> <p>Jocosa Trish</p> <p>Katrina Katrina</p> <p>Katrina</p> <p>Katrina</p> <p>Trish</p> <p>Trish</p> <p>Jocosa All RMT</p> <p>Trish Trish</p>
	<p><b>Coordinators Reports</b></p>	
9	<p><b>Education Coordinator</b></p> <p>Report presented</p> <p>Questions/Discussion:</p> <ul style="list-style-type: none"> <li>- Stella – did you receive Kate Sinclair’s receipts for the Education Scholarship this year? Jocosa has contacted Kate.</li> <li>- <b>Leaders’ Weekend – February</b></li> </ul> <p>February 2017 coaching duet – as only 2 choruses have taken 1 coach each it raises concerns as to whether we are getting maximum benefit. Are we going to cover our costs? Luckily Australia are sharing the Int flight costs.</p>	

	<p>Hilary suggested some pre-reading for the Leaders weekend - Harmony from inside out by Jan Carley</p> <p>Bus – decided RMT will absorb the travel cost and not pass on separately.</p> <p>Saturday evening education will include an informal discussion with attendees, focus on useful information to share with one another, administration topics to include information about finance, membership and sharing information about proposed new governance. To be organized by Trish and other RMT members (not Education or Events who already have enough to do that weekend)</p> <p>Discussion as to who is doing what at the education weekend. <b>Jocosa to confirm that other RMT members to organise admin session.</b></p> <p>Music Team &amp; Directors based people going off with Sandy</p> <p>Jan – Admin</p> <p>5pm onwards - <b>Finance (Stella), Groupanizer Sharon (Trish to ask Sharon), TCs together – how to get membership numbers from reports (Julie)</b></p> <p>RMT to have a session with Jan Friday afternoon 1pm-3pm</p> <p><b>Contract for Jan and Sandy still to be done</b></p> <p>Lead the Leaders weekend pricing – question was asked about why attendees from other regions were being charged the same price as NZ members. That line was included in error and was meant to be a line to include non-Sweet Adeline members rather than members from other Regions. Will be fixed for future registration forms.</p> <p><b>- Coaching Costs - discussion</b></p> <p><i>'Costs for RMT-arranged coaching is apportioned by the number of actual coaching sessions. So, one full day of coaching would be 2 sessions. One evening would be 1 session.'</i> - <b>this needs to be put into the policy book.</b> Airfare apportionment is being reviewed.</p> <p>- Host responsibility document has been sent out and uploaded to the website.</p> <p><b>- Upcoming Education coaching</b></p> <p>Information about possible upcoming coaching may be shared with Directors by the Directors' Coordinator only, but it must be made clear that nothing is finalised and may not happen. Overseas coaches are sometimes not able to commit as early as New Zealand would prefer.</p> <p><b>Choruses to be reminded about Internationally funded visits (IFV) process again.</b></p>	<p>Jocosa</p> <p>Stella/Trish/Julie</p> <p>Jocosa</p> <p>Katrina</p> <p>Joanna</p> <p>Jocosa</p>
10	<p><b>Communications Coordinator Report</b></p> <p>Report presented</p> <p>Questions/Discussions:</p> <ul style="list-style-type: none"> <li>- Results documents (who will update information from contest and give to Katrina to place on SANZ website) – <b>Events person (Louise Witton) to update document then pass to Communications Coordinator. Katrina to send file to Hilary.</b></li> <li>- Each coordinator who has a tab on the member-only site will be responsible for ensuring information on it is correct and up to date, as well as any further pages that sit behind that tab. <b>Quarterly checks of the pages are required, alterations to be passed to Communications Coordinator to make the actual changes</b></li> <li>- Finance things can go on their own menu tab – <b>Stella to give information to Katrina to put up</b></li> <li>- New link on SANZ member only page under Welcome to Groupanizer where you can click to email RMT - <b>Done</b></li> <li>- Process for submitting items for SANZ website (existing or additional) – message to be placed on website “submit an item for this site” or “contact our Communications Coordinator to submit an item for this site”; RMT to follow same process (ie submit to Comms Coordinator) <b>Katrina to place on website</b></li> <li>- New membership access – each chorus is to email <a href="mailto:membership@sweetadelines.co.nz">membership@sweetadelines.co.nz</a> and <a href="mailto:finance@sweetadelines.co.nz">finance@sweetadelines.co.nz</a> once they have registered their new member with International. The Membership Coordinator will add the new user to the website. Please advise your new member that they will receive access automatically. <b>Katrina to write procedure for website and instructions for Membership Coordinator.</b></li> <li>- <b>Quicker responses to emails please. Put a deadline on so people know when to reply by.</b></li> </ul>	<p>Hilary Katrina</p> <p>All RMT</p> <p>Stella</p> <p>Katrina</p> <p>Katrina</p> <p>All RMT</p>

	<ul style="list-style-type: none"> <li>- Change forum access – for marketing, finance, directors, membership on website - <b>Done</b></li> <li>- <b>Katrina to go over membership report and make sure “new” ones are on SANZ website.</b></li> </ul>	Katrina Katrina
11	<b>Directors Coordinator Report</b> Report presented Questions/Discussions: Finances for Rising star – regional attendance was very poor. Lack of registrations. The Nationals was moved out of alignment and moved to Wellington. Was not financed by International or underwritten by RMT. RMT would like to acknowledge the amazing efforts by Joanna Lyes and her charity team.	
12	<b>Membership Coordinator Report</b> Report presented Questions/Discussions: <ul style="list-style-type: none"> <li>- Formalise what RMT as a group need to do at Internationals and return to previous system of presenting members with a badge or something. Another suggestion was that a pre-signed card (by RMT members) would have been a nice gesture to give to our international participants. RMT will do a signed card for both choruses and quartets and have a coffee/drink with the quartets.</li> <li>- <b>Membership Newsletter – please copy in the RMT</b></li> <li>- There have been discussions with Judith Moore in Albany about the possibility of forming a new chorus. <b>Julie to follow up with further information from International as to what the initial steps would be.</b> International provides a limited amount of funding for Membership and Education to check progress of the admin and music of prospective choruses.  <b>Is there a membership budget line for forming a chorus?</b></li> <li>- Guiding New Zealand – a camp for 13-18 year olds. 10<sup>th</sup>–23<sup>rd</sup> July 2017 – a week during these holidays. Takapuna Camp – Sweet Adelines coaching 2-3hrs per day. Needs to be under the National YWIH coordinator. Ask Zeal if they are available, if not them then someone suitable. <b>Julie to talk to Henrietta and Zeal. Respond enthusiastically to Guiding. Ensure some publicity comes back too for the Addaline and is published on facebook etc.</b></li> </ul>	Julie Julie Stella  Julie & Marketing
13	<b>Marketing Coordinator</b> Report Presented Questions/Discussion: <ul style="list-style-type: none"> <li>- Brand RMT logo – see Strategic plan</li> <li>- Advertising – no response from Stuff. Facebook advertising – control how much you want to pay. Max spend, keywords, age-groups. <b>Moira to talk to Jo Maxwell and Shelley Phillips to get details of Facebook advertising for new members; Moira then to create a document that outlines a step by step process that is suitable for Choruses to follow, including guidelines for costs. Give to Katrina to place on website. To take place prior to next RMT meeting in Feb 2017.</b></li> </ul>	Moira
14	<b>Finance Coordinator</b> Reports presented Questions/Discussion: <ul style="list-style-type: none"> <li>- As minuted previously, Levy from past RMT meeting. Total new levy from 1 May 2017 \$180 for full Adult chorus members.</li> <li>- Applied for 2 grants, 1 got declined. Applying for more.</li> <li>- Query received from a Chorus about escrow accounts, RMT advises against these and would recommend instead having one account using Xero software, which is simpler to manage.</li> <li>- Wellington City Chorus – raised a concern over ongoing costs from International as there are more a cappella groups starting that have lower costs. The main difference between us and other a cappella groups is the education. <b>Stella will reply to WCC.</b></li> </ul> RMT members who attended the LEAP day had asked the question about International components of membership costs. The impression was it was brushed over by International. - <b>Summary paragraph required from Moira from LEAP day Finance meeting.</b>	Stella  Moira
15	<b>TC Coordinator</b>	

	<p>Report presented</p> <p>Questions/Discussion:</p> <ul style="list-style-type: none"> <li>- Copyright – update. Deborah working on it, taken onboard Jocosa’s information. Hoping to have it place for February Lead the Leaders weekend. Will visit and present the detail to RMT late Friday hopefully. <b>Needs to be included in program for Leaders Weekend.</b></li> <li>- Brief updates from my communications with assigned Choruses (3) – quite productive</li> <li>- Email exchange with Paula Davis – Barbershop Harmony taking women into their organisation.</li> </ul>	Jocosa/Hilary/ Trish
16 17	<p><b>General Business</b></p> <p><b>Future Meeting dates</b></p> <ul style="list-style-type: none"> <li>- Thursday 16 February (late-afternoon/evening meeting) 6pm</li> <li>- Friday 17 February (all day until approx 4pm) – Jan Carley afternoon (1-4pm) RMT only</li> <li>- Post-Convention meeting – 27<sup>th</sup>-28<sup>th</sup> May 2017 Wellington</li> </ul> <p><b>Katrina to advise new RMT members meeting dates</b></p> <ul style="list-style-type: none"> <li>- Katrina to give Silverstream Retreat details to Hilary. Accommodation, Stonewall Lodge meeting.</li> </ul>	Katrina Katrina
18	<p><b>Strategic Planning</b></p> <p>Visions statement and Mission statement revised. Goals set as...</p> <p><b>Goal 1: The RMT will facilitate opportunities for all members to enhance their music, entertainment and performance skills.</b></p> <p><b>Goal 2: The RMT will assist to raise the profile of Sweet Adelines in New Zealand to encourage growth and retention in membership</b></p> <p><b>Goal 3: The RMT will support the development of current and potential leaders</b></p> <p><b>Goal 4: Continue to foster excellent communications with all choruses to assist them to manage and effectively run their choruses</b></p> <p>Trish will flesh out the goals based on discussions so far and what RMT Coordinators have sent her, then send these around to RMT members, who will each work on establishing tasks for those goals. This will be done well in time for our next meeting where we will have an opportunity to talk about our goals with Jan Carley.</p> <p><b>We will publish the full Strategic Plan once it is complete on the website</b></p>	Trish  Trish/Katrina
	<b>Meeting adjourned 5:15pm</b>	
	<b>Sunday 13 November meeting recommenced 9.00am</b>	
19	<p>Wellington emailed advising that some did not want to stay onsite at El Rancho for Lead the Leaders. It was discussed and agreed that those not staying onsite will pay \$180 registration.</p> <p><b>Jocosa to reply to them</b></p>	Jocosa/Trish
18 cont	<p><b>Strategic Planning cont.</b></p> <p>Fleshed out strategic plan further – see separate document.</p>	
	<b>Next meeting - Thurs 16<sup>th</sup> February 2017 El Rancho, Waikanae, beginning 6pm</b>	
	<b>Meeting closed 11:30am</b>	