

Sweet Adelines International Region 35 Regional Management

Minutes of Meeting, 3-5 November 2017 Grand Mercure Hotel & Wgtn Airport, Wellington

Present: Patricia Veen (Team 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) and Leigh Whitelaw (incoming Regional Membership Director). Kerry Stewart (incoming Regional Education Director) Saturday only, Hilary Clifton via Skype Friday evening and late Saturday afternoon (Events Coordinator)

	Friday – meeting commenced 6:45pm Wellington Airport	
1	Welcome/Apologies – apology as Hilary's flight cancelled but she joined via Skype for Friday evening and apology for Kerry Stewart for Friday night, Welcome to Leigh the incoming Regional Membership Director	
2	Past minutes Action items reviewed	
3	Approval of previous Minutes – June Minutes approved.	
4	Matters arising: The new Regional Membership Director to remind choruses that they should be thinking of items for RAMM to be submitted to Communications Coordinator by 4 th April 2018	Leigh
5	Items dealt with prior to this meeting: <ul style="list-style-type: none"> None 	
6	Correspondence: <ul style="list-style-type: none"> Sending Jan Carley's testimonial Correspondence with Region 34 about Quartets being allowed in the Open Division Multiple communications with SAI regarding new Governance 	
7	International 2017 <ul style="list-style-type: none"> Verbal report given by Jocosa below 	
	Coordinators Reports	
8	Communications Coordinator Report presented Questions/Discussion: Any update on Choir Genius? All members are able to receive emails directly sent to them now. If members are not receiving them their email address may be incorrect. Sign on to the website using firstname.lastname and check your email address under your account. Julie to send to an email to all choruses reminding them to add people to the regional website.	Julie
9	Education Coordinator Report Report presented Questions/Discussions: <ul style="list-style-type: none"> Brief update from Las Vegas visit – Monday all about Directors roles and also the membership. Finding the right people for the roles within the "staff" roles. Flexibility is how the roles look, merge some or add extra people if needed. Tuesday brain-storming about organisation, an Interim CEO consultant has come in to work with HQ and she was excellent, Therese Antonini and Jennifer Cooke excellent, external person facilitated a great feedback session with Headquarter staff and IBOD out of the room – feedback was flexibility of how we are judged, get more freedom back into the artform, at current decline we will be out of existence in 7 years based on current decline especially in the USA. What do we need to do – tell everyone. 75% of the organisation is made up of choruses 50 and under. Region 35's workshop report was 	

	<p>discussed by 4 board members to Jocosa and they were surprised to see that we hadn't dealt with some of the issues at RMT level. Awesome days and really worthwhile. Lots of trust for us to make decisions, RMT and going forward with RED. (Regional Executive Directors)</p> <ul style="list-style-type: none"> Update on Frenzy visit (assumption is that Jocosa will make decisions re which choruses get what coaching) – contracts have gone out, Kerry is up to speed, Frenzy need a day off and that will be planned. They will probably have a show in ChCh but not an evening show as they need to travel to their next destination. The actual weekend of Frenzy, Kerry will need to be in charge or someone in her team. Update on situation with South City Soundz – 25 year anniversary coming up. With faculty visiting it is not appropriate for anyone other than RMT to add/change flights as this may affect the whole schedule and rest days. Prue Blythe Memorial Trust – suggested refresh. Hosting recommendations for visiting coaches – add in please contact Education Director before contemplating any changes - to be sent around choruses. 	Jocosa/Stella /Kerry Jocosa/Jo
10	<p>Marketing Coordinator</p> <p>Report presented</p> <p>Questions/Discussion:</p> <ul style="list-style-type: none"> Update on marketing for Jan Carley's webinars – postponed as only 1 registration, so will leave it to next year. We will market it again once the dates are confirmed. Any chance of Facebook training for specific Choruses eg Dunedin? – marketing the chorus. Taranaki as well. Perhaps a skype call with Marketing and Communications with those within choruses that do their marketing. Early 2018 	Jo/Katrina
11	<p>Membership Coordinator</p> <p>Report Presented</p> <p>Questions/Discussion:</p> <ul style="list-style-type: none"> Basic membership costs to be added to SANZ website (members' area only) – under the members' info area – A document that could be useful for the choruses. Julie is preparing a draft. Spirit of Sweet Adelines – advertise early New Year and Leigh's membership team will organise, it was the RMT that made the decision but now just the 3 Directors. Forms need to be adapted so that people know that what is submitted may be read out. Nominations close by the end of March. Vote April. Some members almost at 35 years. Pins required, get them from International? Need them by 2020. Julie to count up how many and we will need to go by the actual SAI dates. 	Julie Leigh Julie
12	<p>Finance Coordinator Report</p> <p>Report presented</p> <p>Questions/Discussions:</p> <ul style="list-style-type: none"> Stella talked us through highlights – especially final costs after last convention. Final surplus \$17,822 this was due to good attendance, high numbers registered, Dunedin did a great job. Profit & Loss has been restructured to match new Governance. Convention Levies collected in the current financial year are now separated into a Convention Reserve on the Balance sheet for the following year. Miriam Spragg – A Region 34 member wants to sing with CCC next year and they want to know how much to charge her. Stella advised Miriam that as per SAI Policy and Region Part Year policy, members from other regions must pay the same regional levies as our members. ie: pay the whole convention levy including what we pay in our subs. Stella talked to Miriam on the day Do members who sing at our convention become Region 35 members? Do members who sing at International with our choruses become region 35 members? See above. 	
13	<p>Directors Coordinator</p> <p>Reports presented</p> <p>Questions/Discussion:</p> <ul style="list-style-type: none"> Carolyn asked whether her members from Faultline can sing in the STAR chorus next year given they are not competing but they are evaluating. Checked with the wording in Policy Book and only says if they are not competing also there has been past cases in Queenstown. It was agreed yes all evaluating choruses members can sing in STAR. Follow from the first question, the Competition Coordinator Claire had informed that given Faultline's size they are likely to be at the first part of the competition given risers change, how is this going to affect Carolyn's ability to direct the STAR chorus as mic tester and then direct her own chorus for evaluation soon after? 	Cindia
14	<p>Team Coordinator</p> <p>Report presented</p> <p>Questions/Discussion:</p>	

	<ul style="list-style-type: none"> Region 34 decision to allow NZ quartets to compete in open division – do we need to make any change to our Policy Book? Suggest that 35 make a similar ruling – but incorporating all regions - then market the opportunity for quartets from other regions to combine the Open Div with a girls’ road trip and holiday in NZ. <p>Addaline</p> <ul style="list-style-type: none"> Jo doing article about Westminster and Love Notes Photos/articles from Las Vegas – is this in hand? Yes Hilary preparing article called Earthquakes, Acoustics and Size Matters for this upcoming edition. <i>She may do another one about practical arrangements for convention event.</i> Purpose – to give people an idea of what’s involved behind-the-scenes in choosing a venue and the planning and detail that goes into it. Draft article re new governance (Trish has done) He Tangata article – <i>Stella finding out where and when next rehearsal is and asking Kerry to do the article – possible live interview of maybe 6 of the members plus Director, turn into article for Addaline edition following convention</i> Any names to be added to Addaline for “honourable mentions”? For instance, the copyright document was finalized so maybe thank those involved again? Debs, Jocosa, Sharon Connor. Thank the people who took part in mini taskforce day? 	<p>Hilary</p> <p>Stella/Kerry</p>
	Meeting adjourned 9:10pm	
	Meeting restarted Saturday 9:00am Grand Mercure	
15	<p>General Business:</p> <ul style="list-style-type: none"> Governance realignment. Frenzy <ul style="list-style-type: none"> Contract (signed with Waipuna Hotel and Conference Centre 17th August (on file)) Budget – last budget update 14th August (on file) Schedule - <i>Jocosa</i> Frenzy Liaison - <i>Jocosa</i> Liaison with host choruses <ul style="list-style-type: none"> Accommodation <i>**hosting requirements</i> Transport <i>**internal flights & contact details</i> Meals Technology setup Project plan on Teamwork – Hilary to continue to develop and oversee Promotional material – save the date done, weekend programme required from Frenzy Registrations for weekend – <i>Christine/Sharon</i> Event Mgt for Weekend – <i>Hilary</i> Weekend programme – <i>Jocosa continue</i> Frenzy OQL - <i>Jocosa</i> AU/IT - <i>Hilary</i> Catering - <i>Hilary</i> Welcoming and safety etc STAR songs to be the event songs Invite Region 34 – higher fee charged though as need to include the education levy (\$45) Convention – RAMM - all current RMT people to be there in case members have questions. 	<p>Jocosa</p> <p>Christine Godfrey/ Sharon Hilary</p> <p>Jocosa</p> <p>Hilary</p>
16	<p>Education classes Convention</p> <p>Education Classes will be given by Lynda Kever and Dale Syverson.</p> <p>The Education sessions are all at the Interncontinental Hotel, Grey Street on Sunday 6 May</p> <ul style="list-style-type: none"> - Session 1: DALE - Directing – Phrasing a Ballad and Designing a Dynamic Plan. (Lambton 3 - 40 seats) - Session 1: LYNDIA - Learn how to make the most of your voice, how to show off your best skills and diminish those you haven’t mastered yet. Take home some dos and don’ts for skillful presentation of your musical message, and put more joy into your performances. (Lambton 1&2 - 240 seats) 	

	<p>- Session 2: DALE - Vocal – Wall of sound (Lambton 1&2 - 240 seats) continued over</p> <p>- Session 2: LYNDA - Bringing Your Music To Life. How to use the arrangement, its structure, lyrics and embellishments to turn your music into an irresistible message for your audience. (Lambton 3 - 40 seats)</p>	
	<p>STAR Chorus: Following a query from Faultline Chorus seeking clarification, it was established that members of evaluating Choruses may take part in STAR Chorus at convention. At the convention held in Queenstown a few years ago, evaluating members participated in STAR Chorus; this is not a new decision. Following advice from Claire Takacs, this means the initial riser configuration at convention will be 7 risers, followed by 11 risers (with inverter). Cindia to communicate this to Faultline Director. WCC, Bella and Faultline Choruses all to be reminded of this point, and encouraged to participate in STAR Chorus if they wish.</p>	Cindia
17	<p>Events Coordinator Report</p> <p>Report presented</p> <p>Questions/Discussions:</p> <ul style="list-style-type: none"> • Panel Chair Regional Post competition Report from SAI as to 2017 convention – “This was one of the best overall experiences I have had in terms of the venue, regional personnel, preparations, communications ... all of it. Region 35 members really exemplify the "we are Sweet Adelines" motto and revel in it. They could be the Poster Child for the organization!” • Tribute to Barbara Smith at 2018 Convention – progress? Waikato Rivertones are putting someone forward to do this. • TeamWork – update by Hilary – brief discussion. Everyone is using it more and more. • Introducing the new regional team at Convention – social media as a way to spread out the news of new resources. 3 Directors photo on website replacing winning Quartet/Chorus for a little while. 	Katrina
18	<p>Future Meeting dates</p> <p>Regional Exec Directors - Third Sunday of every month from 19th November 2017 via electronic means – Skype, Webinar etc</p> <p>Regional Directors only in Wellington 12/13 January then 30/31 March at Leigh’s place.</p>	
	Meeting closed 5pm	