

Regional Management Team Minutes of Meeting, 27 – 28 February 2016

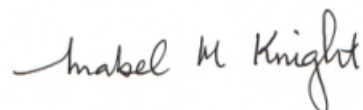
Present: Hilary Clifton (Events Coordinator), Moira Haddrell (Marketing Coordinator), Julie Scoggins (Membership Coordinator), Joanna Lyes (Directors' Coordinator), Leigh Whitelaw (Communications Coordinator), Jocosa Bruce (Education Coordinator), Stella Nicholson (Finance Coordinator)

Incoming members: Patricia Veen (Team Coordinator), Katrina Te Punga (Communications Coordinator)

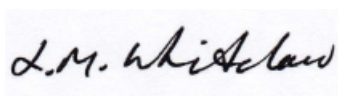
Mabel Knight (Team Coordinator) – joined the meeting at 11.30am.

Saturday – meeting commenced 9.30am Members held up due to flight delays.	
A resolution was passed to accept that incoming Regional Management Team Members, Patricia (Trish) Veen will be our Team Coordinator as of 1 May 2016 and Katrina Te Punga will take up the role of Communications Coordinator.	
Correspondence In: Letter from Wellington City Chorus, replied to by Mabel. See Communications and Team Coordinator reports.	
November Minutes – no matters arising. Minutes approved.	
<p>SAI new governance proposal. We are linking in with SAI at 11.00am from Trish's place of business.</p> <p>Questions:</p> <p>Finance does not appear to have a major focus and a concern with the need for accurate information available for all teams on a timely fashion.</p> <p>What is the justification for not having the role of a director of finance?</p> <p>Monitoring – what is the definition of monitoring of the second tier as opposed to the evaluation of the 3 directors – could this be evaluation on all levels instead?</p> <p>Have we correctly assumed that the 3 directors will be responsible for recruiting, monitoring and redirecting of personnel?</p> <p>With the new team structure we envisage this taking a considerable amount of an individual's time in the director's roles. Is there funding or an honorarium to directors envisioned?</p> <p>Funding – is there funding being set aside for directors to attend education/training in the US or elsewhere?</p> <p>Training on the first day of convention at international 2016 who is it aimed at now? Where do the funds come from to attend?</p>	

Signed:



Mabel Knight
Team Coordinator



Leigh Whitelaw
Communications Coordinator

<p>Skype connection with Marilyn Cox, regional governance taskforce member, from SAI 10.55am</p> <p>Finance – SAI felt that finance falls under the administration director. They understand that this is a critical role and she will be working with all 3 directors. Primary concern of our organisation is education, performing and competition so finance supports these activities. Funding or an honorarium is not seen as part of the proposal for directors.</p> <p>If the proposal is passed, regional directors' online training will be January 2017 followed by class training at either end of AHA in July summer 2017; funding is envisioned for directors for that training. They may consider an out of the US site as well for this training opportunity.</p> <p>Monday of convention in Las Vegas 2016 a general information session will be held for any interested parties.</p> <p>Applications will be sent out at the beginning of July 2016 so they hope that those applying for director roles will be able to attend this first session of information in Las Vegas.</p> <p>One of the primary principals is training and education of leaders – which is recognised as needed at all levels. Training is a main focus for all of these. Accountability is required. A leader needs to be proactive in training/checking on the team members and supporting their growth.</p> <p>Under the RMT structure roles are taken for 1 or 2 years, in the new structure small jobs may be easier filled by members who prefer to work on short term projects, thereby contributing, feeling included, rewarded etc. This may introduce these members to the possibility of extending their involvement. Geographical distance makes it hard to know the strength of more members in individual choruses. Directors will receive training on how to deal with delegation, education, monitoring, replacing/redirecting and accountability of their team members. Support from the SAI team to deal with recruiting and redirection of these team members, ie if a person on a director's team would be better served under a different director then upon consultation of the 3, movement can be agreed.</p> <p>We are free to email Marilyn if other questions arise over our meeting this weekend.</p> <p>Mabel suggested that SAI could add on a meeting of any people interested in this new governance proposal at AHA. Upon discussion it was decided this would not be viable.</p> <p>Hilary has purchased a copy of the book The Abundant Not For Profit, that Colleen Kelly has published on volunteers in not for profit organisations. This book is one of the main resources that SAI are using for the new structure proposal. If we put this copy into our library, region 35 members will be able to access this. Author and source of the book to be acknowledged.</p>	<p>Hilary</p>
<p>Communications Coordinator Report</p> <p>Report presented</p> <p>Email request from SAI to provide a 20 – 30 second video at contest announcing “We are Region 35, we are Sweet Adelines”. Marketing will take on the programming and overseeing this event at contest and liaising with Hilary to put into run sheet. Hilary will convey this request to Matt at Multi Media.</p> <p>The move to Groupanizer will require new and resigning member information to be as up to date as possible. Leigh/Katrina will be responsible for loading/removing these persons. Julie will send to Communication and Finance Coordinators, information on leaving members that she receives from SAI quarterly. Chorus membership people need to be educated on how to access their member list on the SAI site and also how to have resigning members complete the exit form. Mabel will talk to this at RAMM. Groupanizer have agreed in January that region 35 choruses may pay for their annual registration cost in New Zealand dollars rather than US dollars.</p> <p>We need Sharon to send to International the complete list of membership when we have the latest information uploaded to draw to their attention the discrepancies that exist on our lists and theirs.</p>	<p>Moir Hilary</p> <p>Julie Julie / Mabel</p> <p>Leigh</p>

<p>A reminder to choruses re convention eligibility: choruses as a whole must be in good standing with the region 60 days prior, but individual members must be on the SAI membership lists as of the day before the actual competitions or 30 April whichever comes first, (Convention Handbook, Section 2, 1 (c)1.).</p>	
<p>Events Coordinator Report presented</p> <p>Addaline – it was moved by Moira that we will move to produce an online version only of this publication. The cost of producing this publication currently outweighs its worth in printing. A majority vote carried this motion. The team led by Sandy Gunn and Briana Perry is thanked for all their hard work and dedication over several years to publish and distribute this magazine to our members. Many ladies were involved from editing to printing and posting and we appreciate all of their volunteer hours.</p> <p>Convention 2016 planning is rolling along well. Convention 2017 will be held in Auckland as the Michael Fowler Centre costs will be prohibitive with larger choruses competing and the need to extend staging etc. Wellington venues and hotels do not offer 'deals' to groups due to the lack of competition in the city. We have tried! Best dates for both SAI and the Aotea Centre would be 20-23 April. Hilary to ask SAI to now pencil this date in for us. Costs in Auckland for hosting a convention are cheaper. 2018 and 2019 also to be looked at in Auckland.</p> <p>As advertised previously on a Save the Date email to the Region, there will be a Leadership weekend workshop being held on 17/19 February 2017. El Rancho Christian Holiday camp in Waikanae may be the venue (costs of other venues in other areas out of Wellington are being investigated).</p> <p>The RMT will hold a meeting on the Friday of this event. Hilary to book the necessary room.</p> <p>Convention 2016 entry to education classes, lanyards <u>showing registration</u> will be checked at the door. Hilary (convention team) to ensure doors are staffed for checking.</p>	<p>Moira</p> <p>Hilary</p> <p>Hilary / Jocosa</p> <p>Hilary / team Hilary</p>
<p>Education Coordinator Report presented</p> <p>AHA (a cappella harmony academy) registrations are coming in slowly. Members are encouraged to take the opportunity to come to this marvellous educational event suitable for all members!</p> <p>Region 35 Facebook administration rights currently stand with Jo Maxwell, Sandy Gunn, Moira Haddrell, Louise Witton (daily bulletin at convention), Melina Perry, Brianna Perry and Jocosa Bruce. Katrina Te Punga and Moira are to be given administration rights. Moira will notify Sandy that Jo, Sandy, Melina and Brianna are to be thanked for their work and input but taken off as posters, Louise remains as an editor and Katrina added as an administrator as soon as possible. This change is to reflect the current roles on the RMT, education, marketing, communications and the daily bulletin person for convention. Update policy book.</p> <p>Mabel passed over the regional quartet medals to Jocosa.</p> <p>As the result of a query from a member, discussion held on the inclusion of a senior category for quartet contest sessions. This is thought to be a great idea and could be included in the programme from 2017. All four quartet members would all need to be aged 65 or over. They would compete within the international category but be eligible for the award of senior category winner. These quartets would of course be eligible for placing in the regular contest. Trophy / award / tray to be sourced.</p>	<p>Moira / Jocosa</p> <p>Mabel</p> <p>Trish / Hilary</p>

<p>Copyright question from a member was raised. As of 1 January 2016 there has been a change in the sale of songs in the US meaning many more titles are held by SAI only. Process: check out the arrangement on the arranger's site, you will then be directed to purchase from their site or directed to be purchased through the SAI website on the arrangers' page. There will be a per copy fee and arranger's fee payable for this. The performance fee (APRA, Australasian Performing Rights Association) is payable in New Zealand. If your chorus is a member of the New Zealand Choral Federation you are already covered for performance fees. Mabel to send this information to her email query. Sharon / Leigh to update on website. (changing the words of a song needs approval from the arranger/composer)</p> <p>Stella to send the APRA letter to Leigh.</p> <p>Massed Songs – RMT holds the rights for these to be used at educational events. Choruses or quartets who want to perform any of these must purchase the material from SAI or the arranger and pay APRA. Leigh / Sharon update on website.</p> <p>Repeat the information re the RAMM time for 2016 for members to attend.</p> <p>It is time for seeking applications for the YWIH Coordinator. A contract will be sent out to the region to seek applicants, coming into place 1 May 2016.</p>	<p>Mabel / Leigh</p> <p>Stella</p> <p>Leigh</p> <p>Leigh</p> <p>Jocosa</p>
<p>Finance Coordinator</p> <p>Reports presented</p> <p>At RAMM this year we will be able to present the 2013 / 2014 and 2014 / 2015 audited accounts and 1 May 2015 to 1 December 2015.</p> <p>Hilary to send to Stella the updates of registrations for contest.</p> <p>Team to look at budget suggestions sent by Stella and provide feedback. P & L Actual to date plus Budget.</p> <p>Stella is writing off the set of risers in the books sold to an Auckland school from Coro A Cappella chorus wind up several years ago.</p> <p>He Tangata have arranged insurance through the Choral Federation.</p>	<p>Hilary Team</p> <p>Stella</p>
<p>Marketing Coordinator</p> <p>Report Presented</p> <p>Winners of the design logo for convention have their convention registration paid regardless if they have won previously. A cheque will be sent to Brianna Perry with a cover letter for her registration for 2015 contest.</p> <p>Clarification made on the policy change made last year to include the Convention registrar on receiving allowances for convention.</p> <p>Registration is still required to be paid (as it is for all RMT and steering committee members).</p> <p>AHA – Moira is working on a FAQ sheet which is a great idea to promote this event. Jocosa can share this with her contact at SAI.</p>	<p>Leigh</p> <p>Moira / Jocosa</p>
Meeting adjourned 5.55pm	
Sunday 28 February meeting recommenced 9.00am	
<p>Team Coordinator</p> <p>Report presented</p> <p>Need to ensure that all changes to policy made during this meeting are updated in the Policy Book and that our Standing Rules reflect the updated situation.</p>	<p>Mabel / Leigh</p>

<p>From May 2016 Katrina will take on the task of updating the Policy Book.</p> <p>Our policy for International coaches that are booked by the RMT to come to coach in New Zealand needs to be updated. Mabel and Julie to review section 9 on the Policy Book and make suggestions for the rest of the team to approve. The aim is to make the points follow chronologically the process for booking a coach and the requirements associated for individual choruses.</p>	Mabel / Julie
<p>Directors' Coordinator Report Presented</p> <p>The Massed Song list was reviewed and songs removed: Friends, Just Friends; I Don't Want to Walk Without You; One Moment in Time; Send Your Love;</p> <p>Jocosa to go through the learning tracks to determine accuracy and arrange replacement tracks accordingly.</p> <p>Pan Pacific Youth Harmony Festival and Rising Star contests being held in New Zealand this year; planning is going well. The opportunity for New Zealand school groups to participate in these is fantastic. Visit www.panpacificharmony.com to read all about these wonderful events.</p> <p>Joanna and Jocosa are doing a terrific job on these events.</p>	Joanna / Sharon Jocosa
<p>Membership Coordinator Report Presented</p> <p>The 'part' badges that Moira holds are to be handed to Jocosa for sale by GAC to go towards YWIH funds.</p> <p>Moira also holds 5, 10, 15 and 20 year badges for \$10 per badge and choruses are welcome to purchase. 25 and 30 year badges are given to members during a convention weekend. In order to receive this membership acknowledgement a chorus must apply to the Membership Coordinator with proof of term of membership. 25 and 30 year badges should be held with the convention badges – Moira to bring to Wellington.</p> <p>Contact has been received from the Girl Guide Association and we may look at participating in future camp/s to incorporate an a cappella focused part of the camp.</p> <p>St Johns, Girls' Brigade and Duke of Edinburgh are other groups that we could approach.</p>	<p>Moira</p> <p>Moira / Hilary</p> <p>Julie</p>
Morning Tea 11.05am	
<p>Resumed 11.20am General Business</p> <p>Announcing the Governance Proposal to our Region. Include link to the proposal on the SAI site and the FAQs link. Leigh to send out tonight.</p> <p>Regional promotional pamphlet enquiry – due to cost restrictions we have not produced these documents for several years. Choruses can find templates and suggestions on the international website. Choruses should run their document past Moira to ensure it matches brand requirements for both international and national requirements.</p> <p>Following discussion on assisting the Education Coordinator to attend international events it is recognised that with the rise in costs in the past few years that we need to adjust the policy guideline. This can be done following the quotes that Jocosa will provide on attending two events on the international calendar this year.</p> <p>Team members have until 6 March to apply for assistance to attend convention in Las Vegas in 2016. Applications will be reviewed by</p>	<p>Leigh</p> <p>Jocosa</p>

<p>members of the team not applying and a decision made promptly so that flights can be booked etc.</p> <p>With the move to Groupanizer we must maintain the process of correspondence and communications going out via the Communications Coordinator. Katrina, Jocosa and Sharon Connor will continue to be administrators.</p> <p>Thank you from Katrina for the opportunity to attend this meeting. Trish was also happy to be able to attend.</p> <p>Team review the Policy Book on RAMM and prepare accordingly. Julie will provide the clipboards and paper for attending members to write their names and chapters.</p> <p>Thank you to Mabel for her 7 sterling years of service to the Region as part of this RMT. The Region has been truly well served by her in her role as Team Coordinator. Leigh is also leaving the team and thanked for her 2 years as Communications Coordinator.</p>	
<p>Next meeting 18 /19 June Auckland (Jet Park) 12 /13 November Auckland (Jet Park)</p>	<p>Julie</p> <p>Team / Julie</p>
<p>Meeting closed 12.30pm</p>	<p>Hilary Hilary</p>