

Sweet Adelines New Zealand – Regional Management Team
Minutes
Saturday/Sunday 11-12 March 2023 – Wellington

Present: Leigh Whitelaw (Team Coordinator), Carolyn Currington (Directors' Coordinator), Miriam Spragg (Membership Coordinator), Jo Maxwell (Marketing Coordinator), Mary Cave-Palmer (Finance Coordinator), Jenny Meadows (Communications Coordinator), Leanne Wheeler (Education Coordinator)

Absent: Ann-marie Frances (Events Coordinator)

Approval of minutes from November meeting: Jo moved, Miriam seconded. Approved after reviewing Minutes and making some tweaks.	
Matters Arising	<ul style="list-style-type: none"> Decision taken to separate Task List from Minutes, starting with March meeting. Add it to the bottom of the minutes. Strategic Plan 2020-2024 - ONGOING SANZ 40th anniversary – members will be invited to join team via survey
Finance	<ul style="list-style-type: none"> The actions from the November minutes have been completed, apart from Decision Register not yet updated. Travelex cards, Debit cards, Credit cards – After Mary explained in detail the pros and cons of all three, RMT agreed that debit cards would be preferable. Finance Coordinator workload – recommend putting convention-related items, except bills, to another role, perhaps the Events Coordinator RMT considered the future of the He Tangata Show Chorus (HTSC) and discussed the issues. Given that most choruses are in a state of rebuilding after Covid, It was agreed that a discussion on the future of a regional chorus would be deferred until 2024. Discussion was held on the necessity to change personnel names with the BNZ. Their information is out of date despite several attempts to have it updated. We also want to allow Mary to create Term Deposits as soon as possible. The existing authorities to operate the Sweet Adelines Region 35 New Zealand (SANZ) bank accounts were updated. <p>The Management Team Resolved:</p> <ul style="list-style-type: none"> That the existing Account Operating Authorities (AOA) to control the SANZ bank accounts are amended as follows: <ul style="list-style-type: none"> REMOVE Kerry Stewart, Stella Nicholson, Veronika Duthie-Jung, Patricia Veen, and Julie Mansell KEEP Leigh Whitelaw (Team Coordinator), ADD Mary Cave-Palmer (Finance Coordinator) and Leanne Wheeler (Education Coordinator) That the existing Additional Signatory Authorities (ASA) to maintain the SANZ bank accounts are amended as follows: <ul style="list-style-type: none"> REMOVE all existing ASAs ADD Miriam Spragg (Membership Coordinator) with Level 2 access That a Flexi-Debit Visa Card facility is set up, with up to 6 Flexi-Debit Visa Cards under the one account to enable named RMT members and Convention organisers to incur expenses on behalf of Sweet Adelines New Zealand up to a limit of \$8,000 in total across all cards.

	<ul style="list-style-type: none"> ○ NOTE that the use of these cards will require only ONE signatory. • That Flexi-Debit Visa Cards be issued to: Leanne Wheeler (Education Coordinator), Mary Cave-Palmer (Finance Coordinator), Jacqui Binnie (2023 Convention Coordinator), and the Events Coordinator (to be appointed). • That the Administrators of the internet business banking facility (Banking Online) are amended as follows: <ul style="list-style-type: none"> ○ REMOVE Kerry Stewart, Stella Nicholson, Veronika Duthie-Jung, Patricia Veen, and Julie Mansell ○ KEEP Leigh Whitelaw (Team Coordinator) ○ ADD Mary Cave-Palmer (Finance Coordinator), Leanne Wheeler (Education Coordinator), and Miriam Spragg (Membership Coordinator) ○ That \$100,000 of the current balance of \$180,000 be transferred to two term deposits accounts, each \$50,000, with one being for a term of at least one year.
Education	
	<ul style="list-style-type: none"> • Internationally Funded Visits to be promoted more in the upcoming new fiscal year, as not many choruses took advantage. Education Coordinator will send regular reminders to chorus TCs and Directors re IFV opportunities/deadlines. • Leanne write update for Policy Book re IFV information and send to Leigh. • Look into possibility of a national or international performance act for the 40th anniversary celebration in 2025 • Lack of motivation from choruses when asked to help with Convention • Education Coordinator and Directors Coordinator to continue with planning regional workshops and other opportunities for members
Membership	
MIRIAM	<ul style="list-style-type: none"> • A proposed meeting with members of SouthCity Chorus could not be worked into the schedule for 2023. Carolyn and Leanne are visiting soon and Miriam is in constant contact. They are working positively toward growing numbers. • From Raenette Taljaard, Sounds of the Shore: <i>As many of our members are not currently SANZ members, would they have to pay membership/registration fees to help out backstage at this year's convention?</i> Members who are assisting backstage need to register; non-members who are helping backstage and also watching have to register as a non-member (to access contest sessions and education) or buy a single event ticket to watch a contest session. Non-members who are working backstage and not watching do not need to buy a ticket. • The region's membership numbers are remaining stable. • Longevity pins to be awarded at convention: three 30-year pins and nine 25-year pins. Pins are awarded according to the year a person joined SAI, not month/year. I.e., if someone joined SAI 25 years ago in November, they will get their 25-year pin at convention. <p>FUTURE CONVENTIONS FOR RMT DISCUSSION/RECOMMENDATION/AGREEMENT</p> <ul style="list-style-type: none"> • Much discussion was held on a site for convention 2024. Due to difficulties with securing enough volunteers from the Auckland area for 2023, it has meant a lot of extra work for the Chair of the Regional Convention, Competition Coordinator, and Facilities Coordinator. RMT will be required to work in the traffic pattern on the Friday and attend training on the Thursday.

	<ul style="list-style-type: none"> • Miriam will continue to try to secure a booking with best date options available. Time is of the essence.
Marketing	
	<ul style="list-style-type: none"> • Membership rebuild – marketing support / planning: Grants of \$500 will be available to choruses in the next 12 months, starting 1 April 2023, to subsidise their marketing/advertising. Once granted, the choruses must supply a report of how the \$\$ was spent, signed by both TC and Finance. • Membership value proposition for marketing/membership – Jo took notes while RMT members spoke at length about what they got from singing in Sweet Adelines. She will develop membership value proposition material. • Jo collated list of topics for upcoming <i>Team Talk</i>. Will send to RMT for content submissions, including a plug for her replacement as Marketing Coordinator. • Jo to send <i>Addaline</i> chorus contact list to Miriam for checking and then placing in next <i>Addaline</i>
Team Coordinator	
	<ul style="list-style-type: none"> • Regional Annual Members Meeting (RAMM) – All RMT members need to be thinking of their annual report. Jen and Leigh need to get the call out to members for submission of items for discussion at the RAMM, by 27 March, which is 45/46 days ahead of RAMM date. • Do we need to make changes to our national Standing Rules (attached)? Any other changes needed? We would need to send this information out to choruses by 20 April, 21 days before the RAMM. • Leigh to check Policy Book for any updates needed following membership eligibility clarification from SAI. • All RMT to read the Policy Book for any further updates and send to Leigh, who will compile for Sharon to make the changes. • RMT sign up for DEI SAI workshops in March. Sign up if you can for Sunday, 19th March, 9am. • July education being planned for incoming RMT by SAI. Details in March <i>Spark</i>. Offering RMT training for incoming members. Jen to keep an eye out for possible emails. • RSVPs on invite from Directors and Team Coordinators will need to be adjusted to come to Leigh as we now need to ask if they would prefer a buffet or continental. We will pay for all attendees and, depending on the feedback, will determine if we repeat this next year. • Add 40th celebrations as a project onto Teamwork for Jo. • Teamwork reminders require a login from each coordinator at least once a month. Should we put this onto information during any handover – and onto Teamwork? Leigh will contact Katrina about updating Teamwork tasks re He Tangata and logging into Teamwork monthly. • Communications sent out by RMT often need to be loaded onto the website under <i>Messages from RMT</i>. If you are having Jen send out a message, please check with her that it is then loaded in the appropriate areas of the website so both you and Jen know where to find it in the future. • On the landing page of the Members Only Login on the website, <i>Who To Contact For Things</i> is out of date – Jo to update • Our Policy Book states we send two copies of the <i>Addaline</i> to the National Library. This is no longer required as we hold electronic copies. Leigh will ask Sharon to update.

Communications	
	<ul style="list-style-type: none"> • Once Decision Register is located, Communications Coordinator who will continue to update this document – to be discussed at next meeting. • Jen to update International with updated RMT list for 2023-2024 once we know the outcome of applications.
Directors	
	<ul style="list-style-type: none"> • Visit to SouthCity – Leanne and Carolyn are visiting as part of the revitalisation programme and will look at ways of supporting them moving forward. • Directors' breakfast – RSVPs to come to Leigh. • Possible change to how we use IFV to assist all choruses in benefitting from these funded visits.... Some discussion was held around allocating faculty coaching to choruses and using the IFV to ensure choruses are getting support but also to continue to raise the profile and skills of faculty members. The coaching component would be 'free' for up to 2 hours. This will require further discussion and consideration as we ran out of time to come to any conclusions as the best way forward for this idea.
Events	
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CONVENTION	
Meeting closed:	12.44pm
Next meeting:	Sat/Sun 24-25 June 2023. Wellington. Begin Saturday at 10.30am. End at 4pm on Sunday, at the latest.