

**Sweet Adelines International – Region 35  
Regional Management Team**

**Special Meeting 24 – 25 August 2019**

**Minutes**

**Venue: Level 6 Office, Forsyth Barr Tower, Knights Road, Lower Hutt**

Present: International Board Member and Regional Leadership Committee Chair - Thérèse Antonini  
Leigh Whitelaw (Team Coordinator), Miriam Spragg (Membership Coordinator),  
Jo Maxwell (Marketing Coordinator), Veronika Duthie-Jung (Finance Coordinator), Virginia Humphrey-Taylor  
(Directors' Coordinator), Nicola Giles (Communications Coordinator), Sarah Bennett (Events Coordinator),  
Kerry Stewart (Education Coordinator).

Saturday 24 August 9.00am		Responsibility
Approval of minutes from last meeting.	Minutes of the May/June meeting were approved.	
Matters Arising	<p>Jo and Nic continue to work on communication systems.</p> <p>Standing Rules change of terminology – audit/review.</p> <p>Lynn Jamieson has taken on the role of Chapter-at-Large Coordinator. Nicola Kirkup has taken on the role of Arrangers' Coordinator. We appreciate these women taking on these positions to assist the Region.</p>	<p>Jo/Nic</p> <p>Leigh/Nic</p>
	The Team welcomed Thérèse and thanked her for travelling from Canada to facilitate this planning meeting for our RMT.	
	<p>The draft region strategic plan that had been created by the Regional Executive Committee and the Resource Team last July, had been sent to the RMT and Thérèse prior to the meeting.</p> <p>During this session many areas of the plan were worked on and strategies refined and these have been captured in the strategic plan document.</p> <p>A question was raised on the possible inclusion of using Māori in our material, in a by-line or other information. The right of use of the language must be 'gifted' from the appropriate group. Nic is going to begin a conversation with local government to determine the pathway – cost and other repercussions.</p> <p>A suggestion was made by Thérèse that we set up a task force to look at the strategic plan to develop the who/how for tasks and a timeline and bring that back to the team. This will need further discussion.</p> <p>Upskilling of directors – this is an important focus and the impact they have on the health and growth of chorus cannot be underestimated. They are often seen as the face of the chorus in their communities. We will continue to provide training for directors and look at including further topics such as leadership, goal setting, music selection, handling the ups and downs etc. Music team members and/or quartets could also use parts of this training.</p>	<p>Nic</p> <p>RMT</p> <p>Kerry/Virg</p>
Sunday 25 August		

9.30am	Review notes from yesterday	
	<p>Veronika and Leigh met with the regional representative from the New Zealand Choral Federation recently, to discuss the RMT holding membership with their organisation. All choruses in New Zealand should hold membership as there are several benefits, especially APRA payments being covered and insurances. Once we have a decision and information to share we will send it to the region.</p> <p>Suggestion of quartet classes for new or aspiring quartet members was raised. Possible Q&amp;A at a regional event on forming a quartet and how to choose music etc. It was noted that Betty Clipman's visit next year will have a quartet focus.</p> <p>As part of the administration discussion the topic of regional dues was raised and we will be updating our policy to match the expectation of prudent financial operation. Our invoicing and payment due date are in accordance with normal accounting operations and we need to make that clear to the region. Without all dues coming in at the expected time we are unable to plan and/or pay for education programmes etc.</p> <p>Our project planning software programme, Teamwork, could be advertised to choruses as we believe they would find it incredibly helpful in operating the life of a chorus. We will ask Katrina to develop a plan to roll out a presentation to choruses a template that could have suggested dates already included in a year of chorus life. Grants or a business sponsor may be a possibility to assist choruses purchase the software.</p> <p>Thérèse introduced us to the concept of 'consent agendas'. Ahead of a meeting the agenda and reports are sent to the team. Reports are given as read, this is the consent, and not tabled at a meeting unless a request is made ahead of the meeting and a particular report can be added onto the agenda. Is this something we are happy to adopt? Thérèse is going to send us further information – Leigh follow up.</p> <p>Our team report template should be adjusted to have items for discussion at the top.</p> <p>Strategic planning occupied most of the second day with further amendments and expanding of ideas made to the living document.</p> <p>The strategic plan should be tabled at every meeting and the left hand column is our point of reference. Updating the document at the beginning of each year as items are achieved and new ideas created is ongoing should be the responsibility of the Team Coordinator.</p> <p>A strategic plan by nature changes with our needs. Dates and progress should be loaded onto Teamwork, this allows for each coordinator to monitor progress easily.</p> <p>We spoke to Thérèse about our desire to see more training for RMT coordinators. It is an area that the international board is aware of and it will be discussed again at board level.</p> <p>Before going to general business we thanked Thérèse for her incredible assistance in getting our strategic plan into good shape.</p>	<p>Leigh/Veronika</p> <p>Kerry/Virg</p> <p>Leigh/Veronika</p> <p>Nic/Katrina</p> <p>RMT</p> <p>Leigh</p> <p>Jo/RMT</p> <p>Leigh</p>
3.00pm Wrap up General Business		
	<p>Appointing the chair of the nominating committee – it was agreed to appoint Katrina Te Punga as the chair for the 2020 RMT Applications. Nic will let Katrina know.</p> <p>Leigh is to send Veronika her New Orleans registration so she can be reimbursed.</p>	<p>Nic</p> <p>Leigh</p>

	<p>The handling of convention financial expenditure was raised by Kerry. All contracts are signed by the Team Coordinator and/or Finance Coordinator. The Chair of the Regional Convention (CRC) is responsible to the RMT for all convention-related activities, including the budget. All convention related expenditures by the convention team members require approval prior to committing funds. Kerry requested approval that:</p> <ul style="list-style-type: none"> <li>- the RMT delegates convention expenditure approval to the CRC as follows:</li> <li>- Approval to a maximum of XX per transaction</li> <li>- The expenditure must be for a pre budgeted item</li> <li>- The budget has been approved by the RMT”</li> </ul> <p>Veronika will provide an itemised budget. Anything outside that would need approval by the RMT.</p> <p>The RMT approved this request. Kerry will provide a document for the CRC outlining this process.</p> <p>Create a Frequently Asked Questions page for the CRC. I don’t remember this – anyone know who was going to do this?</p> <p>Virg shared news from Region 34 that due to a sad set of circumstances the quartet Enchant will no longer be competing in New Orleans, and A Cappella West Chorus will be competing without one of their co-directors. Leigh will draft communications to convey our sympathy and support.</p> <p>Veronika will be overseas from 21 September to 26 October. She will be available online for payment requests etc.</p> <p>Virg, Miriam, Kerry and Leigh will be in New Orleans. They will attend the RMT class day on the Monday, as rehearsals permit for the Christchurch members. Leigh is working shifts as a volunteer.</p> <p>Veronika will follow the Policy book to reimburse Leigh for IES.</p> <p>Leigh is to send Veronika NOLA registration information.</p>	<p>Kerry</p> <p>Kerry</p> <p>RMT</p> <p>Leigh</p> <p>Veronika</p> <p>Leigh</p>
3.45pm	Meeting closed	