

**Sweet Adelines New Zealand
Regional Management Team Meeting
Saturday 4 April 2020, 2.00pm
Held via Zoom**

Attendees – Miriam Spragg (Membership Coordinator), Nicola Giles (Communications Coordinator), Leigh Whitelaw (Team Coordinator), Jo Maxwell (Marketing Coordinator), Kerry Stewart (Education Coordinator), Jenny Edwards (Incoming Communications Coordinator), Veronika Duthie-Jung (Finance Coordinator), Virg Humphrey-Taylor (Directors Coordinator), Sarah Bennett (Events Coordinator)

Saturday 4 April		Actions
Welcome/Apologies		
Approval of minutes of last meeting		Approved.
Matters arising from minutes – updates and any actions required	<ul style="list-style-type: none"> Sounds of the Shore and our decision to ask SAI whether we might allow them to sing in the STAR chorus SAI were already consulted before this question was raised. Request for the Young Singers actual spend in 2019. Request dealt with prior to this meeting. <p>An outstanding question as to whether trustees for Prue Blythe need to be members of Sweet Adelines?</p> <ul style="list-style-type: none"> Sounds of the Shore visit Kerry's Education report has been sent through to SAI. The chorus is making excellent musical progress under the experienced direction of Richard Harker. <p>Miriam will send her report to SA in the next few days.</p>	<p>Passed by Veronika to lawyers to look at.</p> <p>Miriam</p>
Coordinator Reports		
Team	<ul style="list-style-type: none"> RAMM – date and format Discussion as to how to hold RAMM – Facebook live type event would need to be controlled access and we have no current method to do that. If we collate the material we need to present reports and ask for questions. Veronika suggested that we create a page on the website with the RAMM material and then send out the link, rather than sending the material. Publishing on the website on the 16th of May. Choruses will be asked for any questions before the 18th of April. RMT will respond to those questions. Strategic Plan updates Aiming to get Strategic Plan out in the next couple of months. Team to send updates or confirmation of the current information to Nic asap. Lesley is sending out questions to Membership Chairs on behalf of the Membership Team. Leigh is going to ask questions specific to the team leaders. Carol Jager is joining the membership team Chapter Liaison. He Tangata update in Policy book The RMT had reviewed the He Tangata Show Chorus section of the policy book and had received some recommended updates from the HTSC management team. The RMT agreed to add an over-arching statement advising that the He Tangata Show Chorus is an unchartered show chorus of region 35. Changing the landing page photos – ZEAL and mass sing. Jo to get access so she can change the first page. Nic will check if she can grant access, otherwise we will ask Sharon. YWIH raffle 	<p>Nic</p> <p>Leigh/Kerry/Miriam/Team</p> <p>Nic will send feedback on the rewrite to Susan.</p> <p>Jo Nic/Sharon</p>

	<p>Jo will reach out to Kate to get photos of the prizes and we will set up a website page to host this information.</p> <ul style="list-style-type: none"> • Awards <p>Miriam will produce a list to go out with RAMM documents, and present pins next year.</p> <ul style="list-style-type: none"> • Addaline <p>The content the next edition of the Addaline was discussed. Given the regional contest is the focus of the next edition we need to look at a new approach and using this to keep connected with our members. Jo suggested calling it the Sweet Adelines Home edition. The RMT members contributed a number of suggestions and these will be discussed by Nic, Jo and Sandy.</p> <p>Latest committee list – Nic to add to the regional website rather than email out.</p> <ul style="list-style-type: none"> • Archiving <p>Fy thinks this is good time to get people looking through the materials they have that should be archived. Can we give people a guideline as to what to keep/scanning materials? What size do photos and word files need to be? Jo/Sharon/Nic to look at this. This is to be stored on the website. We need to ascertain what we want sent to us and a labelling system. We need this to be consistent. Fy has guidelines on what is important for choruses and the region. Leigh will contact Fy and get her to send this on to Nic.</p>	<p>Jo</p> <p>Miriam</p> <p>Nic/Jo</p> <p>Nic</p> <p>Jo/Sharon/Nic</p> <p>Leigh</p>
Finance	<ul style="list-style-type: none"> • 2019 annual accounts <p>Veronika worked with the external accountant to have the 2019 accounts reviewed. Decision made by Veronika to expense the stock. Stock had not been updated for a couple of years and is no longer meaningful. Stock is therefore tracked in a separate spreadsheet not in the accounts as it is not vital income We use our report when we report the numbers to members and Charities with the correct categories so it does not have an impact. Veronika asked Jo to create the visual report pages for this year – these are useful for grants.</p> <p>GST completed and filed 29th March.</p> <p>All convention registration and afterglow refunds that Veronika has received have been processed. Donya Metzger refunds for those who paid (not all had) have been entered as well.</p> <p>Allocated convention refunds against convention registrations in the accounts so they zero out.</p> <p>As a result of zeroing out refunds and a reduction in expenses the accounts are quite bare.</p> <p>Convention payments are income in advance in the accounts. We need to have a discussion about what to do about this.</p> <p>Current state of the accounts - \$157,000 in the account. \$65000 going out, \$45000 still dealing with convention. \$59000 assets. Buffer is only around \$40,000. On the profit and loss Veronika hasn't invoiced the registrations for this year yet because we need to discuss what international is doing this year and what we need to on charge to the membership.</p> <p>Payments to Jenny and Virg for travel need to be recorded as a pre-payment made to individuals as we don't have expenses against it. Registration for IES is being refunded, but the travel costs are not yet being refunded. Therefore refunds for IES need to be paid back to SANZ. We will need to deal with the travel costs as well. Anything that's been refunded needs to come back to SANZ. If Jenny has received credits on her flights then she does not need to pay that back to SANZ unless she can use the credits or receives a refund in the future. Veronika stressed however that this is to be recorded in the accounts as it is still a liability towards Sweet Adelines. Virg and Jenny to send Veronika documentation of their current position.</p> <p>We need to reallocate money for next year.</p>	<p>Jo</p> <p>Virg/Jenny</p>

	<p>Sarah will follow up with the Auckland Betty Clipman venue with regard to cancelling the booking.</p> <p>Sweet Adelines Video subsidy – Veronika hasn't heard anything. Is assuming at this point it will be carried over.</p> <p>There will be no steering committee expenses to come as no costs have been incurred.</p> <p>Veronika has not received a refund for Black and Gold venue hire. Miriam will follow up.</p> <ul style="list-style-type: none"> • Convention levies 2020-21 <p>Discussion:</p> <p>There was a detailed discussion about the convention levies in light of the cancellation of this year's regional contest. The budget is set up to have convention levies paid in advance of the following year's contest, so the region has the 2019 convention levy payments in the bank. A number of options were raised and discussed:</p> <ul style="list-style-type: none"> - Return last year's levies because this year's contest was cancelled - Retain last year's levies and apply to the 2021 contest and do not charge any convention levy this year - Retain last year's levies for the 2021 contest and charge a reduced convention levy this year to protect against potential increased convention costs/smaller number of registrations - Retain last year's levies and charge the full convention levy this year to further build reserves in line with SAI protocols. <ul style="list-style-type: none"> • Education levy 2020 <p>Kerry recommended reducing the education levy for next year and rolling over the remaining funds identified by Veronika (approx. \$9,000) as we do not know what the situation will be next year.</p> <ul style="list-style-type: none"> • Administration levy 2020 <p>Administrative costs could probably be trimmed since we are not travelling and there will be no costs incurred for meals, flights and accommodation.</p> <p>Summary</p> <p>Veronika to review the options for all levies and come up a range of membership number and fee scenarios for a final decision.</p> <p>The RMT agreed to extend the timeframe for choruses and CAL members to pay the regional levies this year. The RMT also encourages choruses to assist members with the regional levies if they are in a position to do so.</p> <p>All financial decisions need to be robust enough to support ongoing regional activities in the next three-five year period.</p> <p>Veronika to put information together for Finance coordinators and to continue the conversations with them as to the position of their choruses so Veronika has a better idea of how choruses are situated.</p> <p>RMT are reviewing the upcoming round of fees with the loss of convention this year and the restructuring of education events required. The team also see a need to review the fee structure as a whole for CAL and youth rates.</p> <p>The RMT has agreed to forgo the per diem for today's meeting.</p>	<p>Sarah</p> <p>Miriam</p> <p>Veronika</p> <p>Veronika</p> <p>RMT</p>
Education	<ul style="list-style-type: none"> • Awards update and plan for announcing during RAMM – Merit/Spirit/Service to YWIH/Longevity/DCP/Education Scholarship <p>It was agreed to announce the 2020 recipients but present their awards at the 2021 convention.</p> <ul style="list-style-type: none"> • Young Singers in Harmony – future planning <p>This discussion was held over until the May RMT meeting.</p>	

	<ul style="list-style-type: none"> Regional contest 2021 – Christchurch venue decision This decision was held over until the next meeting. 	
Marketing	<ul style="list-style-type: none"> Addaline – with no contest content? Already discussed. 	
Membership	<ul style="list-style-type: none"> Spirit award. Open until end of April. Nominees are sent to RMT and a vote is taken. Miriam will send to us before the next meeting. <p>We put the spirit nominees up on the photo board at contest. Can we do a virtual version? Yes. We can add the nominees and winners in the Addaline as well.</p>	<p>Miriam</p> <p>Miriam to contact Lesley</p>
Directors'	<ul style="list-style-type: none"> STAR chorus Virg requested we roll over the director of the STAR chorus and the songs until next year? Agreed . 	
Events	<ul style="list-style-type: none"> 2021 discussion Holding over until May when we might know more. 	
Communications	<ul style="list-style-type: none"> Digital signature use Permission granted to digitally add the signature to the previous minutes. 	
General Business.	Miriam would like an acknowledgment for the choruses and quartets who prepared for contest this year in the Addaline for all their work. Miriam will write a list of the choruses and quartets.	Miriam
Next meeting 7.30pm 1 st of May 2020.		