

Sweet Adelines New Zealand – Regional Management Team

Minutes of Meeting

Saturday/Sunday 24-25 June 2023 – Objective Office, Wellington

Present: *Mary Cave-Palmer, Finance Coordinator; Jen Meadows, Outgoing Communications Coordinator; Leanne Wheeler, Education Coordinator; Leigh Whitelaw, Team Coordinator; Carolyn Currington, Directors' Coordinator; Miriam Spragg, Membership Coordinator; Julie Earl, Events Coordinator; Jacqui Binnie, Incoming Communications Coordinator (Saturday only)*

Late arrivals – Jen, 11am and Miriam 1.30pm due to flight delays

Approval of minutes from March meeting	Meeting started 10.30am Approved
	<ul style="list-style-type: none">• Welcome Jacqui and Julie to their first meeting and thank you to Jen who leaves us this weekend
Next meeting date	14 and 15 October in Wellington. Fly in Saturday and out Sunday early evening.
	<ul style="list-style-type: none">• Review Task List at bottom of Minutes
Matters Arising	<ul style="list-style-type: none">• Strategic Plan 2020-2024 – Julie comes with a wealth of experience in this area and is going to have a look at our Strategic Plan and come back with recommendations at the next meeting. An idea is to then let the membership know that the SP is being reviewed for an update by December 2024 and for them to be thinking of big ideas you'd like to see. A short questionnaire would then be sent to members. Zoom sessions will be set up to run alongside the questionnaire. Actual timeline to be decided in the coming weeks.• SANZ 40th anniversary – Membership has been surveyed for interest in joining a committee and ideas of celebration. Jo will continue to work on this project and has had 30 members respond so far to the survey.
Team	
	<ul style="list-style-type: none">• Regional Annual Members' Meeting held at convention went very well. Being prepared is essential and the TC was thanked for her work leading up to the RAMM and convening of the meeting.

- It was agreed that using a task list for these minutes is to be continued and in future please load your reports to Dropbox and the minutes will also be filed there. This is a good storage place for our documents so consider placing reference files there for future access by other RMT members.
- Jo is continuing on the email list for RMT and the direct Marketing Coordinator email. Also continuing to do FB posts and other things we may need her to do until we can find her replacement.
- How to find a Marketing Coordinator – is currently being asked for again in Addaline.
- Katrina Te Punga has sadly resigned from Sweet Adelines. Katrina has been doing a lot of administrative support in the background and we thank her very much for her service. Leigh to seek interest via Addaline and liaise with Jo for Facebook.
- Discussion on the medals unaccounted for following a very hectic awards ceremony at the end of the chorus session. Medals are provided for the singers and director/s of winning choruses, all extras must be returned to the Awards Coordinator.
- Advertising World Choir Games July 2024 to our choruses as per email from Virg. Send to TCs and Directors with a inter culture blurb from Julie. Jacqui to do.
- State of the Region Report progress. Jacqui will compile the answers. RMT who previously sent Jen answers please send again to sweetadsnz@gmail.com
- Leanne, Julie and Mary to see to support and acknowledgements for Waikato and Unlimited at Louisville later this year. Ensure the groups you're there to assist as they prepare to compete.
- SouthCity Soundz are now in their second year of the Revitalisation programme as per agreement with SAI.
- Foveaux celebrate 35 years this weekend!
- July education being planned for incoming RMT by SAI. Details in March *Spark*. Offering RMT training for incoming members. Julie has signed up. Jacqui will also take advantage of this.
- Miriam and Leigh have had to write to the Director of the Victory Centre as a result of the recordings for our contest sessions being of poor quality or the USBs given to competitors not working at all. The Audio Visual Technician has proved very difficult to pin down and it took weeks to get the hard disk handed over and this was only after communicating with the Venue General Manager. Problems are ongoing and we are having to engage Liz Pitcorn and her company to work on the files in the first instance to enable us to get copies to SAI. Miriam will continue to correspond with Aaron and copy in Chris. We need to ask for the backup files and some monetary compensation. We are willing to take this further to the Chair of the Board of Directors for the Victory Centre.
- Establishing a succession plan for Facilities Coordinator. Miriam has been extremely busy juggling two roles. It is quite a specialised job due to the historical knowledge needed. It is not a good idea for an RMT member to have a resource role as well. This is why Resource roles were kept, so as to avoid RMT members being overloaded and able to focus on the development of the Region. Leigh look at JD for this role. Decided to move the Facilities Coordinator under the Events Coordinator to enable more support from the Events Coordinator.

- Discussion on using Hamilton or Invercargill as future convention venues and that not having a repeating two year in one city is a good idea at the moment so that members will hopefully have less travel expenses . Research into other options from Wellington, Christchurch, Auckland and Dunedin is always ongoing.
- Prue Blythe Memorial Trust has been approached to fund the Young Singers In Harmony National event with \$3000. They need to let YSIH know that they can only do this by ways of helping women groups not by giving funds directly to the organisation. The YSIH Management Team has asked if Sweet Adelines New Zealand will be able to pay \$1000 should they need it if their grants do not come up to the full amount asked for. We feel this event is no longer anything to do with SANZ as it is all run by YSIH management team and the event takes place at the BHNZ venue prior to their annual convention and the judging panel is now a BHNZ panel with no accommodation for a Sweet Adelines panel. SANZ could support the Prue Blythe Trust as needed to support events or groups.
- Discussion held on how to increase some activity of YWIH and incorporating them at our education events, setting up workshops for them only or for combined single events with a performance opportunity. Perhaps we can provide registration at our education events.
- At any events, we need to mention the opportunity for writing articles and submitting for the next Addaline even though it may be some time away. We need the content and the memories kept. Advertise for articles on FB following any event.
- Convention Bulletin and Team Talk – can these be sent to Sharon ahead of time so that the website is updated prior to members receiving the link.
- The RMT approved the positions of Clare Pascoe as Chair of the Regional Convention 2024 and Shelley Bascand as Competition Coordinator 2024. Shelley’s name has been submitted by the current CRC to Sweet Adelines International for approval by the appropriate personnel.
- Decision on financial support to champion chorus and quartet as per policy to pay Christchurch City Chorus of \$3000 and Unlimited quartet of \$2500. Leigh to let Unlimited and Christchurch know will be paid within the next two weeks.
- Congratulations to Christchurch City Chorus gaining so many members over the past two years made them the winners of the ‘Sweet Adelines International Ignite the Sound’ competition. For this the chorus will receive funds from SAI and the Region will also receive a payment. We thank CCC for this windfall and congratulate them on their membership increase.
- Resource Team – should be checked in with for one more year term agreement.
- Carolyn put Richard Harker’s arrangement of Pepeha through the song assessment tool so this song is now clear for use at regional events
- The importance of recording all decisions that have financial impact at these meetings – we need to have the minutes for information provided to our reviewer at the end of the financial year
- Please note this update has been made in the policy book:

4.6.1 Trophy/Award Costs

Winners will be reimbursed for actual and reasonable costs for engraving and return postage/packaging to the Awards Coordinator. Receipts to be submitted to the Finance Coordinator. Note that all care should be taken when returning trophies/awards to the Awards Coordinator.

	<ul style="list-style-type: none"> • Go ahead to publish the latest Policy Book version with Sharon - Leigh • Leigh send a gift of thanks to Objective for the use of the office this weekend. • Leigh communicate with Julie on how to set up choruses for their Standing Rules to be done once rather than twice. • Leigh/Jacqui update the Health and Safety document .
Finance	
	<ul style="list-style-type: none"> • The actions from the November minutes have been completed, apart from Decision Register not yet updated. • Finance Coordinator workload – recommend putting convention-related items, except bills, to another role. Julie agreed to take on an assistant role in Convention finance tasks including the APRA Licence. Mary needs to define a list of the tasks that an assistant can do and then we can update the Job Description of the Events Coordinator. Then Mary can also update Teamwork to have those tasks assigned to the right people. • Mary will also upload onto Teamwork a list of ‘how to’ for the Convention Registrar. • Changes coming for Standing Rules as per updates from the Incorporated Societies Act proposed in May 2023 that will be finalised in October 2023 and choruses have until April 2026 to update their Standing Rules. Julie has looked at the information available from the Choral Federation and will put together a document after October. Jacqui bullet point this and Leigh email to TCs that these dates give choruses a lot of time to update their Rules. • Mary presented a budget for the current year and following discussion the RMT approved this budget.
Education	
	<ul style="list-style-type: none"> • Leanne will ask for assistance if needed as she heads into convention next year. • Venue for Directors workshop 18/19 November – Thoughts are accommodation in Wellington central and use Wellesley School in Eastbourne for the workshop. 11am to 5.45pm Saturday and Sunday half day. Ferry schedule to Eastbourne works for this or a van or bus could be arranged. Carolyn will send out email before she goes away this week to announce the coach. Leanne to send out expression of interest to directors/assistant/associate directors to assist in planning with email to ask if two nights needed and give an idea of times/ferries in case people have already booked flights as they do know the workshop is in Wellington. Offer other option to ferry so anyone not keen on the ferry can choose. Carolyn could do the school van or we could arrange drivers for those not keen on the ferry or who arrive in Saturday too late for sailings. We need to know how many would choose a car/van. • Quartet workshop with Unlimited Quartet – early next year. Perhaps two workshops and details are to be arranged in continuing discussions with Unlimited. • 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.

	<ul style="list-style-type: none"> • Education Faculty and IFV combination. Discussion was held on adding personnel to the faculty. • Look into possibility of a national or international performance act for the 40th anniversary celebration in 2025. • Coach in residence in 2024. RMT pays their international airfare, they get scheduled around the country. • Education at convention 2024 was discussed as to venue spaces and panel availability. Email received from Trish Veen re access to information new quartet formation plus development and opportunities to sing together informally. Many of the concepts are covered by current planning and the introduction of tag learning at the 2022 workshops and 2023 convention was to encourage our members to sing something together when the opportunity arises. Leanne will respond to Trish.
Directors'	
	<ul style="list-style-type: none"> • Carolyn to send 5 'tags' to directors so that at regional events we have something ready to sing together. • Ways to support our smaller choruses and those in revitalisation has been discussed in the Education section and plans are underway. • Visit to SouthCity – Leanne and Carolyn are visiting as part of the revitalisation programme and will look at ways of supporting them moving forward.
Communications	
	<ul style="list-style-type: none"> • Once Decision Register is located, Events Coordinator who will take back over the input into this document • Leigh has informed SAI of the new team member. We still need a Marketing Coordinator and will continue to advertise. • Addaline – a PDF must be produced and sent to the National Library. Please check the last copy they received and update with all necessary copies. ISSN, https://natlib.govt.nz/publishers-and-authors/isbns-issns-and-ismns#isbn-s-are-for-published-items \ • Add to Dropbox the page of chorus contacts and directors etc that appears in the Addaline. All team members need to have access rights to edit this document and when it's time for an Addaline this information can be sent directly to Brianna and Sandy.
Marketing	
	<ul style="list-style-type: none"> • Team Talk completed and published. • Membership value proposition for marketing/membership – establish where this is at.
Membership	
	<ul style="list-style-type: none"> • SAI has a new Membership project: New Member Onboarding Initiative: every three months commencing end March 2023, a list of the Regions new members is sent to me and we are asked to contact them, welcome them to Sweet Adelines and offer any assistance they might need. They want me to assign each new member a regional contact to help guide them through their first year of membership. Lesley and I have drafted an initial communication which we can send out. Zoom sessions might be set up for Membership Chairs to help with this.

	<ul style="list-style-type: none"> • Miriam took part in the Zoom with SAI on the topic of membership retention. Organising zoom sessions with the membership chairs will be arranged. • Membership numbers are improving which is wonderful to note
Convention	
	<ul style="list-style-type: none"> • The Facilities Coordinator role is going to be moved under the Events Coordinator. • Dunedin contract ready for accepting. Leigh to sign. • Grant to be applied for as per information from Clare P and Stella last month, Miriam. • Review of Convention allowances. Discussion held and changes made. Updated document to be loaded into the Policy Book. • Jo is working on the 2024 convention theme and logo.
GENERAL BUSINESS	<ul style="list-style-type: none"> • RMT per diems for attending meetings during the year is cancelled in recognition of the fact that accommodation, any travel and meals are covered.
Meeting closed:	4.00pm
Next meeting:	14 and 15 October in Wellington. Fly in Saturday for a 10.30am start and out Sunday early evening.