

Sweet Adelines New Zealand – Regional Management Team

AGENDA

Saturday/Sunday 14-15 October 2023 – Wellington 10am start Saturday

Present: Mary Cave-Palmer, Finance Coordinator; Leanne Wheeler, Education Coordinator; Leigh Whitelaw, Team Coordinator; Carolyn Currington, Directors' Coordinator; Miriam Spragg, Membership Coordinator; Julie Earl, Events Coordinator; Jacqui Binnie, Communications Coordinator

Absent: -

Approval of minutes from March meeting	Meeting started 10.30am Approved
Next meeting date	3/4 February 2024 10am for a 10.30 start
Matters Arising	<ul style="list-style-type: none"> • Review Task List at bottom of Minutes -to be reviewed as the last agenda item going forward • Consider use of Google Drive instead of Dropbox for sharing live documents – Jacqui to make sure everyone can access and edit documents in Dropbox • Policy book – clarification of youth member qualification – 25 at application or anniversary of their joining. Jacqui to get Sharon to update.
Team Coordinator	
	<ul style="list-style-type: none"> • Ongoing need for RMT volunteers! Have rung WCC and CCC. Plea for volunteers to go out with Meeting bullet points – Jacqui. Mary to have a look at what a budget could look like if we use external marketing help. Julie has a contact and will enquire what it would cost. • Region 34 TC, Michelle Neller, made contact on behalf of the Region 34 RMT to work on a joined letter of concern about the recently announced increase in International fees that will come into effect next May. Such increases, especially with little notice, do have a big negative affect on our membership. A joint letter was sent to the IBOD on 13 October. • SAI RMT Handbook information on the DCP Coordinator role will be used to create a new Job Description for this role. Julie to write a DCP Job Description. Leanne to ask Christien Oberholster for bio and a photo and coordinate with Julie to put something into Addaline. (by 19-Nov) • It has been noted that the Massed Song, Tuxedo Junction, is to be sung with caution after its review on the Song Assessment Tool. We will actively look for a new contestable uptune to add to the massed song list. Approval given to purchase 450 copies of the music of a new song to be announced once finalised with the Arranger. Julie to write something for Addaline – to be revealed at the Directors' workshop in November this year. • It was decided not to add 'Come on And Sing' – new song gifted by June Dale, to the Regional massed songs, although this is the International organisation song so choruses will be learning it in due course. • Review Senior Quartet category qualification agreed to be any quartet all of whose members are aged 55 or older and the sum of whose

	<p>ages equals or exceeds 240 years as of the day of the Quartet contest. Quartet registration documents will need to be updated to include both this category and the Novice quartet eligibility boxes. Last year's forms to be sent to Leigh to send through to Clare P - Jacqui to contact Sharon to add to policy document. Julie to write blurb for Addaline</p> <ul style="list-style-type: none"> • There was some discussion around future venues for convention, but no decisions made. Wellington Town Hall will not now be available until after 2027. Venues continue to be the biggest issue for our conventions. We need to give our members a memorable event that is held in a venue that allows for large riser sets, seating requirements, light and sound facilities, backstage areas for traffic patterns and judges rooms, a venue that has great acoustics and is near to eateries, transport and accommodation options. These are not so easy to find in each Island of New Zealand anymore and our membership is geographically spread which adds another challenge of being accessible to airline options that are not restrictive. • The region has acknowledged Waikato Rivertones and Unlimited quartet's representation of the region at international in Louisville this year by presenting all members with lovely luggage tags. It will be an exciting time for both the chorus and quartet as Waikato has waited a few years to get there with the Covid pandemic interrupting their first invitation. We wish both the chorus and quartet all the best!
Finance	
	<ul style="list-style-type: none"> • Regional levies for 2024 were discussed. It was previously agreed that levies would be unchanged for 2023 & 2024, so that decision stands. National levies stay the same for those 2 years especially in light of the fact that International have increased theirs. There will be a need to increase our levies in the future to remain financially stable. • Finance Coordinator workload – Mary has spoken to Veronika Duthie-Jung who has agreed to provide back-up support. It was also agreed to get Jacqui also set up for authorisation. This will provide some cover if Mary is not available and in Mary's busy time of year Jan-May
Education	
	<ul style="list-style-type: none"> • Directors workshop weekend – block booking for accommodation made at Ibis. • We need more people on Faculty. Visual communication has a gap – networking opportunity at Directors' workshop. • 5-year plan for education to be put together – Leanne. Suggested one workshop per island run by faculty, providing opportunities for small choruses to sing in larger groups. Full region international workshop/ coaching annually or biannually. • Education scholarship – reminder to be sent out - Jacqui
Directors'	
	<ul style="list-style-type: none"> • Massed Sing at Soaring Sounds Convention 2024 – to be held in Octagon or auditorium if wet weather. • Christien Oberholster has agreed to take on the DCP coordinator role which is wonderful. Christien brings a lot of experience from a Director's perspective and will be an asset to those taking the Programme. • All choruses will be represented at Directors' workshop in November. Carolyn and Leanne have worked hard behind the scenes to get this workshop arranged and it is gratifying to see such a good representation from the country attending.

Communications	
	<ul style="list-style-type: none"> • Kirsty Walsh has agreed to be Teamwork Administrator and Julie will arrange for Katrina to set Kirsty up on the programme etc. • Send out vacancies with minutes. Get Jo to put on the vacancies on Facebook. Jacqui to update flowchart on RMT and Resource Team.
Marketing	
	<ul style="list-style-type: none"> • Sharing of marketing material – can we offer generic marketing material, that could be tailored for each chorus? • Julie to speak to online marketing person regarding how to get SANZ visibility more widely • The \$500 marketing grant is available until March 31st 2024. To be advised to membership - Jacqui
Membership	
	<ul style="list-style-type: none"> • There was feedback received from two choruses regarding the new Member Onboarding Initiative introduced by SAI this year which required our Membership Coordinator to send out a pre-written letter to all newly chartered members. This style of marketing is perceived as not quite fitting our culture. Our choruses do a fine job as they cover the matters raised in the letter within their own choruses. Miriam has a simplified version to use going forward. • Sounds of the Shore have reached the time to go ahead with the SAI charter, defer or decline. Their AGM was Thursday last -- Update was expected following that but still waiting. Have sent a reminder this morning. • CAL – three CAL members have resigned since May 2023.
Events	
	<ul style="list-style-type: none"> • Strategic Plan 2020-2024 – Julie presented a draft strategic planning consultation process to roll out to members in 2024. To support this initial phase RMT completed an internal SWOT analysis. All RMT members to re-read the SANZ and SAI strategic plans and then identify their 3-4 key priorities for SANZ. All to populate the Key Priorities document on Dropbox.
CONVENTION	
	<ul style="list-style-type: none"> • It was decided not to include a video of directors at contest. • Much discussion was held on the registration price for convention 2024. With a lower attendance expected and the fixed costs of venue and other necessary contractors having increased it was agreed that unfortunately we will need to adjust the registration fee upwards. The Dunedin Town Hall is an outstanding facility and it does provide not only wonderful acoustics for a cappella singing but its location also provides easy access to cafes and restaurants as well as easy transport options. • Public Liability Insurance is required to be provided by us. Leigh going to investigate with some providers. • 'Regional Competition' form for SAI was approved • Non-members and late registrations cost to be looked at by Convention team to submit a proposed rate to RMT • Decision was made that Convention registrations are transferable within a chorus and non-refundable. If a chorus wants to transfer registration within their own chorus, the Registrar must be informed. • Book your flights as soon as possible – cheap flights are available at the moment – advise members in bullets

	<ul style="list-style-type: none"> Miriam to go back to the Distinction to confirm room requirement for convention and obtain contract
Meeting closed:	3.27pm
Next meeting:	

Task	Who	When	Status
Check in with your resource team to see if they are happy to do another year	All		
Mary to correct dates in the opening of her Finance report	Mary		
Create list of tasks for Convention Finance Assistant	Mary		
Have the Job Description of Events Coordinator updated accordingly	Mary/Julie		
Update Teamwork to reassign the list of tasks from Convention Finance Assistant	Mary		
Create a how to for a Convention Registrar and upload onto Teamwork. Leigh to speak to Tasha	Leigh		
Quartet workshop ask relevant questions of Unlimited and create budget	Leanne		
Look into coach in residence possibilities 2024 & 2025	Leanne		
Look into a drawcard act for 2025 40 th celebration	Leanne		
Addaline PDF/electronic copy to National Library	Jacqui		
Amend Communications Job Description with the Addaline/Library information	Jacqui		
Arrange with SCS a visit - Leanne is arranging	Carolyn/Leanne		
Set up Jacqui with Fb access	Jo		
Communicate through TCs to increase interest in 40 th anniversary	Jo	Ongoing	
We need to advertise for a Finance Assistant to do the ins and outs of processing – put into Addaline going out next week. Bullet point Jacqui	Mary		
Create value proposition statements for marketing – include cost comparison with other organisations	Jo	Ongoing	
Zoom with Sharon Cartwright re Foveaux, Sounds of Hawke's Bay, Sounds of the Shore, SouthCity Soundz	Miriam		

Addaline electronic copies need to be sent to National Library see TC report	Jacqui	31/08/23	
Create new IFV forms	Jo/Leanne	Ongoing	
Check whether SCS needs/ are allowed to compete in 2024 & let them know. Encourage them to use IFV. Advise that Marketing grant is still available, and remind them that the region has resources to help	Miriam		
Contact Cheryl at SCS to have a chat about their goals etc.	Carolyn		
Discuss what jobs for Convention are assigned to FC that should go to Facilities person or Events	Mary/ Jacqui		
Ask Jo where the editable Job descriptions are	Jacqui		
Speak to Sharon about updating the Policy document, to clarify the definition of Youth member	Jacqui		
Read strategic plans and add key priorities to document on Dropbox	All		
Plea for volunteers to go out with minute bullet points	Jacqui		
Could we afford to pay for an external person to help with Marketing. How much would it cost? Can we afford it?	Mary/Julie		
Write up a Job Description for DCP coordinator role	Julie		
Ask Christein Oberholster for bio and photo for inclusion in Addaline	Leanne	1/11/23	
Senior Quartet and novice quartet eligibility boxes to be included in Quartet Registration form. Jacqui to send through to Leigh who will discuss with Clare P	Leigh/Jacqui		
Blurb about Senior Quartet category to be written for inclusion in Addaline	Julie	19/11/23	
Get Jacqui set up on Xero/ bank account to help out as needed	Mary		
Gauge opinion at Directors' workshop on candidates for Faculty	Leanne/ Carolyn		
Develop 5-year plan for education activities/ International coaches	Leanne		
Send out reminder for Education scholarship applications	Jacqui		
Investigate Public Liability insurance for convention	Leigh		
Advise members to book flights for Convention as they are currently cheap	Jacqui		
Confirm room requirements to Distinction and obtain contract	Miriam		