

AGENDA: Sweet Adelines New Zealand - Regional Management Team Meeting

Saturday 2 May 2020, 9.00am (Held via Zoom)

Present: Miriam Spragg (Membership Coordinator), Jenny Edwards (Communications Coordinator), Leigh Whitelaw (Team Coordinator), Jo Maxwell (Marketing Coordinator), Kerry Stewart (Education Coordinator), Virg Humphrey-Taylor (Directors Coordinator), Sarah Bennett (Events Coordinator), Nicola Giles (outgoing Communications Coordinator)

Apologies: Veronika Duthie-Jung (outgoing Finance Coordinator)

	<ul style="list-style-type: none">• Approved minutes from 4th April Meeting
	<ul style="list-style-type: none">• All matters arising are already completed or added to agenda of this meeting
Team Coordinator	<p>Today we say farewell to Nic Giles as Communications Coordinator – thank you Nic for your 12 months of service on the team, your input has been very valuable and appreciated by us all. Your patience with the taking of the Minutes has to be admired!</p> <p>We welcome Jenny Edwards to the team and look forward to working with her during the very interesting times that lie ahead.</p> <p>Veronika Duthie-Jung, our Finance Coordinator has tendered her resignation and she will finish at the end of the month. Veronika has done an amazing amount of work on the accounts and completed hours dedicated to coding categories for income and expenditure and separating all members on Xero to make the accounting easier. Thank you, Veronika, for what you have done.</p> <p>Veronika will work until the end of May by which time we hope to have a replacement</p>
	<ul style="list-style-type: none">• Leigh has updated the Welcome Pack for the RMT with an extension on the Decisions clause and added a Team Communication clause• Update sent to the region announcing the decision to halve the upcoming annual fees for members. All categories treated the same.• Received letters from Christchurch, Manawatu, Waikato, Nelson and Taranaki (received after sending out RMT decision) regarding the review of our regional fees for the next year.• Finance position vacancy has been advertised with applications due by 17 May. Applications will come to Jenny and be forwarded to the nominating committee (with advice from Nic!). Note that Katrina is available to support the incoming finance coordinator, doing some of the reconciliation work in XERO.• Strategic Plan – Updated pages from Education and Membership and Admin to be sent to Jenny so the updated plan can be sent to Jo for branding and then released to membership. Kerry, Miriam, Leigh• Merit pin nominations discussed and approved Leigh <p>RAMM</p> <ul style="list-style-type: none">• No items for discussion have been submitted.• Reports etc to Leigh by next Friday – Nic, Kerry, Miriam, Jo, Virg, Sarah• Reports then loaded onto website asap and links emailed to members prior to 16th May - Jenny• Awards and TC address to be posted or livestreamed on fb prior to the meeting• Brief RAMM Zoom meeting to be held by RMT on 16th May

Communications	
	<ul style="list-style-type: none"> Nic and Jenny have handed over via Zoom, Nic will continue to back up Jenny as she learns the ropes Jenny to trial using Dropbox to file all meeting documents, and share with all RMT members Jenny to arrange Zoom session with Jo, Sharon and Katrina re choir genius use and website tidy up etc <p>Website</p> <ul style="list-style-type: none"> Homepage to be updated with new photos, and mentioning our 35th year, Jo Discussion held about improvement of layout for members searching content Review and update of education, membership pages on the SANZ website yet to be done by Kerry, Miriam, Chorus convention results page has it been updated to incorporate the late 80s? YWIH results from David is in members area – includes YSIH results. Is another one in the public area. Waiting to hear from David NIC/JENNY Update policy book to reflect the change in fees this year – maybe this could be a “live document” edited within Dropbox. Jenny To update the Membership Options page on the website to reflect change in fees for this year JENNY To update the Honourable Mention section on the website/policy book with information from Trish Veen as to why those listed received this award JENNY Donate button to be added to website for YWIH. Jo will follow this up.
Education	
	<p>YSIH Proposal presented and discussed. Jessie Leov brought in for some of the discussion. These points raised:</p> <ul style="list-style-type: none"> Unsure we want the future of YWIH to be governed by BHNZ, with SANZ just providing money and helpers If a separate YSIH entity was set up, using the existing trust, would more funding be available from Creative NZ, Choral Federation etc? Which model gives the best visibility, growth and financial stability. Does YSIH need more significant involvement from school music programmes with SANZ and BHNZ providing education and opportunities? Timing of regional and national YSIH contests often doesn’t work with our calendar or necessarily for some schools. With BHNZ keeping YSIH accounts SANZ hasn’t been seeing the financial reports (Jessie to make sure this happens in future) Assured that if proposal for YSIH to come under BHNZ went ahead SANZ could still have a presence at the national contest Wellington is a very active YSIH region and so has a strong support network in place. Hard to replicate without such active history. Jessie noted that the proposal to for YSIH to formally align with BHNZ was mainly take the financial pressure off the young coordinators and that they didn’t see it having any impact on decision-making etc. While a standalone entity sounded like a great long term goal Jessie is concerned about who would make this happen (she is the main driver in YSIH at the moment as Lane has resigned, and she does not feel equipped for such a huge task). We could take advantage of this year being less intense (no regionals and likely no national contest) to work on this <ul style="list-style-type: none"> It was agreed that Kerry, Jessie and Jenny to look at setting up an interim YSIH Action Team including regional coordinators etc, who could then have another look at the proposal and the concept of setting up a separate YSIH entity. <p>Other notes on this subject:</p>

- Given a trust with the YSIH name currently exists, and if we were to support a standalone entity, the current trustees would need to be replaced by an interim governance group (eg comprising the current regional coordinators, plus one rep each from SANZ and BHNZ).
- The new trustees would need to review and update the trust deed and establish a regional management team with responsibility for the day-to-day operation of YSIH, including responsibility for running the national contest and liaison with the regional committees.
- Funding of YSIH 2020 – we didn't discuss this (Kerry to keep on her agenda)

Convention

- The team endorsed the appointment of Jacqui Binnie as the Chair of the Regional Convention and that Claire Takacs be nominated as the Competition Coordinator.
- It was agreed that it would be ideal to get some new trainees in place for the CRC and CC roles. Kerry keep this on her agenda.
- STAR Chorus Director, Kate Sinclair, Songs Absolutely Everybody and I am woman rolled over to 2021
- Mass sing Directors and songs allocated for 2021
- The following 5 year convention plan re dates and venues was discussed and approved:

Year	Preferred	Status	Alternative
2021	Christchurch	Town Hall	James Hay
2022	Christchurch	James Hay	Town Hall
2023	Region 34/35	Gold Coast	Christchurch
2024	Auckland	Aotea 2P	Miriam to look at Victory E.C.
2025	Auckland	Aotea 1P	
2026	Wellington	MFC (no dates allocated)	
2027	Wellington	MFC (no dates allocated)	

Membership

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- Have requested photos for all Longevity award recipients. Several still required & Miriam will follow up asap saying we are celebrating virtually via social media so do need the photo asap.
- Discussion re 2020 Spirit of Sweet Adeline award and the team voted. Recipient chosen. Miriam to follow up.
- Discussion on necessary Membership reporting? Not discussed – Miriam to keep on her agenda

Marketing

- Gathering and preparing 35th content for Addaline is priority for at the moment.
- Also gathering images for website update – ongoing for Jo
- Sharon has added Jo as an admin for the website so she will be able to do more updates and alterations.

Finance

- Veronika is working on reports for RAMM

Directors'

	<ul style="list-style-type: none"> • Communication with NZ Directors is ongoing and wonderful things are happening- many are chatting to each other through emails, talking about their choruses, what they are doing and Zoom use etc. • A weekly Zoom meeting is set up for all Directors who wish to participate (from Monday April 6th) to share current predicaments and to plan future possibilities. For those working, Virg will be sending out some evening times and all shared discussions and training materials are being set to all • Angela Blank remains as DCP co-ordinator
Events	
	<ul style="list-style-type: none"> • Betty Clipman venue in Auckland has been fully refunded.
General Business	
	<ul style="list-style-type: none"> • A Decisions Register has been suggested, for a quick reference document. Sarah to follow up. • He Tangata policy written by their leadership and sent to RMT. Need to amend re consistent use of “He Tangata Show Chorus” Jenny • Request from Julie Earl, Waikato, that communications that go to FCs are cc’d to TCs. Agreed. Also for communications to Directors. • PBMT fundraising raffle. Jo is liaising with Kate Veeder. • Waikato would like information/suggestions on cancellation clauses for coaches, from both sides of the contract – Miriam will get Carol Jager to send out to TCs. • Discussed creating a video gallery and/or creating a montage to be used during/after 35th celebrations. Jo/Kerry • Full RMT/Resource contact list created to share online and with choruses. Nic to send flow chart to update. Good for potential new RMT applicants to see there are so many people involved, supporting the RMT roles. • The CAL admin fee was recently brought to attention of the team. This was discussed and as invoices have just been sent out for this year (at half fee) it will be reviewed for next year. Currently the fee is \$35, set at some stage in the past due to the amount of time it was taking to administrate CAL membership. There are around 34 Cal members at the moment. Some have questioned the admin fee. Leigh • RMT positions due next year – Directors, Events, Finance and Marketing. • Veronika will need to do the State of the Region financial reporting. Jenny to send her what is required. This is for SAI to check that each region is operating well and is in good health. Our engagement with Therese last year was very helpful and supportive, and this could be noted in our feedback.
	<ul style="list-style-type: none"> ○ Meeting Closed: 12.55pm. ○ NEXT MEETING is RAMM, 9.30am on 16th. ○ NEXT RMT MEETING – June 13th, 9-12.