

Sweet Adelines International Region 35 Regional Management

Minutes of Meeting, 13 – 15 November 2015

Present: Mabel Knight (Team Coordinator), Hilary Clifton (Events Coordinator), Moira Haddrell (Marketing Coordinator), Julie Scoggins (Membership Coordinator), Joanna Lyes (Directors' Coordinator), Leigh Whitelaw (Communications Coordinator), Jocosa Bruce (Education Coordinator), Stella Nicholson (Finance Coordinator)

Saturday – meeting commenced at 9.20am	To be actioned by
Chair of the Nominating Committee – Joanna Lyes Members not involved in the upcoming round of elections left the meeting room. The report from the nominating committee was tabled and the appointments decided. Mabel will inform the successful members by phone and letter and then notify the Team Leaders/CAL.	Mabel
Meeting then left for a tour of the Michael Fowler Centre. Meeting reconvened at 11.00am. August Minutes Matters arising Joanna has met with Mary Ann Zorovic.	Mabel
Correspondence In Kate Veeder suggestion for a donation re Barbara Letcher – we will make mention of Barbara at the time of the YWIH collection at convention, funds collected at that time will go to the Prue Blythe Trust. Mabel respond to Kate. AHA queries currently coming into Sweet Adelines NZ (should be sent onto events@sweetadelinesintl.org or member@sweetadelineintl.org) Thank you card from MOLTO! for their assistance received from the Region to attend International.	Mabel
Communications Coordinator Report Verbal report presented AHA event information to go on the front page of website and to go out with these minutes as a link. Leigh to do.	Leigh

<p>Finance Coordinator Report presented Financial year change underway. Budget can now be done on a January to December basis which assists greatly in convention planning and reporting. Financial reports presented at RAMM will also be up to date! GST is now being processed bi-monthly. Stella is working with chartered accountants Crowe Horwarth and is very happy with their assistance. Cindia Chiu has returned \$1000 of her Education Scholarship as it was not needed. Choruses are required to give Stella the names of new members since 30 April. Policy Manual needs to be updated to clarify the convention fee required when joining. Deposit for Michael Fowler Centre of \$8705.50 required when contract is finalised. The RMT public liability insurance policy is up for renewal however it costs over \$1200 per annum, for 2016 we are only holding one event so we can purchase through the MFC a one off policy for \$100, plus GST, so the policy currently held will not be renewed. He Tangata will need to source their own public liability insurance going forward, Stella to advise them. Liz Moncrieff has been successful in obtaining a grant from Wellington City Council for \$7000 inclusive GST, toward venue subsidy, fantastic! Stella intends to apply to one or more of the following: Pelorus Trust, Pub Charity, The Lion Foundation, Creative NZ Arts Grant. The team was unanimous is support of these applications. It was agreed at this meeting of the Regional Management Team of Sweet Adelines New Zealand held on 14 November 2015 to apply to For a donation to cover the costs of ... I certify that this is a true and correct record of a resolution passed at that meeting. Paid invoices since the last meeting copy provided for filing.</p>	<p>Stella Stella / Mabel Hilary</p> <p>Stella</p> <p>Stella to Leigh</p>
<p>Events Coordinator Report presented Site inspection of MFC made at 10.00am this morning by the RMT and members of the convention steering committee. Convention information will be forwarded to Sandy from this meeting for the upcoming Addaline. Email received during meeting to say we had missed the deadline. Publication of the Addaline, dates to be reviewed to meet the actual needs of our Region. Conventions for 2017 to 2019; we need to look again at the Aotea Centre for contest as Wellington costs at the MFC would escalate to accommodate 11 risers, as a stage extension, stairs and further draping would be required. Hilary has contacted Jason Winter from Conference Direct who deals with event planning. Conference Direct is happy to assist with convention venue and hotel bookings. No cost to us, the hotels/venues pay him a commission. Hilary will contact Jason to request assistance for 2017 and beyond. Vocal FX and Bflat have approached the Convention Steering Committee to offer assistance at our convention in 2016; they are to be offered a table free of charge in the A Cappella Arcade.</p>	<p>Hilary Moir</p> <p>Hilary</p>
<p>Break 12.45pm Reconvened 1.25pm 27/28 February 2016 for next meeting of the RMT, 18/19 June 2016 (TBC) in Auckland, 12/13 November 2016 in Auckland. Stage Lighting: Sweet Adelines International has announced that Regions may offer a colour wash (prescribed colours) for the Open Competition. This however would come at a cost of \$1800 extra at the MFC and therefore the decision was made to not take up this option for Region 35 in 2016. Welcome statement for Convention 2016 to be compiled by Mabel and Leigh for the November convention Information booklet.</p>	<p>Mabel and Leigh</p>

Videography quote is to now include the cost of producing video recordings to usb or dvd. It is felt that a professional firm would be more able to maintain up to date systems with ongoing changes in technology and would be able to be held accountable if any issues arose.	
Minutes check at 2.10pm	
Education Coordinator Report presented Massed Sing at Convention will be in the Civic Square – 8 or 9 songs being selected, 9.00am to 9.30am. Directors' education/debrief class was requested by the Directors to be the first class of the day; this will start at 10.00am at the Intercontinental. Further class information will be published as soon as available. YWIH report from Henrietta Hunkin presented. The YWIH programme continues to grow in numbers and skill levels, with many fantastic performances observed again this year. The RMT is keen to see those judging on the regional and national level to be upskilled. Jocosa and Joanna are going to work with Henri on plans for this. AHA is going to be such an inspiring and worthwhile event for every member that choruses should be applying for grants now to get as many people there as possible. This opportunity is a one off for Region 35 members; never again will so many talented tutors be on <u>our doorstep</u> all in one venue. Information out to choruses for all members. So often these education events are overseas and therefore don't qualify in grant criteria.	Jocosa / Joanna Leigh / Jocosa
Break 3.20pm Reconvened 3.35pm	
Team Coordinator Round table discussions held on individual roles. A wish list for budgets for each role to be sent to Stella. Job descriptions should include a bullet point to refer to the RMT handbook on the International website for more details on roles. http://sweetadelinesintl.org/ImgUL/files/RMT%20HANDBOOK%20-%20FINAL%20-%20Revised%205-1-2015.pdf A suggestion for an education plan that links to the Strategic Plan, for the RMT members to be guided by so that they are able to be proactive rather than reactive in their tasks. Moir is to look at producing a package to assist choruses in general publicity. Need to advertise within the Regions' team coordinators for someone to take over the position Regional Bylaws and Rules Administrator which involves the checking and approval of Bylaws and Standing Rules documents for choruses.	Team Leigh Mabel Moir Leigh / Mabel
Marketing Coordinator Report Presented Decision made on the logo for convention 2016, congratulations to Brianna Perry who will now receive a free registration to A Cappella Capital! Moir will acknowledge all the other fantastic entries.	Moir
Meeting closed 5.20pm	
Sunday 15 November, Meeting opened 9.00am	
Membership Coordinator Report Presented Letter from Toni Griffin presented and discussed. Julie to consider future planning for membership growth incorporating marketing in areas such as	Julie / Moir

<p>magazines, Contours gym, local papers, and community radio notices etc. The benefits of singing and group participation are a known contributor to good health, let's get out there and become known beyond our own borders.</p> <p>Communication with the New Zealand Girl Guides Association is continuing.</p> <p>Moirra is to send out a request to choruses for dates and information on upcoming concerts or shows so that this is available on the SANZ website and facebook. We'd like to have this available so people can attend as audience when they are in that vicinity.</p>	<p>Julie Moirra</p>
<p>Team Coordinator Continued</p> <p>Report Presented</p> <p>Correspondence from Janell Mason from SAI discussed, regarding recent results from an international RMT survey. SAI will be contacting the Team Coordinator ahead of our February meeting. If Skype is required we will need to arrange a suitable venue.</p>	<p>Mabel / Hilary</p>
<p>Directors' Coordinator</p> <p>Report Presented</p> <p>The Pan Pacific Harmony Inc is the incorporated society that is 'responsible' for running the Pan Pac Youth Harmony Festival and Rising Star next July. www.panpacificharmony.com This site has all the information for the Rising Star 2016 which is the first time this contest has been held outside of the US – go Region 35!</p> <p>STAR chorus information being put together by Joanna. This will be added to the SANZ website and the Region 35 Policy Book. Jocosa is researching our old STAR songs that we own and we will put these online for incoming STAR Chorus directors to use if wished. If members wish to sing these songs they would need to pay the appropriate fees to the arranger/copyright.</p> <p>Discussion on the gift giving to choruses and quartets representing region 35 at International – decision made that a card only will be given due to the increasing costs of these gifts taking into consideration that the Region does give money to these groups to assist their road to International. Mabel to update the policy book.</p> <p>DCP information to be uploaded to the website.</p>	<p>Jocosa</p> <p>Mabel</p> <p>Joanna / Leigh</p>
<p>General Business</p> <p>He Tangata Show Chorus is enjoying an active time of rehearsal and upcoming shows in 2016.</p> <p>Spirit Award to be included in the Open Ceremony 2016. Hilary to send Leigh the 2015 convention run sheet.</p> <p>Stella ascertaining what constitutes our fixed assets.</p>	<p>Hilary/Leigh Stella</p>
<p>Sharon Connor joined the meeting at 11.00am to demonstrate Groupanizer</p> <p>The team in enthusiastic to see this to come to fruition very shortly. End January for going live should be achievable.</p>	
<p>12.10pm Timeline education plan</p> <p>Information pack to be produced by Moirra to encourage members' awareness and participation of upcoming events beginning with AHA the first focus.</p> <p>Include grant information.</p>	<p>Moirra</p>
<p>Lunch break 12.45pm</p>	

Meeting reconvened 1.20pm Further discussion on the education plan for 2016. The RMT should be promoting the Rising Star (being judged by 4 international judges) and Pan Pacific event in 2016 at the Aotea Centre in Auckland. Moira to add to pack information. Joanna to send Moira Pan Pac information.	Moir Joanna
Next meeting 27/28 February Wellington	
Meeting closed 2.00pm	