

Sweet Adelines International Region 35 Regional Management

Minutes of Meeting, 13 – 14 June 2015

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

Saturday 13 June – meeting commenced 9.25am	To be actioned by
<p>Welcome to the new members of the RMT – Moira, Stella, Hilary and Jo. List of contact details to go to the team, Leigh update and send out to the team. Approval for the minutes of the February meeting – approved Julie, seconded Mabel</p>	Leigh
<p>Correspondence In Wellington City Chorus / Greater Auckland Chorus / Kate Veeder / Blue Ribbon Chorus</p>	
<p>Communications Coordinator Concern was raised over the delay in choruses holding their AGMs and/or sending their updated lists to the Communications Coordinator. International rules state that AGMs should be held between 1 January and 30 April each year. Lists should be updated on the International database by early May to ensure the correct people have access to reports on the International website and that the correct person is receiving the right information from the region and international. Leigh to again remind choruses – use new lists. Emails from the RMT are sent to all Team Leaders, Directors and a nominated communication coordinator, this is to ensure that information is disseminated to all members as appropriate. It is up to the individual chorus to decide which of the 3 recipients has the responsibility to always send this information on. Leigh encourage position holders to create their own email groups so they can share experience and questions to assist each other.</p> <p>State of The Region Report Membership report for SOR read. Choruses have responded positively to the offer of a person to visit choruses with a specific need in strategic planning or other administrative needs, this is an ongoing resource the RMT offers through having Region Representatives. The need for a workshop for all management team members is valid and there are classes in AHA that will suit many positions. Discussion on the other questions held in the State of the Region report. Leigh to send out reports to RMT members for review. Mary Ann is sending in</p>	<p>Leigh</p> <p>Leigh</p> <p>Leigh</p> <p>Leigh</p>

the financial components once complete.	
Upcoming round of RMT position vacancies; nominating committee to be established by Leigh and then positions advertised to the Region. As the Communications Coordinator position is an upcoming advertised vacancy, the Directors' Coordinator will take over the receipt of applications and the process from there. Mabel would also be passing on the position of Regional Bylaws and Rule Administrator.	Leigh
Finance Coordinator	
Due to the laws pertaining to the change of signatories on banking accounts, Stella has been held up in being able to access our BNZ accounts and gain signatory authority. Current signatories are Mary Ann Zorovic, Mabel Knight, Patricia Veen and Miriam Spragg. Patricia Veen and Miriam Spragg are to be taken off as signatories and Stella Nicholson, Hilary Clifton and Moira Haddrell to be added as at 13 June 2015. Leigh to create letter for the BNZ to clarify the situation and send to Stella. Jocosa is waiting on travel payment from SAI for an IFV to Whangarei. Stella to follow up on Jocosa's email. Next year, after convention, we will decide, depending upon funds available, what we can afford to allocate to our representative chorus and quartet.	Leigh Stella
Break 10.50am resumed 11.10am	
Convention Debrief Report from Miriam read. RAMM was well attended and the RMT is very pleased at the interest from members in this event. The unfortunate situation of 3 of our incoming coordinators having to leave the meeting to attend another engagement was acknowledged. The setup of the room to allow for more members should be noted for in future. Convention weekend went very well, issues noted over the light/sound providers; bags for moving performers gear in the showcase concert; quartet photo location was not ideal. Hilary has the feedback from the survey (only 75 respondents!) to look at with the 2016 convention team and also letters from choruses (WCC and GAC). Letter also received from Kate Veeder. Responses to be sent. Hilary to check with International if Open Division can have a run through prior to contest – please note lighting for Open Division must be the same as the International contest division, no deviation is allowed. Also the results for Open Division are to be published as those for International contest division; the only results not published are for the quartets and choruses evaluating. There is a very informative document on the Sweet Adelines website – Open Division FAQ Sheet, Leigh attach to minutes. Convention 2016 Discussion Claire Takacs is the Convention Coordinator for 2016. Expressions of interest for competing in 2016 is required to establish some base line planning. Hilary will send out (via Leigh) to choruses a questionnaire: Competing Y/N Open Division Y/N Evaluating – on stage / video. Hilary needs to attend a meeting in Wellington with Claire and Leigh soon and this will initiate early planning for 2016. Stella to send Hilary information re budgets.	Mabel/Leigh Leigh Hilary / Leigh Stella
Break 12.35pm resumed 1.20pm	
2016 regional competition information form completed. Headquarters hotel – to be confirmed. Leigh and Claire to confirm after visit. OPL to be decided. Survey Monkey results from contest were reviewed and a decision was made that for the Jim and Renée Workshop weekend we will only send the post event survey to the Team Leaders of each chorus. She will be asked to canvas those who attended the event and complete the survey on their behalf. This should assist the Region in obtaining more information, as there has not been the uptake hoped for in completing online surveys.	Hilary

documents earlier so that reading can be done and past decision making understood; all such things would be helpful.	
<p>Toni Griffin and Patti Cooke are happy to investigate and visit areas to run start-up workshops where there is seen to be scope for a new chorus. They very generously have said they would do this at no charge. Julie is going to follow up as we need to know the strategic plan they and Julie have in mind. Suggestion made as to one approach of identifying the area to be targeted, identify the music leaders in this area (school, community or church choirs, singing teachers etc) and perhaps hold a workshop to introduce them to our a cappella style and work from there with a short term plan and strategic plan working with the Education Coordinator. Satellite choruses are also an option for extending membership, a director works with a group in a near geographical area on a regular basis until they find their own director.</p> <p>Julie is in contact with the New Zealand Girl Guides Association regarding the YWIH Patch. Girl Guides are aged 5 – 18 years. Julie to keep Joanna in the loop on this one.</p>	<p>Julie</p> <p>Julie</p>
<p>Mary Ann Zorovic joined the meeting at 11.00am to brief the team on the finances.</p> <p>Thank you to Mary Ann for attending this session and educating the team.</p> <p>A budget was reworked for the Jim and Renee event and sent to the team.</p> <p>Letter is to be sent from the RMT to international, Carol Schwartz, cc Emily Mock, stating that as a result of recent experiences we ask that judges coming to New Zealand and bringing extra persons, who often are not partners, must inform the region as early as possible so they are accommodated for in relation to airport transfers and paying for their meals and extras.</p> <p>The OPL should be establishing the expected protocol when corresponding with the judges prior to their arrival. The dinners arranged on either the Friday or Saturday nights should be 'judges' only.</p> <p>Document to be emailed from Mary Ann to the team, Stella follow up.</p>	<p>Leigh / Mabel</p> <p>Hilary</p> <p>Stella</p>
<p>Marketing</p> <p>The national website and updating the site and ongoing planning to be done by Moira. Region 35 New Zealand is the accepted title for the region.</p>	<p>Moira</p>
<p>General Business</p> <p>An enquiry from Region 34 as to establishing a reciprocal agreement on registering for each other's education events at the members only fees was discussed. It was agreed that this would be an acceptable agreement so that members on both sides of the Tasman can take advantage of education opportunities provided by each Region. Mabel to let Region 34 know our decision and to ask if this will now be officially reciprocated.</p> <p>Leigh diary the attendance at International events into the February meeting.</p> <p>He Tangata Show Chorus – the advertisement of the position of the director has been sent out as per procedure. The Contract for the position was reviewed and approved. Once applications are received the RMT will make recommendations to He Tangata Show Chorus members in order for them to vote on the position.</p> <p>Hilary reported that she is continuing with ensuring that this chorus is not advertised as a national or New Zealand representative chorus. Julie as the RMT liaison is to contact the He Tangata Show Chorus to encourage them to appoint a Team Leader within the Chorus. This person would be responsible for</p>	<p>Mabel</p> <p>Leigh</p> <p>Julie</p>

keeping in contact with the RMT liaison and ensuring other administrative tasks are completed as this Chorus continues to achieve wonderful performance opportunities and is increasing its profile within New Zealand. Suggestion made that Julie will email Jan Toynbee and copy in Hilary. Relook at the standing of HTSC insurance and APRA at the next meeting, Mabel to put on agenda.	Mabel
Next meeting 22 – 23 August in Wellington	
Meeting closed 2.30pm	