

AGENDA: Sweet Adelines New Zealand - Regional Management Team Meeting

Date: Saturday 13 June 2020 9.00am, 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), Julie Mansell (Finance Coordinator)

No apologies.

• Approval of minutes from previous meeting	
Matters Arising	<ul style="list-style-type: none">Finance position vacancy – one application was received, due process carried out – Julie Mansell appointed.Strategic Plan – updated pages have been added, document sent to RMT prior to this meeting. Jenny to change from name to role where possible – change any old dates or note ‘ongoing’. Also Goal 2 – Veronika, investigate use of webinars can be marked as DONE as Zoom has become a nationally recognised online meeting/rehearsing/teaching tool.Jenny to trial using Dropbox to file all meeting documents and share with all RMT members This has been set in motion. Jenny to make up a user guide and we could have a short zoom meeting re using it efficiently.He Tangata policy wording has been amended and send to RMT prior to this meeting. Jenny to amend this section of Policy Document.Full RMT/Resource contact list created to share online and with choruses - to be added to RMT Who's Who page by Jenny
Events	
	<ul style="list-style-type: none">Due to lockdown there has been nothing happening this past month with Events.A Decisions Register has been created as a quick reference document. File has been added to shared Dropbox. Each meeting we can check to see if anything needs adding. Sarah has volunteered to keep this living document up to date.
Directors'	
	<ul style="list-style-type: none">Virg is in regular contact with directors, providing training materials and networking.

Education	
	<ul style="list-style-type: none"> • YSIH future directions – Zoom meeting held with Young Women In Harmony, Barbershop Harmony NZ and RMT reps. Project manager to be appointed to facilitate setting up a standalone Young Singers in Harmony entity with governance and administration teams, to be established by October. Jessie and Henri are progressing this. • Jessie Leov will be standing down from the YWIIH position, once the new admin team is in place. She is keen to continue working with YSIH in the area of grants and social media. • Henrietta Hunkin-Tagaloa has stepped down from the education resource team role and as SANZ faculty member. • It was suggested that we keep a table/record of ‘coach in residence’ chorus visits over the years – Kerry to progress this • It was proposed that we set up education classes with international faculty via ZOOM, for SANZ Members. Kerry is already looking into this.
Team	
	<ul style="list-style-type: none"> • Welcome to the new official team for 2020 – 2021, the changes being Jenny as our Communications Coordinator and Julie Mansell joining us as the new Finance Coordinator. • Thanks to Veronika for her year of stellar work on getting the accounts working smoothly on Xero and filing our annual reports as required for our AGM and the Charities Commission etc. • Jenny to contact Janell at SAI to update her on our new RMT members. • RMT per diem had been suspended for our zoom meetings during lockdown period. To be applied for today’s meeting. • Thanks to all involved in the fabulous bumper edition of Addaline!
Finance	
	<ul style="list-style-type: none"> • Report provided. Team can see and approve of all payments made. • Moved by Julie that we invest \$100,000 in up to five term deposits. Seconded by JE. Carried unanimously • Moved by Leigh that Julie Mansell be given Signatory Authority on the BNZ bank accounts. Seconded by JE. Carried unanimously • Moved by Julie that Veronika Duthie-Jung be removed from the Signatory Authority on the BNZ accounts. Seconded by LW. Carried unanimously • Julie to check with Veronika why SANZ don’t bill for Jan-Dec financial year. • Julie to follow up applying for a RMT Credit card, to set the limit at \$10,000. Cards to be set up for Sarah, Julie and Leigh. • Survey Monkey billing to then be changed from Stella’s card to the new RMT card. • Julie will work with Miriam (convention) and Kerry (education) to draft a budget for this year, keeping in mind that this year’s levies are not specifically allocated at this point. • Discussion about a reciprocal arrangement with Region 34 for events and convention. Non region 35 members currently pay a non-member convention price, to cover the admin/education levy that region 35 members have paid with their dues. Kerry will follow up with Region 34. • Veronika will need to do the State of the Region financial reporting. Jenny has sent her what is required.

	<ul style="list-style-type: none"> Julie would like to send out a request for chorus Finance Chairs to approve the latest Regional Finance reports – Julie to work on wording and Jenny to send out to FCs and receive responses. Julie will then complete the filing of the Charities Commission report.
Membership	
	<ul style="list-style-type: none"> Networking opportunities for administrators, was planned to be promoted at Regional 2020 for 2021. Kerry is planning to set up a 'leadership lounge' on Zoom for networking. Chapter At Large member extra admin levy of \$35 has been queried again and so was discussed by the RMT. Team agreed this is now unnecessary as there is no longer the amount of extra administrative time for each CAL member due to advances in technology since it was set many years ago. Eg no longer mail invoices and process cheques, no mailing of Addaline required, email connection instead of personal phones calls etc, and we also have a CAL resource team member who assists the Finance Coordinator in keeping the CAL member lists up to date. Moved by Miriam that the CAL administration portion of the levy be reduced to the same as regular members from 1.5.2020. Seconded by JM. Carried unanimously. Miriam to communicate response to CAL Liaison, and Julie to create credit notes. Miriam to confirm that members who have left should be loaded as 'past members' rather than 'inactive' on the website. Reports requested from choruses will no longer include full list of chorus members, just management and music teams. Chika will now load all role changes. Miriam to work with Sharon to remove some unused roles, see if we can get choruses listed together, and other filtering issues. To communicate financial 'good standing' requirements to members again in the next Team Talk. Miriam to provide document. Miriam to send longevity and merit pins to TCs, to be presented at chorus. Mentioning they will still be invited to the stage next time we are together.
Marketing	
	<ul style="list-style-type: none"> Public website – The current Choir Genius platform for the public facing part of the website is very limited and clunky in scope of functionality and being able to customise the look and feel to suit our brand. Looking at alternative platform for the public website would give us much greater opportunity to create a good looking, user friendly public site. There would be some additional costs to split these out and complexities to work through between the connection of public and members site. Jo to research this and seek costings. Homepage has been updated with new photos and mentioning our 35th year. Donate button to be added to website for YSIH. Paypal function is an option – to direct funds to PBMT account, also include internet banking option. Jo and Julie to progress this. PBMT fundraising raffle. Now chorus rehearsals are happening again this can be progressed, promoted online and with choruses.
Communications	

	<ul style="list-style-type: none"> • Addaline proof-reading – the draft will go to all RMT members to check anything specifically relating to them. Jo and Leigh to provide Jenny with detailed edits which she will then collate and feedback to Addaline team. Jenny will then do the final proof-read. • Discussed email protocol for communications within the team, to lighten up our inboxes – only ‘reply all’ when that is needed; if you are just CCd you don’t need to comment (it is just a FYI). <p>Website</p> <ul style="list-style-type: none"> • Jenny arranged a Zoom session with Jo, Sharon and Katrina re choir genius use and website tidy up etc • Sharon/Jenny need to meet to carry out website members area improvements – make plans and give price. • 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? NO – seek document from Sandy Gunn re 80s results • SOTR – team to read and send any input to Jenny by next weekend. There is some food for thought in the survey eg How does the region recognise new members? This could come under the proposed ‘good vibe’ role on membership team.
General Business	
	<ul style="list-style-type: none"> • Virg clarified her social media comments about an alternative competition and confirmed that she is looking at competition opportunities for He Tangata and Christchurch City Chorus. • Discussed the advantage we now have re using Zoom for teaching sessions etc when gathering is affected during bad weather or illness season, to replace rehearsals. • Expecting chorus members to stay home when sick should be the new norm. Rehearsals live-streamed so they don’t miss out.
	<ul style="list-style-type: none"> • Meeting Closed: 1.30pm • NEXT MEETING Sept 19th by Zoom. If enough information has come from SAI could change to a face to face. • January 29th and 30th dates booked as hopefully a face to face session.