

## Sweet Adelines International Region 35 Regional Management

### Minutes of Meeting, 21 – 22 February 2015

**Present:** Mabel Knight (Team Coordinator), Miriam Spragg (Events Coordinator), Sandy Gunn (Marketing Coordinator), Julie Scoggins (Membership Coordinator), Mary Ann Zorovic (Finance Coordinator), Chris Thompson (Directors' Coordinator), Leigh Whitelaw (Communications Coordinator), Jocosa Bruce (Education Coordinator)

	To be actioned by
<b>Saturday 21 February – meeting commenced 10.10am due to late flights</b>	
Minutes of 4/5 October 2014 – actions from last Minutes were reviewed. Approved and signed by Mabel. Matters arising: Harmony Show Chorus, He Tangata group – Mabel to confirm correspondence from Jan Toynbee re the name the group has decided upon and to send this out to the RMT.	Mabel / Leigh
<b>Communication Coordinator</b> Report presented Filling RMT vacancies – vodcasts exist on International website of all roles telling of the responsibilities, we should advertise these. Team members to take opportunities to talk to the region about what their roles entail. Each of the 4 upcoming changing roles take a video of themselves to be uploaded to the web.  Sweet Ads NZ website contact us email – continue to sort issue with Sharon  APRA and AMCOS document to be loaded on the website under Music tab to assist members in knowing their responsibilities on copyright for both performance and recordings of songs. Under each of: Sheet Music / Learning Tracks / Star Chorus put the auto link to this document.  Members need to be notified especially on joining a chorus that their image may be used in various ways. Information is on website.	Team  Leigh  Mary Ann / Leigh  Sandy / Leigh

<p>Carol Schwartz is the fount of knowledge on parody lyrics and is happy to be consulted.</p> <p>International icon link on our landing page.</p>	<p>Sandy / Leigh</p>
<p><b>Finance Coordinator</b>  Report presented  Convention Levy set to \$60 for 2015 convention. Discussion on the stock of Lead/Tenor/Bass/Baritone, fluoro and diamante badges. Kate Veeder to be offered to purchase these at \$2500 (cost price) for YWIH sales. If Kate is not wanting to take up this offer then GAC will sell them on behalf of the RMT at their sales table this year then they will travel with the Convention goods to the next Convention and a chorus could be approached to sell on behalf again.</p> <p>5,10,15...year pins, these continue to sell well and will stay with the RMT.</p> <p>Maintaining funds for the region still remains a priority. The new format of RMT meetings being two days and one night only has made savings for the Region. Mary Ann is recommending the RMT applying for grants towards the cost of holding meetings, this would require us to know where we were holding meetings and applications to be made ahead of time. Creative Arts in the area of the meeting would be the organisation to apply to and the usual method is to apply within their advertised application period – quickie applications can be made by 20<sup>th</sup> of the month prior and our budget would fit for this type of application.</p> <p>February meeting required for contest planning  June meeting for incoming RMT members, strategic planning and convention debrief  October meeting may be held over OoVoo  RMT members convention nights, subsidy: Thursday/Friday/Saturday are the nights subsidies are paid for with the exception for those required for the Wednesday night such as the Events Coordinator.</p> <p>Stella, the incoming Finance Coordinator is investigating both MYOB and Xero programmes to see which suits her. Advantage of Xero is that is online and backed up so any future FC can link straight in. She has not indicated yet which she prefers. MYOB we have, Xero we would pay the monthly subscription (\$40-\$50 approximately).</p>	<p>Sandy</p> <p>Stella / Miriam</p> <p>Mabel</p> <p>Stella</p>
<p><b>Team Coordinator</b>  Report presented  Standing Rules require updating  Item 5 currently reads:  5. Meetings  A: Regional Annual Membership Meeting (RAMM) and is received by the Communications Co-ordinator no later than 14 days before the commencement of the meeting.  To match the Policy book it was Moved and Accepted that this now read - A: Regional Annual Membership Meeting (RAMM) and is received by the Communications Co-ordinator no later than 28 days before the commencement of the meeting.</p>	<p>Mabel</p>

Item 6 will be removed, Item 7 will become 6  
Item 8 that is scored through will be removed  
Now to read:

Regional Management Team members shall present their annual report to members by arranging for the Communications Coordinator to circulate it to members at least three weeks before the meeting.  
The Team Coordinators report to be read out at the meeting.

Special Meetings Item c, scored word *the* will be removed  
Updated standing rules to go out to members and reloaded

Policy Book: 2.1 Levy information to be updated – take out third bullet words and place refer to section 11 – add convention levy (no amounts are mentioned)  
Section 11 to be removed and renumbered from there. New statement on assistance levy to be placed here.  
Other updates Mabel noted.

The assistance previously given to choruses and quartets going on to represent the region at International decided in 2013 to be no longer sustainable and a decision was made then to alter this. This information now needs to be updated in the Policy book. Mary Ann to put a statement together and send to the team for approval and for Mabel to include in the updated document.

Check with Henri that she is aware that the national winning YWIH quartet will have their registration paid to attend the convention this year. Henri needs to communicate with Christine Godfrey if they are attending.  
Discussion was held on including a YWIH national chorus of old and current members involved in the Showcase at 2015 convention. Agreed that a chorus or quartet representing young women could sing 2 songs or the equivalent of 8 minutes. This is in preference to a National YWIH chorus as this may not come together and we definitely want representation from the youth. If Henri can confirm by 15 March, numbers of a viable YWIH chorus we could then work this group into the programme.

Discussion – Henri sees a need for YWIH judge training resources to be made available for regional judges, suggested that Henri brings suggestions to the RMT so we can support this initiative. The proposal from Jocosa of bringing in Australian judges for the national event is an interesting concept that Henri could also expand upon.

**Meeting broke for lunch 1.35pm**  
**Meeting recommenced 2.40pm**

Mabel / Leigh

Mabel / Mary Ann

Jocosa

<p>Discussion on 'naming' or 'branding' Region 35. Some Regions are named, eg Australia is known as Southern Cross region and one of the American regions is 'rocky mountain region'. Region 35 New Zealand is felt to be appropriate but RMT members are to consider other names and present them to Sandy. Decision to be made asap for use in the promotional material for AHA.</p> <p><a href="http://www.sweetadelines.nz">www.sweetadelines.nz</a> name is to be confirmed by end of March.</p>	<p>Mabel / Jocosa</p> <p>Mary Ann</p>
<p><b>Events Coordinator</b> Report presented Convention 2015 - Competing members are not being charged for the Saturday show due to the fact that members in the past have missed this event due to cost and we hope this will encourage members to attend. They will however pay \$10 for the afterglow. The decision on non-members not being able to purchase afterglow tickets will be reviewed once registrant numbers are known. We could then put out a notice to choruses to this affect.</p> <p>A bright sticker to go on the registration tag to indicate which events the person has access to. Tags must be worn to all events, this needs to be stressed in communications.</p>	<p>Miriam</p> <p>Miriam</p>
<p><b>Education Coordinator</b> Report presented Education Scholarship – 5 applications received, which is wonderful. The past winners voted on the person who will receive this scholarship and she will be notified by Jocosa (and the unsuccessful applicants) and the award will be presented at convention weekend official opening. Research to be done with other Regions as to if they provide an Education Scholarship and how they are awarded if so. Nominations for service to YWIH, one chorus provided two nominees. Henri as the YWIH coordinator selected the winner. Award will be presented at convention weekend official opening along with the Spirit award. Certificates to be created and printed and taken to contest. Miriam to send Jocosa the template.</p> <p>Jim and Renee coaching – 7 choruses put their names forward. RMT members not in a chorus concerned drew the winners. Jocosa will email the choruses with the appropriate results and a contract will be sent out to be signed by the winning groups. Information to go out shortly including registration, to the membership and to Region 34 RMT. Miriam to check with Christine Godfrey to see if she is interested in taking on the role of registrant for this event.</p>	<p>Jocosa</p> <p>Miriam / Jocosa</p> <p>Jocosa</p> <p>Miriam</p>
<p><b>Marketing Coordinator</b> Sandy's report accepted.</p>	

<p><b>Membership Coordinator</b>  Report presented  Email from International received; they will send out 3 monthly updates of members who have resigned from SAI, to the Membership Coordinator. Julie then tries to contact those members and check their status and points out the benefits of membership. A timely reminder to choruses that Exit forms are to be completed and International is updated accordingly. International operate a programme that links Girl Guides with Sweet Adelines that results in a badge award (YWIH patch). Julie wants to explore this possible connection in New Zealand. Leigh has a contact who has been involved in high levels of Guides and will pass her details to Julie.  30 year pins, recipients being ascertained for presentation at convention 2015.  Welcome pack to new RMT members will be updated by Mabel and sent to the team for checking.</p>	<p>Julie / Leigh</p> <p>Mabel</p>
<p><b>Directors' Coordinator</b>  Report presented  Sandy congratulated Chris on the notes she had taken during her Baltimore visit at Ronnigne chorus class and that she has distributed to Directors.  Dina Wickers has offered to assist with the 30<sup>th</sup> celebrations – Mabel will contact her.  SouthCity Soundz now has 2 directors, Cheryl Weijamars and Sheryl Willis.</p>	
<p><b>Meeting dinner break 6.00pm</b></p>	
<p><b>Resumed 8.45pm</b></p>	
<p>RMT members who attended Baltimore convention shared some of their experiences. Such a worthwhile event for RMT to attend. There were classes to attend as well as rehearsals to visit. Miriam assisted as a contest volunteer. Networking done with Region 34 members. Region 35s' representatives WCC and Key Note performed well and the RMT were very proud of them. To observe and talk to others re planning and issues they are having in other Regions is invaluable to keep us moving in the right direction in Region 35.</p> <p>The talk given by Kelly Bailey re the State of The Organisation is something all members of the Region should see  <a href="http://www.youtube.com/wat?v55KQxbkJWXo">www.youtube.com/wat?v55KQxbkJWXo</a></p> <p>These members are encouraged to put together a report for the Addaline.</p>	
<p><b>Meeting closed 9.30pm</b></p>	
<p><b>Sunday 22 February meeting commenced 9.30am</b></p>	
<p><b>RAMM</b>  RAMM to be organised. Agenda is as in the Policy book. Notification to choruses will go out early March. Items must be back at least 28 days prior to the meeting. RAMM is 1 hour. Standing Rules update will be sent out to all choruses as a reference document. The updated Standing Rules will also be lodged with the Charities Commission. At the RAMM Stella will announce the Auditor she has selected for the year. Mary Ann to talk to her about this.</p> <p>All RMT members to have their reports to Mabel by 31 March.</p>	<p>Mabel  Stella / Mary Ann</p> <p>Team</p>

Sign in sheets for members attending the RAMM will be provided by Julie. Mary Ann please check for clipboards and let Julie know.	Julie Mary Ann
<b>General Business</b> At the conclusion of the chorus contest session the official thank you to the outgoing RMT members will be done by Mabel.	Mabel / Miriam
No new trophies required for contest. Novice quartet trophy will be archived due to its condition, after 2015 contest. It will not be replaced. Look at recording history across all category winners and having this documented. Historian to be contacted. Mabel to discuss with Dina.  Website loading of bass track for I Don't Want to Walk – ongoing due to issues. Sandy is looking at loading the SAI link to the landing page. Sandy is happy to continue working with Brianna on the Addaline after her departure from the RMT. Registration for Jim and Renée – cut-off date / early bird date to be decided. Forms to be available at convention and perhaps as a page in the Addaline. Online registration through Groupaniser for an event could be trialled by one chorus when this is operational.  A 4 page spread post-convention in the Addaline covering the weekend.  Miriam looking at riser options for contest. Pieces from Palmerston and inverted centre from Faultline perhaps to go with City of Sails' risers.	Mabel        Mary Ann / Stella / Miriam  Sandy  Miriam / Leigh
<b>Education forward planning</b> 2017 Coach in residence would be a desirable resource to have back in New Zealand. Kim Hulbert, Marcia Pinvidic may be available, Britt-Helene Bonnedahl, or someone else that would be a fresh personality to the Region. Jocosa will start investigating. 2018 Coach duet of perhaps Dale and Darlene, or another duet that is operating. Look into Swedish personnel. 2019 Coach in residence again 2020 Possible international quartet	Jocosa
RMT members to assist at Education classes – Jocosa and Miriam will be occupied and Mabel/Chris and Sandy/Leigh will assist. Please check the Standing Rules when Mabel sends them out so any changes are made before they are finalised and lodged with the Incorporated Societies office. Check for any ambiguous points!	Team Team
<b>Next Meeting 13/14 June venue Auckland Jet Park or other near hotel</b>	Hilary to confirm location
<b>Meeting closed 1.35pm</b>	