

## Sweet Adelines International Region 35 Regional Management

### Minutes of Meeting, 31 January to 2 February 2014

**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), Trish Veen (Communications Coordinator), Leigh Whitelaw (Communications Coordinator-elect)

**Apologies:** Jocosa Bruce

	To be actioned by
<b>Friday 31 January 2014 – meeting commenced – 7.30pm</b>	
<b>Welcome incoming coordinator</b> - Leigh Whitelaw was warmly welcomed to the RMT. She will take over the role of Communications Coordinator at the end of Convention in May 2014. Leigh has had an RMT role previously, and has held a number of management team roles in her Chorus (Faultline), so she brings a wealth of experience to the role.	
<b>Minutes from the previous two RMT meetings</b> as well as the December phone conference were approved and signed off.	
<b>Correspondence</b> – RMT extends its sympathies to Jan Edgar on the loss of her husband, a sympathy card was sent by Mabel.	
<b>DCP Coordinator and Arrangers Coordinator</b> – both position descriptions were formally approved by the team.	
<b>Finance Coordinators – Report</b>  RMT members had been asked to supply their budgetary requests to MaryAnn, nobody had responded so they will stay as they are now.  MaryAnn reported on some of the RMT forum outcomes in Hawaii. In particular, there had been considerable feedback about the State of the Region (SOR) reports that RMTs are required to prepare each year and why these details are required.  Oovoo was recommended to use rather than skype. MaryAnn would like to test this. Everyone to download this.	All

<p><b>Registration software</b> – Miriam liked the idea of utilising registration software for events, including the 2104 Convention. A decision needs to be made as to which software to purchase. MaryAnn to demonstrate the two different programs she is considering.</p>	MaryAnn
<p><b>Communications Coordinator – Report</b></p> <p>International has indicated that there are not going to be any educational sessions for RMT at Baltimore, rather they are planning education for all members. Trish asked whether our NZ members would be happy for RMT to use funds if there were no specific RMT education classes. It has not been made clear by International whether there would even be an RMT forum. It was agreed that RMT visits are valuable as a representational exercise, and that many in the Region probably are not aware of this. Trish suggested that RMT proactively inform the Region of which RMT members are planning to attend International and make it clear what types of roles they fulfil when they are there. This information to be put in the Addaline following Convention but before International.</p> <p>Trish and MaryAnn to prepare a story for the next Addaline.</p> <p>Sandy suggested that there is a difference between an RMT member who is singing with a Chorus, and one who isn't singing with a Chorus – in terms of what they can achieve when overseas. It would be a prerequisite for anybody who is funded to attend the entire education forum.</p> <p>It was suggested that funding only be provided for non-competing RMT members to attend International Conventions, this would require the current policy to be changed. Sandy suggested that a maximum of \$2200 plus registration be provided, providing funds are available for this. A schedule of events that the person being funded is to be prepared.</p> <p>Revised wording of this policy to be worked on by Julie and Mabel.</p>	<p>Trish, MaryAnn</p> <p>Sandy (schedule of events)</p> <p>Julie/Mabel</p>
<p><b>Meeting closed 10.15pm</b></p>	

<b>Saturday 1 February 2014 – meeting recommenced 8.58am</b>	
<p><b>Funding for RMT travel to international events</b> – a review of this topic took place and after considerable discussion, it was agreed that a maximum of 2 RMT members could travel with a maximum of \$2000 each for travel with a ceiling of \$4000 overall, plus paying for the cost of their registrations for those events. This decision was made to ensure that available funds are not depleted, and also because it was considered that two people is a sufficient resource to represent NZ well. All applications are subject to review by RMT and subject to funding being available. A formal application form needs to be prepared (similar to the application for Education Scholarship). This form will be modified to suit this purpose. MaryAnn to revamp the form in draft format and circulate to RMT for finalisation.</p> <p><b>Funding for Education Coordinator travel to international events</b> – travel for the Education Coordinator is to be treated separately with a view to amendment, and will be discussed when the Education Coordinator is available (look at item 10.5 in the current Policy Book).</p>	<p>MaryAnn</p>
<p><b>Marketing Coordinator</b></p> <p>Spirit of Sweet Adelines – a specific pin has been created so that members who have previously held the Award have something tangible to show for it. It was agreed that it be posted to previous recipients. Julie will distribute in the most appropriate way.</p> <p>Addaline Lite layout editor is unable to continue. A letter of thanks to Elizabeth Pitcorn to be prepared, signed by Mabel.</p> <p>Region 35 t-shirts – there is a large stock of these (3 or 4 large boxes) that Sandy wishes to work out a way to dispose of, making minimal money. They are the (previous) Regional pink colour and have the old Regional logo (there are also a few black ones). There are lots of small sizes (the sizing is fairly small overall). Sandy to put a sales notice on Sweet Adelines Facebook and SANZ website, offering them for sale at a really good rate.</p> <p>SOR reports for other Regions. Sandy had read the SOR for Region 34 and pointed out a number of things they do and processes they use that we could use to benefit our members. This covered technology, ideas for member recognition, and attracting people to the RMT.</p> <p>Sandy suggested that the RMT position descriptions and applications be revamped to make it clearer what the benefits to them are. After discussion, it was felt that the advertising we do for RMT positions is what needs revamping, rather than the PDs or applications.</p> <p>Trish put forward a suggestion that we produce a “what’s happened to my money” either in the Addaline or at RAMM.</p> <p>Trish suggested that in order to be able to feature people in our publications, we could do phone interviews with them instead, with some set questions. The interviewer would then write an article. MaryAnn suggested the name of a person in her Chorus</p>	<p>Julie</p> <p>Trish/Mabel</p> <p>Sandy</p> <p>Sandy</p> <p>MaryAnn, Sandy</p> <p>MaryAnn</p>

<p>who has experience with this type of thing who may be interested in doing this role on behalf of RMT. MaryAnn to ask this person if she would like to take on this role. Clarify that she would part of Sandy's publication team.</p> <p>Sandy to add some RMT members as Facebook administrators (Leigh, Jocosa).</p>	Sandy
<p><b>Education Coordinators Report</b></p> <p><b>Martini visit</b> – a contract has been signed and a programme timetable has been done. An initial “save the date” flyer needs to be sent out as soon as possible which includes dates and locations. Something has already been gone out but as not all RMT members have yet seen it, a revised flyer needs to be sent out containing dates and locations with a general idea of timings.</p> <p>Fees for Martini weekends are yet to be established, depending on the actual costs of premises to be hired. To be advised at a later date. MaryAnn to work these out and advise RMT (especially Sandy for the flyer).</p> <p>Attendance at Martini Auckland and Wellington workshops. As these are RMT-events, these must have an RMT presence. Miriam and Jocosa need to attend both. MaryAnn and Jocosa and Miriam will attend Auckland. Wellington will be attended by Leigh, Julie, Chris, Miriam and Jocosa. This is all in their RMT capacity.</p> <p>DCP Coordinator – it was agreed should report twice-yearly to RMT (via Directors' Coordinator). Her position description already contains this information. No action required.</p> <p>Classes for education at Convention. Chris indicated one class for DCP is required (this is additional to the two rooms that Jocosa requested). Miriam is going look into it and let Chris know soon.</p>	<p>Sandy</p> <p>MaryAnn</p> <p>Miriam</p>
<p><b>Brief break – 11.40am</b> <b>Resumed 11.55am</b></p>	

## Events Coordinator

Miriam spoke to her report.

She suggested that the Spirit of Sweet Adelines Award and YWIIH award be presented at the opening ceremony on the Thursday night – this was agreed. It was also agreed that all Spirit of Sweet Adelines nominees be advised they have been nominated (by the RMT Membership Coordinator) and a reminder that the winner of this award will be announced at contest (this may factor into their decision to attend Convention or not).

Pins and Education awards to be presented on Chorus day.

All RMT members to try to find out from their Chorus contacts as to whether they are competing, and which track they're in, and where they might be staying, rough estimate of numbers coming, remind them to nominate somebody for Spirit of Sweet Adelines Award. Choruses will have flat floor rehearsal space on the Thursday and Friday if they're booked in at the Holiday Inn (which is the Convention Hotel). If they are coming up on the Thursday, they could be scheduled in for a Thurs evening rehearsal. Direct people to the link on the SANZ website that goes to International that provides information about the open division (in case they are competing in this). Let Miriam know.

Pins – Sandy to check how many pins need to be brought, especially DCP ones.

Shirley Kout (the Panel Chair) is bringing the quartet pins with her.

Convention Handbook to be re-sent to Choruses (the one that's on the website).

It was recommended that we are asking them to continue with the April/May dates for future Conventions, or a week later, rather than changing the dates to early April.

Chris asked when He Tangata would be given the opportunity to sing during Convention. Miriam to work this out and add to programme.

Miriam/Julie

All RMT members

Sandy

Trish

Miriam

Miriam



<p><b>Team Coordinator</b></p> <p><b>Strategic Plan</b> – a reminder that this document spans five years.</p> <p>The question was raised as to whether the Strategic Plan and/or the Education Plan should be placed on the SANZ website. It was agreed that the Strategic Plan (but not the Education details) should be placed on the website. All RMT members to refer this link with their Chorus contacts. Updated strategic plan to be sent to Education Coordinator with a request to ask her to ensure Education Plan is updated in line with revised Strategic Plan. Trish to place on website (send finalised version to all RMT).</p> <p>Strategic plan to be reviewed/updated again in October. Mabel to place on October RMT agenda.</p>	<p>Trish All RMT</p> <p>Mabel</p>
<p><b>Brief break 4.35pm</b> <b>Resumed 4.40pm</b></p>	
<p><b>Next RMT meeting</b> – it was decided to hold this on 3-5 October 2014, in Auckland.</p>	
<p><b>YWIH</b> – this report from Henri Hunkin was read and reviewed.</p> <p>National events in 12-13 August in Wellington – Sandy wants to promote this through our usual channels. Sandy to request more information from Henri.</p>	<p>Sandy</p>
<p><b>Website managers</b></p> <p>Website coordinator (Sharon) is prepared to continue for another year. Letter of thanks to be sent to Sharon to thank her for all her help and acknowledging that she is prepared to do the job for another year. Ask her to connect with Leigh to provide her with some training on the website.</p>	<p>Trish</p>
<p><b>Dropbox</b></p> <p>The efficacy of using Dropbox was discussed. MaryAnn suggested Groupanzier might be a better option. MaryAnn to look into this and report back to the team.</p>	<p>MaryAnn</p>

<p><b>Directors contracts</b></p> <p>Directors' contracts templates to be placed on website as examples for members upon request. MaryAnn to send Trish a sample "associate directors' contract", Leigh to send Trish an anonymised Directors contract as an example of a smaller contract. Trish to ensure all these sufficiently anonymous and place on SANZ website (under legal documents).</p> <p><b>Coaching contracts</b></p> <p>Mabel to go over the existing coaching contracts that exist, ensure all personalised details are removed. Prepare a separate document with individual clauses that could be considered as optional. Consider a webex meeting to finalise the documentation.</p>	<p>Trish</p> <p>Mabel</p>
<p><b>Meeting finished at 5.25pm</b></p>	
<p><b>Meeting recommenced 9.10am, 2 February 2014</b></p>	
<p>Yesterday's Minutes were reviewed.</p> <p>Trish's Hawaii report was discussed as follows:</p> <p><b>Project Management</b> – this was discussed and it seems that Groupanizer has a project management component, as well as other components, that would meet a lot of our project management and possibly or technological requirements. MaryAnn to look into whether Groupanizer will meet the requirements.</p> <p><b>April Meeting</b> - MaryAnn to ask Marilyn Miller to attend to give RMT some Groupanizer training on the Friday evening. We want to devote maximum time to a discussion about Faculty (preferably starting on the Saturday morning). RAMM and Convention update could be covered on the Friday afternoon. The aim is for the meeting to start at 3pm on Friday 4/4/16.</p>	<p>MaryAnn</p>
<p><b>Cup for Regionally improved Chorus</b> – current cup is at the end of its natural life. Miriam to source a new award (preferably a tray of some kind).</p>	<p>Miriam</p>
<p><b>He Tangata</b> - request was received by He Tangata TC about representation on RMT. Trish to reply with a background and information. HT members are all Sweet Adelines and as such have access to the SANZ website, where information that is available to all members is equally available to them. There is nothing stopping any NZ Sweet Adeline and He Tangata member from applying for RMT vacancies as they arise (3 are coming up soon). Julie Scoggins is specific contact on the RMT who regularly contacts He Tangata.</p>	<p>Trish</p>



<p><b>2016 International Non-North American Education Event</b> – an offer has been made by International to run an education event in 2016, to be aimed at all musical groups (not just Sweet Adelines). Their offer is to run the education, they are looking for a Region to organise the whole event. We would be expected to find sponsorship, organise accommodation and convention centre. It could be a membership recruiting tool. It was considered that it was worthwhile to keep our hats in the ring for such an event, and a letter of intent should be sent by the specified date (14/1/14). Miriam to make enquiries about venue possibilities, work with Jocosa and Sandy and MaryAnn to prepare a letter of intent. Also work with Kate Veeder to assist with her unique knowledge of International. An interim email to be sent by Mabel to indicate that we are working on a proposal.</p>	<p>Mabel Jocosa Miriam Sandy MaryAnn</p>
<p><b>Convention 2017-17</b> – Miriam would appreciate any ideas people may have about Convention for these years. Miriam to keep us all in the loop about what she hears about the Wellington venues she has investigated so far. Cost is a big consideration. Further discussion can be had by conference call once more facts are known – Miriam to initiate this.</p>	<p>All RMT</p>
<p><b>Chorus contact list</b> - the list was reviewed and it was felt that a phone call once every two months would be better than monthly. Trish to re-send the list to all RMT members.</p>	<p>Trish</p>
<p><b>Celebration of 30<sup>th</sup> anniversary of Sweet Adelines in 2015</b> Some possibilities for how best to celebrate this event were discussed. Mabel to be in charge of this event.</p>	<p>Mabel</p>
<p><b>Meeting finished at 12.45pm</b></p>	