

Sweet Adelines New Zealand – Regional Management Team

Agenda

Saturday/Sunday 2-3 July 2022 – Wellington

Present : Leigh Whitelaw (Team Coordinator), Carolyn Currington (Directors' Coordinator), Miriam Spragg (Membership Coordinator), Ann-marie Francis (Events Coordinator), Jo Maxwell (Marketing Coordinator), Mary Cave-Palmer (Finance Coordinator), Jenny Meadows (Communications Coordinator), Leanne Wheeler (Education Coordinator)

Sunday 10.30 – 1.00pm: Sharon Cartwright IBOD Member, Regional Leadership Training Committee via Zoom

Approval of minutes from May meeting: Approved Jo, seconded Leigh.	
Matters Arising	<ul style="list-style-type: none">Strategic Plan 2020-2024 has been reviewed and uploaded to website. Much of this is on hold due to the pandemic and will need looking at again later in the year.SANZ 40th anniversary is coming up in 2025. A working group could be set up this year to begin planning for this. Discuss at next meeting.
Discussion	<ul style="list-style-type: none">Welcomed the members to the first face-to-face meeting for 18 months. Jen Meadows is arriving late to the meeting this morning due to a flight cancellation last night.A matter of interest was raised regarding the makeup of the RMT in the past years. We would like Jen to create a list of roles and coordinator names going back as far as she can. Leigh has some files and will send what she has to Jen. Miriam has historical files at her place that could help with the earlier years.
Finance	
	<ul style="list-style-type: none">He Tangata Show Chorus – financial statements for YE 31 Dec 2021 (see page 3 of Financial Report). Acknowledged Mary for all her work and clarity of presentation.HT made a small loss because it transferred some unspent levy income into the Balance Sheet to be used in 2022. It has \$8k in bank.Mary will refund the Choir Games registrations to He Tangata members on provision of bank account detailsWe need to clarify the timeline of SANZ levy billing and payment, and what would be the best date for choruses to provide a member list that they will be invoiced for (to minimise the need for changes after that date). Carry forward to next meeting.Charities website currently has Mary, Leigh, and Kerry listed. Mary, Leigh, and Leanne as of RAMM. Mary to update – DONE.PBMT raffle in June raised approximately \$1600 in profit. Varying take-up between choruses. We need to improve the understanding of the PBMT across the country. Shelley and trustees (Mary, Leanne, MaryAnn, and Bronwyn) to undertake a PR programme. Jo is happy to help.

	<ul style="list-style-type: none"> • \$6,800 has already been paid to winners to attend International events and for the Education Scholarship. These are some of the baseline costs the region has to pay each year. This year there would be two payments to winning choruses to attend international events – one to Greater Auckland Chorus to attend the 2022 international competition and another to Waikato Rivertones Chorus to attend the 2023 international competition. There were no payments made to winning choruses in 2020 or 2021 because there were no Regional competitions in those years. • After discussion it was unanimously agreed that the RMT would, from 2021's winners onwards, reimburse winners for the engraving of contest trophies and other relevant awards presented over convention weekend. This will be added to the Decision Register and Policy Book in the appropriate section – Jen – and also added to the convention information pages. Jen to ask Sharon to update accordingly. Choruses and quartets can choose to pay or seek reimbursement from the Finance Coordinator by producing the receipt. • \$103.53 was donated during the virtual convention for the PBMT. These funds are still to be drawn down from PayPal. Jo would arrange for this after the next fundraiser because there was a transfer fee. Jo/Mary. • Mary presented the draft 5-year Education Plan for reporting to SAI, advised it needed to be updated. Leanne to update. DONE • Two pieces of NZ legislation are going through change, and we were asked to comment. Mary doesn't know how many of our choruses are incorporated societies and/or charities. Need to have dispute procedures in chorus standing rules, minimum number of members in order to become/remain incorporated, penalties for falsifying docs, chorus constitutions have to comply with the Act. • Change to Charities Act coming through later this year or next year – reduce requirements of small charities, tribunal available, transparency about funds. • Mary will send information on Incorporated Societies legislation and GST information to Finance persons and TCs of choruses once legal advice received. • Get a legal opinion re GST – are choruses acting as an agent? Carolyn will forward info to Mary. MARY HAS SINCE OBTAINED CONFIRMATION THAT CHORUSES ARE REQUIRED TO PAY GST ON SAI FEES COLLECTED FROM MEMBERS. • Mary sending summary of Incorporated Societies Act to Leigh – do our current rules comply? If not, what needs to change? DONE Leigh to ask lawyer. • Mary will pay RMT members' per diems – ALL make sure she has your bank details. DONE • Payments approved: Target Accounting for review of financial statement \$920, Survey Monkey \$420, Dropbox annual fee \$225.46, TeamWork annual fee \$1,059.77.
Education	
	<ul style="list-style-type: none"> • Auckland venue for 4-6 November workshop • Programme for upcoming workshops Draft has been created. Leanne and Carolyn to discuss with Suzanne. Advertise to all members once details are available: Jo to create mailers/teasers to celebrate getting back together. Class descriptors discussed. Jen to send out. • Education courses open to non-members? Leanne, Mary and Carolyn to work out what they would pay. • Team needed to run 2023 regional competition in Auckland. Couple of people approached but no luck. Logical to be from/near AKL area.

	<p>Possibly recruit Convention Coordinator, Registration Coordinator, OPL (Official Panel Liaison – take care of the judges) and team from Sounds of the Shore/GAC/SouthCity. Leanne to ask SAI Competition Department to find out if these roles have to be SA members and to continue her search for a Convention Steering Committee. Leigh is in contact with SAI re Panel Secretary (this position must be an SA) and this has been raised in discussion with the World Wide Committee, as Regions 31 and 34 are having similar issues. Needs to be a non-competing member in either quartet or chorus.</p> <ul style="list-style-type: none"> • Possible rescheduling of quartet workshop to 2023 after convention.
Membership	
	<ul style="list-style-type: none"> • New 'Ignite the Sound' membership growth campaign launched by International offering choruses incentives for membership growth. The official baseline of R35 chorus numbers for this initiative has been received from SAI. How can we promote Ignite the Sound and the rewards within our choruses? Miriam to remind choruses. • New recruitment and retention ideas and tools have been added to the International website. • Nelson Bays Harmony recruitment commercial is being featured on the SAI website <ul style="list-style-type: none"> ○ How could we encourage all our choruses to do a Commercial? More information with tips on planning and creating your video (including the Nelson Bays Harmony Chorus example) can be found here: https://sweetadelines.com/membership/recruitment ○ Encourage other choruses to be inspired by NBH's example to create their commercial. Finding sponsor/s or a videographer who would donate their time to the chorus is a great assistance. The costs of NBH's commercial were covered by a Rātā Foundation grant and an NBH member's company. Hilary (chorus member) applied for and got the grant. She knew Anna Pearson, a freelance visual journalist who knew a videographer. Anna produced a 'shooting script' and worked with the videographer and Kathy, the 'face' of NBH. Hilary emphasises the importance of building relationships and spending time on script development. She is happy to link other choruses with Anna. Or google Anna Frances Pearson. • Choruses have been asked to send updated management team lists to Miriam. • Review new ideas for member recognition awards. We have the Spirit Award, Merit Pins, and an Honourable Mention award which also focuses on regional assistance. Jo and Miriam presented proposed new award categories for review. • RMT agreed with the proposed new awards. The award will be a pin rather than a trophy. Jo will design and Miriam will price it. To be announced at convention and featured in <i>The Addaline</i> at the end of the year. Add to Policy Book – Jen to Sharon.
Marketing	
	<ul style="list-style-type: none"> • Mid-year <i>Addaline</i> completed. Thanks to Sandy Gunn and Brianna Perry for another wonderful edition. Time to be planning ahead for articles and content for the end-of-year <i>Addaline</i>. Story about how NBH made their commercial? Jo to collate <i>Addaline</i> article ideas. • Jo will look at promoting 'Ignite the Sound' campaign. • Discussed the need to keep promoting Sweet Adelines NZ and local choruses' benefits

Team Coordinator	
	<ul style="list-style-type: none"> • Payments to be made to 2022 contest winners to attend International – WRT for 2023, \$3000. Mary to do. DONE. No quartet payment to attend International due this year because the winning and second-place quartets both declined the invitation. • DEI session query from Sharon Cartwright, R34. We are happy to accept their invitation for our members and Leigh has confirmed with them today. Email will go out to all members – Jen. • We need to create a method of how to announce an incoming RMT prior to May each year. We should add some fanfare. Letting the resource team know first and then a splash across the region. At the moment we just trickle the information out, and we need to celebrate the volunteers! Leigh will put something up on Teamwork for the process of an announcement email to go members, created by Jo. Also announce on FB, in <i>Addaline</i>, though photos and bios are needed in advance. • Consider individual virtual group meetings – finance/directors/marketing/TCs – over the next year as we need to keep the sense of connection tight. Zooming is quick and helpful, so reach out to each other. • Just an FYI, please note that communications between Leanne and SAI have confirmed that IFVs can only be used when a chorus is hiring a Sweet Adeline member. To do an IFV, you must be a SA. Leanne will check if non-member male Directors are included as ‘members’. • Adding Resource Team to the Our People tab on our website? Leigh to follow up with Sharon. • Resource Team flow chart needs updating and uploading to website – Jen. • Leigh has communicated to chorus TCs to look at updating or creating a Health and Safety plan and to review their Standing Rules. In light of the changes to the Incorporated Society Act, all Rules will probably need updating again by 2025. • ALL – If you have shortcuts set up for mailing lists, take off Kerry Stewart. Jen – delete her role from website; she is now taking on the DCP Coordinator role. DONE • We are very pleased that Suzanne Berresford is coming onto the Resource Team as YWIH Coordinator – <ul style="list-style-type: none"> ◦ Jen flowchart update ◦ Jo, Leanne, Carolyn to work on news-splash on Suzanne’s and Kerry’s new roles. • Debra Griffiths wrote to let us know that the Worldwide Committee is the voice of all non-American regions. We gave her some information to send to International. We have this line of communication to SAI going forward. • We thank Objective for giving us their conference room for the weekend. Leigh will arrange a thank-you for them. • Covid protocols for upcoming workshops in 2022: Masks will be required but if the community situation of cases improves we could make them recommended; stay home if you’re feeling unwell. (This decision was altered to ‘required’ rather than ‘recommended’ in the days following our meeting. Covid case numbers are on a steep increase, and we need to protect our members.) • Sharon Cartwright, the Region 35 Regional Leadership Committee liaison, provided a 2-hour class via zoom to the RMT on Sunday. Class topic was Strategic Planning with team building as the basis. We appreciated the training opportunity and look forward to further classes in the future provided by SAI.
Communications	

	<ul style="list-style-type: none"> • Sweet Adelines international have approved the appointment of Leanne Wheeler as Region 35 Education Coordinator. • Jenny Edwards hands over the Communications role to Jenny (Jen) Meadows. Jenny E will be available to Jen as needed, while she settles into the role. • Send link to June <i>Addaline</i> to members. Sandy sends the link for the final <i>Addaline</i> to the Communications Coordinator for sending directly to members. DONE
Directors'	
	<ul style="list-style-type: none"> • STAR chorus – director – Kate Sinclair has accepted the position 2023. • We need to invite more educators to our Regional Faculty. Leanne and Carolyn to assess any regional education needs and suitable faculty to appoint to the team. • Looking at zoom catch-up with directors. • Directors' workshop to be scheduled.
Events	
	<ul style="list-style-type: none"> • Miriam got several suggestions for the Auckland workshop 4-6 November from Richard Harker, director of Sounds of the Shore. Chose St. Heliers Church & Community Centre. It's free of charge. • Ann-marie has two quotes from hotels and will look to confirming one of the hotel facilities, as time is of the essence. • Online event registration investigation – ongoing
CONVENTION	
	<ul style="list-style-type: none"> • The Victory Convention Centre (aka Victory Christian Church) is booked for the Regional Convention, 11-14 May 2023. Located near Viaduct Harbour. 98 Beaumont St., Freemans Bay, Auckland 1010. Miriam will book hotels for judges and suggest hotels for choruses. • Miriam to work on sourcing the risers required.
Meeting closed:	2.05pm Sunday, 3 July
Next meeting:	19-20 November 2022, Wellington