

Venue: Thomas Dewar Sziranyi Letts Lawyers, Forsyth Barr Tower, Knights Road, Lower Hutt

Friday 24 January 7.00 pm		Actions
Welcome	Welcome to Jenny Edwards, our incoming Communications Coordinator.	
Approval of minutes of last meeting	Veronika needs to be added as being in attendance. Minutes of the last Regional Management Team meeting approved.	Nicola
Matters arising from minutes – updates and any actions required	Miriam hasn't yet created a good vibe role. That will be her next role search. Kerry has completed the financial delegation document for the Chair of the Regional Convention role. Reminder that the report template for coordinator reports will be adjusted to have the points for discussion at the top. Note in last minutes regarding a Frequently asked Questions for CRC – this item was not appointed to anyone. Kerry suggested it would be handy to have a NZ specific guide for our CRCs that outlines which decisions the RMT makes and which decisions the CRC makes. Kerry will start it and then pass it on to the rest of us to add to. Post-convention we will then need to ask for feedback from the CRC as well as the Management Team members involved.	Miriam Kerry
Coordinator Reports		
Directors' Coordinator	<ul style="list-style-type: none"> • Topics for regional workshops • Fee structure for workshops • Inviting teachers of music, singing, choreography, choir directors etc to our workshops <p>Director support is important for the region and therefore included in the strategic plan so Virg has appointed a small task force to look at this. Potential to educate the management teams as to how to support the director. We have added to the overall planning that administrative training should happen alongside the musical training, but how do we do that? This is part of leadership development; each chorus should be using their own strategic plan so that the director, management team and chorus are all on the same page. Directors' taskforce (Robyn Abernethy, Kathy Jamieson and Patti Cooke) has obtained a list of directors' needs.</p> <p>Veronika suggested she meet with new Financial Coordinators who when she surveyed said they wanted this, as we want to share what works and help each other with what we've learnt. We could do this with each RMT role. The 'how' of these species meetings together to be looked at within our strategic plan.</p> <p>We used to have training for directors at the end of contest which stopped. Why did it stop? Perhaps one year it was not possible and then phased out. Suggested it had become more of a lunch and getting to know each other than training/education. Perhaps we need to survey directors about what they want? We have already asked but more thorough follow up is required.</p> <p>Virg will look into a venue at low or nil cost and will email the directors about whether they could and would stay for education. Veronika will do the same for finance coordinators.</p> <p>Discussed Virg's suggestion re convention registration that you charge the home chorus members' an additional fee because those members aren't paying travel and accommodation costs. Concerns with potential issues with charging different fees for different members. Convention is the big thing that we do each year so people anticipate that and are prepared – it's the additional regional events which can be the non-budgeted cost. Suggestion we enquire with region 34 RMT how they have applied the varied registration fee model for members so we can understand how this model might work.</p> <p>Run a cycle of regional workshop events and see if perceptions change overtime. Apply the membership educational event model for the directors as well.</p> <p>Virg asked can we add to our outreach for invitations to education and events to include music teachers/local musicians/theatre groups etc. Who would do this? The Choral Federation has a</p>	Team Education team and Directors' coordinator Virg/Veronika

	<p>newsletter that goes to all schools and teachers who are linked to the NZCF. Can we identify the groups that these people belong to and send things through those lists? Music.net, Found.org.nz, Cinch – Christchurch council list, Citizen's Advice Bureau, Community finder. Are there regional groups for the arts? Ministry of Education may have contact details. Jo will look at this.</p> <p>Where do you find the new directors and successors? People who are already involved in musical theatre. We need to reach out to these people and help them to love it before they're involved – choral organisations, music teachers, exemplary music students.</p> <p>Continue to encourage splitting management roles so that people can take smaller roles rather than leaving people to be overwhelmed.</p>	Jo
Finance Coordinator	<ul style="list-style-type: none"> • Venue insurance update - NZCF Ongoing. • Survey to members re Afterglow <p>Faultline is registered with the NZCF. As the host chorus if Faultline is registered then Veronika believed we would be covered. MFC contract says that for an extra \$100 plus GST per event we have public liability insurance. Miriam will arrange it with them. If there was a natural disaster would we have insurance to cover members travel etc? No – that would need to be covered by members' travel insurance.</p> <p>He Tangata is now separated out as a separate entity in the accounts. Turn over less than \$60,000 therefore not liable for GST. Veronika looked at what the reserves are for He Tangata independent of RMT. Bank balance for He Tangata has therefore been calculated. Veronika will journal this over at the end of the financial year. So RMT budget is now broken down into education, admin, convention. Clearer as to where money will be available going forward. Veronika has been trying to find out what the international guidelines for holding reserves is but could only find this for individual choruses. Will look at investing the administrative costs for a year in reserve.</p> <p>Veronika would like a quarterly review of who joined and to invoice new members quarterly. At the moment they are invoiced twice a year. Veronika is not being told when people are joining and isn't therefore able to invoice them prior to workshops etc. The invoice and payment structure that is currently being followed by the vast majority of choruses will be clarified and updated in the Policy book. If individuals who wish to attend educational events are not registered with International then they need to pay the non-member fee.</p> <p>Kerry – does Xero have a portal for logging expense claims? Veronika says there is. Can we use the portal for logging expenses in future?</p> <p>Survey to members regarding the convention Afterglow. People don't want to decide 6 months in advance. Veronika thinks that like a conference dinner, we should include the fee in the convention registration cost, but we should survey members. If we charge everyone it would be a cheaper cost – around \$15 rather than \$35. Veronika will set up a set of survey monkey questions for Sarah to send out. Veronika suggested that perhaps \$10 more on convention registration for next year to cover the cost of the afterglow. Perhaps Veronika's questions can go in the post-convention survey. Jo will create some question about friends and family ticketing prices for contest at the same time.</p> <p>Discussion on management team classes at convention – find out from current management teams if there would be interest in having role-specific workshops from 12.45 pm on the Sunday. Also the possibility to do small groups over skype etc. Suggestion to create a Financial control handbook. Suggestion of sending 'on-boarding' emails – succinct emails one per week for 6 or 8 weeks – get existing management team members to help us with what you would have wanted to know.</p>	<p>Miriam</p> <p>Veronika</p> <p>Veronika to draft document and check with Miriam.</p> <p>Veronika/Sarah</p> <p>Jo</p>
Meeting finished 10.00 pm		
Sunday 26 January 2020 9.30 am		
Coordinator reports continued		
Membership Coordinator	<p>Visit to Sounds of the Shore (Kerry and Miriam) as per SAI requirements</p> <ul style="list-style-type: none"> • Flow chart of Regional Team and Resource support members <p>Sounds of the Shore are having a meeting next week and will get back about Kerry and Miriam visiting. Can Sounds of the Shore members who are not CAL sing in the Star chorus? Yes. But they are not members, so do they pay the non-member registration? Yes – they pay the non-member registration fee if they intend to perform with Star chorus. Clarification will be sought from SAI by Leigh and Miriam will feed back to Margot Skinner.</p> <p>If a CAL member wishes to compete with a chorus in the same region they must transfer from CAL for the event and then they can transfer back to CAL after the event. At no time can they be</p>	Leigh/Miriam

	<p>a member of both.</p> <p>Some people when transferred from CAL to a chorus within the same region have not been deleted as CAL on the SAI member list. This is incorrect procedure, as explained above and therefore Miriam has gone back and asked for our member list on SAI's site to be corrected.</p> <p>Convention Facilities</p> <ul style="list-style-type: none"> • 2020 Convention discussion on webcasting Convention webcast - Look at trialling a webcast of convention. Convention team meeting on 9 February. Miriam will have information about the convention webcast then to feedback to the team. • 2023 Joint Convention – any updates? <p>Kerry had the opportunity to catch up with Kate Hawkins late last year. There was discussion around the appointment of key roles, with a suggestion of an Australian CRC, and a CC from New Zealand. Region 34 has a team prepared to work on a joint convention. We need to confirm a date for the 2023 convention at the Gold Coast and advise SAI.</p> <p>Backup plan for 2023, bookings required for 2024, 2025.</p>	<p>Miriam</p> <p>Kerry</p> <p>Miriam</p>
Events Coordinator	<ul style="list-style-type: none"> • Kerry thanked Sarah for her excellent work in organising the education classes last year. There was a lot more activity than there has been in the past and this was appreciated by the members. • Confirmation of venue for post-convention education classes 2020 <p>The post convention education classes will be held in the Cable Room and Waterfront Room in the Harbourside Function Centre (previously Shed 22).</p> <p>Job Descriptions for RMT which are not on the website have been sent to Jo to rebrand and Nic to add to the website.</p> <p>Sarah and Kerry to talk more about Betty coaching weekend.</p> <p>Sarah is happy to talk about her experience with growing through RMT to allow her to progress in her professional life.</p>	<p>Jo/Nic</p> <p>Sarah/Kerry</p>
Morning Tea 10.30am Continued 11.00am		
Education Coordinator	<ul style="list-style-type: none"> • Relationship between SANZ and YWIH <p>This topic will be on the agenda for the next RMT meeting, following a YSIH discussion/planning day scheduled for 1 February.</p> <p>The Prue Blythe Trust continues to be the funding source for YWIH activities, and the region continues to be very grateful for the effort put in by Kate Veeder to run the YWIH raffle at convention – the raffle and collection are the primary income for the PBMT. Virg suggested setting up the ability for people to donate through our website to the trust – add to the public landing page. We used to have regular collections for Prue Blythe Trust at each chorus. Look at formalising regular collection. Ask the membership for ideas to raise money for Prue Blythe. Reinstate the annual collections each September for YWIH (as per Policy Doc 12.3.2.) Kerry and Jessie will meet to map out the activities and plan the communications with choruses. Suggestion to add images of Zeal at regional contests on the regional website as part of the redesign..</p> <ul style="list-style-type: none"> • Professional development for the RMT / IES attendance / other opportunities? <p>Leadership training is an emerging focus for the international organisation and the RMT needs to consider its own educational requirements, as well as providing quality training to our leaders throughout the region.</p> <p>At the RMT meeting Leigh attended in New Orleans the demand for training of RMT was expressed loudly because people are sometimes thrown into roles and floundering, with no idea who and what is available to support them in their new role. SAI is looking into ways to improve training opportunities for RMTs. The RMT training two days prior to IES, 1.5 days in the US is not a price effective model for us in New Zealand – if one person will do all of those Leadership Track sessions and give up the music sessions then that would be of use. A number of RMT are already attending as members of their chorus music teams. Discussion around who the appropriate person to send would be and the appropriate funding model for that. It was</p>	<p>Kerry/Jessie Jo/Nic</p>

	<p>suggested that the incoming Communications Coordinator, Jenny Edwards be funded. Jenny is keen for further education; she attended the Jan Carley workshop in New Zealand and has instigated many aspects of that teaching into her chorus management. Jenny stated she is committed to her time on the RMT and sees a future involved in assisting management teams. We need a formal written request from Jenny once she has determined she is able to attend. Subject to this request from Jenny approval was given to assist Jenny to IES as per discussions. The RMT funding as per the Policy Book means that more of the IES cost is covered as IES registration includes accommodation and food.</p> <p>A request from the Directors' Coordinator under the provision of section 10.5 of the Policy Book for RMT funding to attend IES was considered and agreed.</p> <p>Performing in other languages – with an increasingly diverse membership and with many choruses performing in other languages, the RMT agreed to promote respect and care for pronunciation and customs. The education team will look at adding a cultural advisor or similar role to the team.</p>	Jenny
Marketing Coordinator	<ul style="list-style-type: none"> Team Talk – content required Welcome message – Leigh Events Calendar – Sarah Finance – Quarterly Invoice Schedule, good standing for CAL and Choruses. Either the doc or a message about it. Levies document. Intro to strategic plan – Leigh Health and Safety Intro – Leigh will send doc to Jo for branding and forward a blurb for Team Talk Sample contract for Riser people etc – Leigh Position advertising – two marketing team roles – Jo; Cultural Advisor – Kerry. Intro to new team members – Jenny write her own, Miriam will provide for the others, Taskforce blurb from Virg. Quick and snappy/sound bites – add a link for more info. Choral Federation benefits – Veronika Director session at Convention - Virg and Henri Send all content to Jo by 2nd of Feb so Jo can get it to Brianna by the Thursday. <p>Email signatures for the Resource Team members – send Jo your team members' information.</p>	<p>Leigh Sarah Veronika</p> <p>Leigh Leigh/Jo Leigh Kerry Jenny/Miriam/ Virg</p> <p>Veronika Virg Jo</p> <p>Team</p>
Lunch 12.30pm Continued 1.15pm		
Communications Coordinator	<p>Advice on Maori language additions to our identity – leave for the new cultural advisor. Look at budget for this.</p> <ul style="list-style-type: none"> Teamwork – approval sought for Katrina to further investigate options with the provider. Nicola will let Katrina to go ahead with finding out about licensing. 	<p>Kerry</p> <p>Nic</p>
General Business	<p>Thank you to Thomas Dewar Sziranyi Letts for letting us use their premises for our meetings. Nicola to write thank you email</p> <p>Regional events, only those RMT members who are actively involved in an event who are provided for on the budget for that event receive any funding. RMT attending an event not on the budget do not receive any per diems, flights etc.</p> <p>Final costing for Donya Metzger event. Kerry will share costings. Sarah will share catering costs too with Kerry and Veronika.</p> <p>SAI State of the Region report input requested Technical issues with responses having to be re-entered repeatedly. Nicola to reply to Janell on our behalf.</p> <p>When Veronika does the quarterly review create a list of new members and celebrate in Addaline.</p> <p>New members ribbons for wearing at convention – Jo to look into. Also other ribbons for other items to celebrate.</p> <p>Acknowledge director achievement – director 500 and 600. But we do have to wait for official acknowledgement before we can acknowledge these?</p> <p>Foveaux Harmony photo published in the Pitch Pipe last year instead of Dunedin Harmony. We send them a selection as required. Dunedin received an acknowledgment and apology.</p>	<p>Nic</p> <p>Team</p> <p>Kerry/Sarah</p> <p>Nic</p> <p>Veronika/ Miriam/Jo</p> <p>Jo</p> <p>Kerry</p>

	<p>Action under Virg's portfolio to talk to David about creating a list of who is already a director 500, or master director 600.</p> <p>• Faultline T-shirt fundraiser Faultline have requested approval to use the Convention logo on t-shirts as a chorus fundraiser. The logo would be printed on the front and or back in a range of colours and sizes. Concept was approved – we are authorising the use of the convention logo to this chapter in 2020. Faultline will feedback to the RMT the results of this fundraiser following convention and if they wish to take up this option in the future this can be looked at or other options considered as per their initial proposal. RMT Marketing Coordinator to be involved in graphic set up and sign off on design etc. Leigh to let Faultline know that their pre order form should be sent via the membership chairs as TCs have many commitments at this time of year.</p> <p>• Region promotional video Look at developing regional promotional video content for use on social media and website. Add to marketing tasks. Video development may require some budget investment.</p> <p>• Chorus visits incorporated into budget Membership visits by Miriam – are these in the budget? Some trips will be gratis. Who will you see this year? Whangarei and Bella are outstanding. Miriam is in Ruakaka at the end of April. Miriam will work out who she needs to visit and send to Veronika.</p> <p>• Dual member etiquette document Do we need to create a dual member expectation document? In Christchurch when an out of town member joins the individual is asked to sign a document that says if the arrangement becomes untenable then the chorus can transfer you to CAL. Create a guide to help to manage a member coming back from their dual chorus and trying to feed that information into their home chorus? Recycle Christchurch document with member perspective and then also create from the director perspective. Miriam will work on this.</p> <p>Region 35 pin boxes were handed to Veronika for delivery to Miriam on Friday 7 February.</p> <p>• Business cards Some team members requested business cards. To investigate costing and design. Suggested a run of generic SANZ cards and then specific ones for team members who require them for their roles. Jo to investigate.</p> <p>• Position Descriptions to share Are we happy to share them with the network group from NOLA? Yes.</p> <p>• RMT website information checking Investigate if the public website is paid for additionally to Groupanizer.</p>	<p>Virg</p> <p>Jo</p> <p>Jo</p> <p>Miriam</p> <p>Miriam</p> <p>Miriam</p> <p>Jo</p> <p>Nic</p>
Meeting closed 3.00 pm		
Future Meetings	<ul style="list-style-type: none"> • 4th of April 2020. 2pm. Skype meeting. • RAMM. 7th of May 2020. • 22nd to 23rd May 2020. Face to face. 7pm on Friday and then 9-4pm on Saturday. Booking at the Angus Inn. Hand over for Nic and Jenny. • 18th and 19th September 2020. Face to face. • 29th to 31st of January 2021. Face to face. 	

Signed:

Leigh Whitelaw
Team Coordinator

Signed:

Nicola Giles
Communications Coordinator