

## **Sweet Adelines New Zealand – Regional Management Team – Minutes of June meetings**

Part 1: Via Zoom – Tuesday 8 June 7.00pm Part 1

Part 2: Via Zoom – Tuesday 22 June 7.00pm Part 2

### **Part 1**

**Present:** Leigh, Carolyn, Miriam, Kerry, Jenny, Jo

**Apologies:** Julie

### **Part 2**

**Present:** Leigh, Carolyn, Miriam, Kerry, Jenny, Jo, Julie

**Apologies:** None

<b>Approval of minutes from previous meetings</b>	
<b>Matters Arising</b>	<ul style="list-style-type: none"><li>• New International mass songs – are we adding them to our list or promoting them separately? Kerry will look into this at some stage</li><li>• Proposal that we support and encourage our regional faculty to apply for International Faculty. Kerry to ask Region 34 how they achieved their recent success with that. Ongoing.</li><li>• Prue Blythe Trust – with the advent of the Young Singers in Harmony organisation, and as its function evolves there may be the need to review the Prue Blythe Trust deed and Standing Rules. Kerry will follow this up later in the year.</li><li>• Kerry is still working with SAI to have chorus competing at Harmony Aotearoa count in fulfilling the 3-year competition expectation.</li><li>• Need a copyright expert to call upon. Leigh will check with SA Australia and failing that we may ask our choruses if they have a specialist in the area.</li></ul> <p><b>Review of Strategic Plan</b></p> <ul style="list-style-type: none"><li>• Sections of the plan to be reviewed by team members and alterations/additions given to Jenny prior to the next meeting. Jenny will update as changes are noted. TEAM TO DO</li></ul>
<b>Finance</b>	
	<ul style="list-style-type: none"><li>• List of June accounts totalling \$93,203.16 was sent to the RMT. Julie moved that these account payments be retrospectively approved by the RMT. Seconded by Leigh. Approved.</li><li>• The Prue Blythe Raffle was not as successful as hoped. Some choruses did not engage with it much or at all and at the moment it is just breaking even. The PBMT team are considering their options.</li></ul>

	<ul style="list-style-type: none"> <li>• He Tangata is now having GST applied to transactions (as required because their accounts are held within the SANZ accounts). Julie is working to set up the account so she is able to produce separate monthly reports for He Tangata.</li> <li>• Account access for Julie will need to be sorted between Kerry, Leigh and Julie – physically signed forms to be posted to each other! Once this is done Julie can then amend/apply for the things we discussed in January. Batch levels, Credit Card, Term Deposits.</li> <li>• To add Julie Mansell as a signatory to the Bank of New Zealand accounts the regional management team approve that the signatories on the Sweet Adelines New Zealand accounts need to be Leigh Whitelaw, Kerry Stewart and Julie Mansell. Any two of the three signatories are required for signing legal documents.</li> <li>• 2022 Membership fees – after assessing the current financial status of the organisation the RMT approved that the levies will drop to \$100 for 2022 and be held at that rate for 2023 and 2024. Julie to draft an email to be sent via Jenny to FCs and TCs asap.</li> <li>• Invoicing of choruses/CAL – this has mostly been done with some choruses coming back for amendments due to membership changes.</li> <li>• Waikato were given funds as a champion chorus and this is still on hold until the opportunity arises.</li> <li>• Enquiry received from SouthCity Soundz on the issue of Incorporated Society versus Charities Commission membership – the former gives the best protection for individuals. Julie to research this and formulate a detailed response.</li> </ul>
<b>Education</b>	
	<ul style="list-style-type: none"> <li>• Review of resource team roles – job descriptions say the term is one year. These all need to be reconfirmed.</li> <li>• Completion of Travel in Tune. Waiting for the edited video from Elizabeth as the education part. But we need to look at how we are going to put together the other piece that needs to be presented, involving our choruses and our country. Kerry and Jo to progress.</li> </ul>
<b>Membership</b>	
	<ul style="list-style-type: none"> <li>• SANZ membership has fallen to currently around 500 members.</li> <li>• As written in our bylaws He Tangata members need to also be a SANZ member (chorus or CAL) in order to sing with He Tangata. The way things are set up Julie needs to liaise with Susan Noseworthy/Miriam each time someone pays a HT fee who is not a SANZ member.</li> </ul>
<b>Marketing</b>	
	<ul style="list-style-type: none"> <li>• There are still vacancies to be filled on the marketing resource team.</li> </ul>
<b>Team</b>	
	<ul style="list-style-type: none"> <li>• Leigh to reword an ambiguous paragraph in the policy book on allowances to clarify roles that apply.</li> <li>• Sarah Bennett has moved the Survey Monkey annual payment to Leigh's credit card in June. We now have the annual Teamwork, Dropbox and Survey Monkey payments loaded on Leigh's card, to be transferred to the SANZ card once that is set up.</li> </ul>

Communications	
	<ul style="list-style-type: none"> <li>Recruitment has been successful for the vacant Events Coordinator role. Two applications were received, and one has been accepted for this role. The other applicant is interested in joining the RMT marketing team.</li> <li>October 1 is the deadline date for international headquarters to receive nominations for Regional Education Coordinator. A new nomination committee needs to be appointed (suggested made, Jenny to follow up) and Kerry to check and update the job description and then the position to be advertised asap.</li> <li>All team to look at the State of the Region Report to be completed for SAI by Jenny by 30<sup>th</sup> June.</li> </ul>
Directors'	
	<ul style="list-style-type: none"> <li>Song Assessment Tool. Is there a way we can ensure the same piece of music is not being simultaneously applied for? Carolyn will look into creating a shared document for all choruses to access and raise the discussion with chorus Directors.</li> <li>We also need a song assessment task force for processing regional songs, STAR chorus and workshop songs. Carolyn to see if there are people in choruses who are now experienced with it and willing to help. Kerry is already working on the Maori songs that we have as regional songs.</li> </ul>
Events	
	<ul style="list-style-type: none"> <li>The incoming Events coordinator she will be on board to arrange the Nelson quartet weekend.</li> <li>Sweet Adelines Australia are looking at potential venues and specific logistics of holding a combined convention in 2023. SANZ has not committed formally to this as yet, as it is still in the investigative stage.</li> </ul>
CONVENTION	
	<ul style="list-style-type: none"> <li>Convention 2021 actuals came out close to the budgeted amount.</li> <li>APRA License – This is set on Teamwork for the Finance coordinator to lodge the application just prior to convention. Julie suggested that this could be taken care of by the convention coordinator, with the Finance coordinator only involved in making the payment. Kerry to follow this up at the convention debrief.</li> <li>The Finance Coordinator needs to see the convention registration forms for each chorus, in order to raise detailed invoices for them. It would be helpful if they were loaded to Teamwork by the registrar.</li> <li>Celebrating the Success of Harmony Aotearoa: Great feedback on the relaxed atmosphere and having a full auditorium for all performances made a big difference. The post-convention survey results will be studied and taken into account when planning future events.</li> <li>Following the large attendance this year what is the likely attendance 2022. This may depend on whether 2023 will be in Australia, and whether 2022 is an official SAI contest. The latter may depend on whether the judges can get into NZ.</li> <li>Potential location for Convention 2022? ChCh – The Piano, Theatre Royal or Town Hall Auditorium/James Hay, Convention Centre. Depending on what size risers are required and estimated attendance.</li> </ul>

	<ul style="list-style-type: none"><li>• Online Registration – viability. Australia uses Cvent and Trybooking is another option. They are quite costly. To be researched by the incoming Events coordinator. Needs to be something operational within NZ to avoid exchange rate issues.</li><li>• RMT responsibilities at convention – could we have helped more? No, all went well. There were a team of experienced past CCC members helping backstage and this worked very well.</li><li>• Discussion around who should direct the STAR chorus next time as it is an odd situation given our unofficial convention this year. Usually this year’s SAI winner would direct it. Carolyn to look into it further.</li></ul> <p><b>Teamwork</b></p> <p>Tasks revolving around a webcast -</p> <ul style="list-style-type: none"><li>• A breakdown of tasks is required so they can be added to the Convention template. Miriam to work in this and advise Katrina. And also file the document from Liz regarding what was required this year.</li></ul>
	<ul style="list-style-type: none"><li>• NEXT MEETING Sunday 1 August, 4-6pm, by Zoom</li></ul>