

Sweet Adelines New Zealand – Regional Management Team
Minutes
Saturday/Sunday 19-20 November 2022 – Wellington

Present: Leigh Whitelaw (Team 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)

Absent: Carolyn Currington (Directors' Coordinator)

Approval of minutes from July meeting: Leanne moved, Mary seconded	
Matters Arising	<ul style="list-style-type: none"> Leigh, Miriam and Jo to look through files for RMT members lists and will share it with Jen who will create a master list going forward to be updated by the Communications Coordinator. Jen – check Dropbox, website for minutes. Jen – check with JE re hard drive/Dropbox? Strategic Plan 2020-2024 has been reviewed and uploaded to website. Much of this is on hold due to the pandemic and this will need looking at again later in the year. Leigh sent Strategic Plan to RMT -- all are to look at their areas of doc, mark it up, and send any revisions to Jen. Suggested revision taken from Thérèse Antonini's SAI mailing: Chapter membership is open to women (including transgender women) and non-binary people assigned female at birth in accordance with the standard procedure for 'Chapter Membership Admittance' as described in the Sweet Adelines International <i>Policy Book</i>. SANZ 40th (ruby) anniversary is coming up in 2025. A working group could be set up this year to begin planning for this. – Jo is happy to take this on and is already coming up with a plan for team recruitment.
Finance	
	<ul style="list-style-type: none"> Mary – Have a meeting with all FCs of other Choruses. Mary – He Tangata/HTV reports from Leigh and Susan. Mary will ask if HTSC team would like to donate to SANZ or PBT the appx \$56 refund to members (of original \$100 donation to VH-T and World Choir Games 2020). <p>Sequencing of communications re HT:</p> <ul style="list-style-type: none"> HTSC management team and RMT held a Zoom meeting in October to discuss future plans. The HTSC on consultation with their members has decided to move away from the umbrella of Sweet Adelines and will become a separate entity with the goal of expanding membership to include non-Sweet Adelines and take up overseas and NZ performance opportunities. The management team and director resigned. The new group is called He Tangata Voices. An initial email to HT members with a recap of what's happened and mention that any refunds for World Choir Games deposits will be contacted by our Finance Coordinator. A week or two later then email to all SANZ members with the update and options being considered. RMT thanked Virg, Susan and their team for their years of dedication to the growth of He Tangata and for sharing their workshops around the country and their performances at our conventions over the years. RMT is now investigating options for the future of SC: Continuing, merging with regional education workshops, putting SC on hold or disbanding altogether. Implications/viability of these options will be explored in 2023. SANZ fees to be invoiced early in the new year and Mary has submitted that we change our previous half year half fee to a pro-rated fee for those who join after convention or after 30 June whichever is earlier.

	<ul style="list-style-type: none"> • Leigh check Standing Rules for the above. • Leigh to get revisions of SANZ Policy Book from Mary regarding membership fees. Send notice to FCs, cc'd to TCs. (Mary). • Once Mary has reviewed the Book, and other sections have been reviewed by RMT, send to Jen who will contact Sharon to change Book and put levy revisions into Decision Register. • Mary – determine signatories/authorisers, create credit card for RMT subscriptions: Teamwork, Dropbox, Zoom, website hosting, Facebook advertising, etc. • Miriam presented the draft budget for Convention 2023 which was approved by the RMT. • CRC Financial Delegation letter signed by Leigh and returned to Mary. The clause on paying for the panel accommodation by credit card was amended as the region does not have credit card currently. Room has been booked by Facilities Coordinator. • Jen to look at the Decision Register to determine if the Policy Book was to be updated in regard to an increase in Faculty fee payments from 2021 RMT discussions. It is agreed that \$100 per person preparation and \$100 per day when teaching, is recognising the efforts of those who prepare and take classes. If nothing in the Register, Leigh will approach Kerry. – DONE. Next, Leanne will send updated text to Jen, who will put it into the Book. • Members list on the SAI site is still not reliable as they keep members on the lists until their membership date fee expiry is met. Membership Coordinators from each chorus are required to communicate with SAI on any resignations so these lists can be relied upon.
Education	
	<ul style="list-style-type: none"> • Leanne and Carolyn to add to the Faculty roster to show the breadth of our educators' skills. • Leanne to update the DCP list under Regional Documents on website. Angela to poll the DCPs to see who may be interested in the DCP role. • Re Regional Convention in Auckland in 2024: In light of the difficulty of getting enough volunteers from the Auckland region we are looking at options. Michael Fowler Centre in Wellington has the Thurs/Fri pencilled in for another group, and we're second in line. However, if the other group doesn't back out, we'd have to be willing to go to contract if we challenge that. Consider Dunedin or ChCh? Miriam to continue looking at Michael Fowler Centre and other possible venues. We need 20-24 willing workers to fill all roles for Convention. Roles required for a convention are listed on Teamwork. • Leanne to include Miriam in correspondence re Convention. • Move competition to Saturday-Tuesday? Change order of competition? Ongoing discussion. • Quote from Victory for Livestream costs \$850/day/operator, for one camera on stage. To cover this cost, rego needs to go up \$17. We received 2 quotes for Livestreaming and the cost was prohibitive. We decided not to proceed with Livestreaming this year. • Miriam will get contact Jacqui re a quote for the photographer. Ask Clive Copeland? • Miriam will send budget details to Mary. • Leanne will contact International Judging Panel for 2023 to see if they want to do education classes, and on what topics. Will forward responses to CRCs. • Rowena Harper will be announced as new Arranging Coordinator. Leanne to ask her for a photo and a short bio to put in Team Talk.
Membership	
	<ul style="list-style-type: none"> • The team discussed the challenges facing small choruses and are looking at ways to promote rejuvenation

	<ul style="list-style-type: none"> Jo created flyer re The Shooting Star Award (new), The Rock Star Award (new), and the Spirit Award (updated). Jo will announce these in a Team Talk and ask for nominations.
Marketing	
	<ul style="list-style-type: none"> Membership rebuild – marketing support/planning RMT to look at communicating the value proposition of Sweet Adelines membership to current and future members. Advertise for RMT vacancies in Team Talk. Share workshop recordings on social media. Idea from Zoom with Vickie Maybury to interview arrivals at a convention or workshop and use as mini-ads on social media.
Team Coordinator	
	<ul style="list-style-type: none"> Standing Rules – all choruses will need to amend their rules in line with change to membership gender definition from SAI and additions as per changes to Incorporated Society and Charities Commission laws. Mary will do research via Charities website on Standing Rules and come back to us. Leigh would like a start-to-finish list of what we must do, and where choruses send/file their Standing Rules. RMT positions to fill – Jen to hold Zoom call with Nominating Committee re viable talent; also write to RMT for suggestions. Keep beating the bush! Jo will do a plug on a Team Talk. Particular attention to Marketing and Events positions.. Deadline extended to Friday 16 December. Communications Coordinator reminding choruses of voting for IBOD. Was that timely? How many are disengaged? Jen send on emails – if not sure, as JE. Let's celebrate that we had two successful workshops in the past few weeks, one in the South and one in the North! Thank-you to Leanne for putting it all together. A big learning curve in a short time frame. Thanks to Ann-marie for securing venues and arranging catering on the hop! Wonderful faculty including some first timers. Miriam to watch the recordings of latest SAI RMT training zoom for information on adding content and membership. RAMM to be prepared for Convention 2023. Jen – remind RMT to send reports to Leigh. JM: READ POLICY BOOK RE CHRONOLOGY OF RAMM!! Resource Team flow chart needs updating and uploading to website – Jen. Gender definition – see whys and wherefores of updating our Standing Rules– Jen: See email from Thérèse Antonini rec'd on 16 Nov, and capture info from both docs to add to Minutes. <ul style="list-style-type: none"> ➤ Condensed from Thérèse Antonini's video script re Membership Perception Survey: <i>We need to more clearly communicate the scope of Sweet Adelines membership in terms of how we define ourselves. This includes establishing whether we remain committed to a “women-centric” membership experience and what that means for membership eligibility. The International Board of Directors and the Diversity, Equity, and Inclusion (DEI) Council looked to the survey to inform our final definition of Sweet Adelines membership. About 2/3rds of respondents support our current membership eligibility practices, which include transgender women and non-binary people assigned female at birth. It is important to members what we identify individually and as an organization as women, and that we maintain and acknowledge our women-centric experience. After feedback from the survey and interviews with members and leaders, the Board, at our meeting in Phoenix, unanimously agreed to amend the Corporate Bylaws with the following membership eligibility definition: Article III – Membership Section 2 – Membership Eligibility: “Chapter membership is open to</i>

	<i>women (including transgender women) and non-binary people assigned female at birth in accordance with the standard procedure for 'Chapter Membership Admittance' as described in the Sweet Adelines International Policy Book.</i> "We are very pleased that Suzanne Berresford is coming onto the Resource Team as YWIH Coordinator – Jen to update Flowchart.
Communications	
	SEE ALL NOTES!!
Directors	
	<ul style="list-style-type: none"> Looking at Zoom catch-up with directors and decide best date for directors' workshop later in 2023. Carolyn to book venue for 11-12 March for our next RMT meeting.
Events	
	<ul style="list-style-type: none"> Auckland and ChCh workshops went well. Facilities in both locations were fantastic, and the assistance provided by both choruses added to the success of the events. Ann-marie looking at TryBooking, a NZ/OZ-based booking service. Fee is 3% plus 30 cents pp. Will file information in Teamwork and send to RMT. Ann-marie will keep document re role information to pass to her successor.
CONVENTION	
	<ul style="list-style-type: none"> Have booked the Victory Convention Centre (aka Victory Christian Church) for convention 11-14 May 2023. Located near Viaduct Harbour. 98 Beaumont St., Freemans Bay, AKL 1010. Miriam will book hotels for judges and suggest hotels for choruses. Miriam to work on sourcing the risers required. <p>Budget:</p> <ul style="list-style-type: none"> Ann-marie will ask someone she knows on Auckland City Council about grant possibilities. Miriam will create text / rego form to use in all docs re convention. Miriam to confirm hotel dates that judges will be arriving and departing. Hotel requires 100% payment only <i>after</i> the event. Miriam will send RMT the budget – DONE. Discussed and approved.
Meeting closed:	12.37pm, 20 Nov 2022
Next meeting:	11-12 March 2023, Wellington