

Sweet Adelines New Zealand – Regional Management Team

Agenda

26 October 2021, 7.30pm – Via Zoom

Present: Leigh Whitelaw (Team Coordinator), Kerry Stewart (Education Coordinator), Carolyn Currington (Directors' Coordinator), Miriam Spragg (Membership Coordinator), Jenny Edwards (Communications Coordinator), Ann-marie Francis (Events Coordinator), Jo Maxwell (Marketing Coordinator)

Apologies: Julie Mansell (Finance Coordinator)

Approval of minutes from previous meetings	
Matters Arising	<ul style="list-style-type: none">Leigh has advertised for someone who has competency in the Copyright area to join the RMT resource team. No response as yet.Leigh discussed with TCs and Directors the need for a representative on the RMT resource team regarding cultural awareness/diversityJenny, Kerry, Miriam members to look at their RMT roles and see what aspects of it are crucial to the RMT coordinator position, and what could be delegated out to a RMT resource person – so that the RMT roles are less daunting to potential applicants.Julie to write up a suggestion for the best way to divide the Finance Coordinator job description (from last meeting minutes “a resource person doing the XERO transactions and membership finance, another person could work with the events team dealing with related payments and refunds, and the RMT Finance person would be taking care of the bigger picture planning, reporting and presenting accounts to the auditor etc.”).
Finance	
	<ul style="list-style-type: none">The bank account authorisation saga is still in progress.No financial reports to present to this meeting.
Education	
	<ul style="list-style-type: none">Kerry is researching Virtual education events or the regionKerry/Ann-marie will work together to reschedule postponed workshops.SANZ faculty are available to virtually join a chorus rehearsal for some inspiration or a teaching session etc. Kerry/Carolyn to follow upKerry is still working with SAI to have chorus competing at Harmony Aotearoa count in fulfilling the 3-year competition expectation, if that still has any relevance. Currently this expectation has been removed.
Membership	
	<ul style="list-style-type: none">SAI has removed the minimum number of members a chorus needs for rechartering.There has been very little change in official membership numbers in the past couple of months.
Marketing	
	<ul style="list-style-type: none">Travel in Tune is progressing. The deadline has been extended by Sweet Adelines International

	<ul style="list-style-type: none"> A 'check list' for advertising/promotion of SANZ events, including public as well as members only platforms has been created. Jo to put the document on Teamwork for easy access.
Team	
	<ul style="list-style-type: none"> Leigh to arrange a virtual gathering with RMT and Resource team members for mid-December. RMT agreed to donate \$250 to the Greater Auckland Chorus Angel Fund, in appreciation for sharing their document regarding Covid and Singing. RMT recently facilitated two zoom sessions with TCs and Directors. Most choruses were represented. The vaccination requirement question was prominent in discussions. Also ideas were shared regarding how choruses are rehearsing. During the recent zoom sessions, the new role of a Regional Rehearsal Liaison was discussed, and one member has indicated an interest. Other indications of interest welcomed. It involves being the contact point not only for the region but internationally, for resources on rehearsing under Covid restrictions. This was requested by SAI in response to choruses going back to rehearsal after Covid had stopped rehearsals. Many resources are also available on the SAI site under Back to Rehearsal Resources. RMT acknowledged the passing of long-term Sweet Adeline Jan Edgar. Jan made a huge contribution to the region and will be sadly missed. RMT to encourage all choruses to create a Health and Safety document if they have not already and to include a reference if required in their Standing Rules. Leigh to follow up. RMT checked the wording of our Health and Safety document (below). Needs to cover people involved other than our singers. Leigh
Communications	
	<ul style="list-style-type: none"> RMT will continue to share with our chorus leaders and SANZ membership, any updates from NZCF and other information that comes to hand, that might help us all navigate our way through the 'living with covid' era. There are several vacancies on the RMT for next year. We need 8 people on this team so Sweet Adelines NZ can meet the needs of our members. We will be communicating this to members during November.
Directors'	
	<ul style="list-style-type: none"> Carolyn has been in communication with Directors as needed.
Events	
	<ul style="list-style-type: none"> Nothing to report.
CONVENTION	
	<ul style="list-style-type: none"> There will be a communication mid-November, from SAI to all members, with detailed information about the 2022 regional contests. 2022 convention in NZ is now planned for a new date of 12-15 May. Leigh to inform SAI of this date change due to venue bookings. The convention will hopefully include a regional contest option via video recording. The venue will be in the CBD, same accommodation options as last year. There will be a new performance category for small groups of 6-10 singers, no emcee material, just performance of two songs. RMT will need to decide about vaccination status regarding convention. We will be closely following NZCF and government guidelines. Rapid testing may be available by then so that could be a supporting factor. The budget and registration costs will be confirmed once the venue has been confirmed.

	<ul style="list-style-type: none"> • Jo and Jacqui to work on convention theme. • At our previous meeting we agreed that participation was open to Sweet Adelines members only. • 2023 – Miriam is yet to complete investigations regarding Auckland 2023, with a date change necessary to secure the Aotea Centre if the combined Region 34 event is not possible.
	<ul style="list-style-type: none"> • Meeting Closed: 9.35pm. • NEXT MEETING: <ul style="list-style-type: none"> - Zoom with Vickie Maybury (IBOD rep) – 4pm our time Sat 27 Nov - Zoom with resource team Sunday 12 December, 4pm - 12/13 Feb pencilled in for face to face meeting in Wellington.