

**Sweet Adelines New Zealand – Regional Management Team meeting**

**Tuesday 16 March 2020 - via ZOOM 7.00pm**

**Present: Full team**

<b>Approval of minutes from January meeting – agreed that they are a fair and accurate record of the meeting</b>	
<b>Matters Arising</b>	<ul style="list-style-type: none"><li>• AGM is on the schedule for Thursday 29<sup>th</sup> April. RMT reports will need to be with Leigh by the end of March.</li><li>• Kate Veeder’s raffle from 2020, some tickets were sold to CCC and WRT and then prizes were couriered. There will not be a raffle at Harmony Aotearoa. Sarah to investigate the best form of online fundraising for the future. Kerry to liaise with Kate.</li><li>• New International mass songs – are we adding them to our list or promoting them separately? Hold until after convention.</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></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.</li></ul>
<b>Coordinator Reports</b>	
<b>Communications</b>	
	<ul style="list-style-type: none"><li>• We need to fill the Events Coordinator role by May 2021. This could be an opportunity for a younger member, a newer Sweet Adeline, or someone from a smaller chorus. It would be good to increase the diversity around the table. TEAM to carry on asking around. Sarah to break the tasks down into a simple set of bullet points. Leigh to present at RAMM as a vacancy.</li><li>• Regional Levies page of website needs updating regarding the new financial year. Jenny – in progress</li></ul>
<b>Directors’</b>	
	<ul style="list-style-type: none"><li>• Mass sing Directors and songs have now been organised. Discussion regarding how long the session would be – agreed 30-45 minutes. Around ten songs. Carolyn to liaise with Jacqui regarding massed songs to be sung during the convention programme.</li><li>• Need to confirm which Master Director is going to direct the sound check choruses.</li><li>• Carolyn has advised all chorus directors to buy own copies of ‘Paralysed’ if it is now in their permanent repertoire, and if choruses are choosing the shortened version permission needs to be sought from the arranger.</li></ul>

<b>Marketing</b>	
	<ul style="list-style-type: none"> <li>• Discussion around promoting Sweet Adelines at a national level. Our choruses have individual cultures, planned schedules and preferred styles for membership recruitment programmes so it is difficult for a one size suits all national membership drive event. Jo to work on a draft plan to trial a 'national open week' for the region.</li> <li>• YWIH donations – this could be a possibility through the YSIH facebook page, which we could then promote through our website. Facebook has a fundraising functionality which does not take a fee from charitable groups. Need to confirm if this is available in New Zealand. Kerry to suggest this to the YSIH admin team, and also for them to bring ideas to us regarding how our membership can be involved in fundraising for YWIH.</li> </ul>
<b>Education</b>	
	<ul style="list-style-type: none"> <li>• Carolyn will be contacting some of the smaller choruses to ascertain director development and support requirements.</li> <li>• Propose that we set up a 6-month song assessment task force for regional songs, STAR, chorus and workshop songs. This to be deferred until after contest and then see if there are people in choruses who are experienced with it and willing to help. Kerry</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.</li> <li>• Travel in Tune – Kerry/Sarah have been in touch with Sharon Cartwright on this. Basically, people would visit a region virtually, on a certain date, in our case it would be 18th October. It was agreed that we will use the "From Barbershop to Broadway" education session at convention, and that Elisabeth Pitcorn's team will be engaged for the video and post-production work, since they are already on site. We will also need a regional showcase video, and a 2minute teaser video. Jo, Sarah and Kerry will get some quotes and put together a proposal for the latter.</li> <li>• The 2021 Education budget has been put together by the Education team. This was reviewed and approved by the team.</li> <li>• A discussion was held about withholding tax, in regard to payments we make to regional education providers. Julie will ask for guidance from Target Accounting.</li> </ul>
<b>Finance</b>	
	<ul style="list-style-type: none"> <li>• Julie noted accounts that currently need paying and these were approved by the team.</li> <li>• Julie is amending invoices for 2021 regional fees, in response to confusion caused by the 8/12 membership fee of \$120. The discounted fee is \$80 for 2021 and due date will now be 20<sup>th</sup> May. Going forward choruses will be asked to send their membership list at the time of payment.</li> <li>• Julie has almost completed the 2020 financial report and is working with Jo to finalise the document.</li> <li>• As discussed, Julie approached Barraclough &amp; Associates in Hamilton to review the 2020 financial report, but they no longer do that sort of work. So the Review has been done by Target (as previously used).</li> <li>• Julie's signatory rights still need to be approved (Leigh/Julie) , then Julie to follow up applying for a RMT Credit card, to set the limit at \$10,000. Cards to be set up for Sarah and Leigh (then Survey Monkey/Dropbox billing to be changed from Stella/Katrina's cards to the new RMT card).</li> </ul>

Membership	
	<ul style="list-style-type: none"> <li>• There have been no nominations as yet for the Spirit of Sweet Adelines Award or for YWIH awards.</li> <li>• Chorus membership numbers have only varied minimally since January. Currently 511 (not including dual memberships).</li> </ul>
General Topics	
	<ul style="list-style-type: none"> <li>• Some extra sparkly part pins have come to light, from a past prospective chorus, Kapiti.</li> <li>• Questions have been raised about the 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. Noting that there could be an opportunity for a task force to be created to work on songs as mentioned above under Education.</li> <li>• Convention – update <ul style="list-style-type: none"> <li>• Convention budget was reviewed.</li> <li>• Livestream: quotes from two companies were compared and discussed. We have been offered a comprehensive deal by CI Marketing and the RMT agreed that this is a necessary investment to ensure a good quality livestream with video recordings added to Dropbox for the judges, during the 20minute break between competitors. Jo will look into setting up a Paypal account in order to have a Donate button.</li> <li>• 3-year performance requirement? There has not been a response from SAI on this yet.</li> <li>• We need to be prepared when and how to cancel/refund etc if we need to due to COVID. Jacqui and Leigh will look into this.</li> </ul> </li> <li>• We need a copyright expert to call upon – recommendations? Will it need to be a New Zealand specific person or does Australasia work the same? Defer to next meeting.</li> <li>• RAMM <ul style="list-style-type: none"> <li>○ Last year's minutes and this year's RMT coordinator reports will be included with the RAMM agenda that will be sent to choruses no later than 14 days before the meeting.</li> </ul> </li> </ul>
	<p>NEXT MEETING</p> <ul style="list-style-type: none"> <li>• Zoom Tues 8<sup>th</sup> June, 7pm</li> <li>• In person – 11-12 Sept (9.30am Sat- 1pm Sunday) Wellington</li> </ul>