

## Sweet Adelines New Zealand – Regional Management Team - Minutes

Saturday 30 and Sunday 31 2021, ASB Rooms Wellington

**Present:** Miriam Spragg (Membership Coordinator), Jenny Edwards (Communications Coordinator), Leigh Whitelaw (Team Coordinator), Jo Maxwell (Marketing Coordinator), Kerry Stewart (Education Coordinator), Carolyn Currington (Directors' Coordinator), Sarah Bennett (Events Coordinator), Julie Mansell (Finance Coordinator)

Welcome to Carolyn Currington who joins the team as the Directors' Coordinator taking over from Virginia Humphrey-Taylor who has left the role early.

Approval of minutes from previous meetings (Sept and Nov).

### Matters Arising

#### September Minutes

- Teamwork, Katrina may be ready to hand this over. This could be a standalone resource team role. Leigh will follow up with Katrina and then Jenny to advertise as a vacancy.
- Julie's signatory rights still need to be approved, 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).
- Term Deposits need second authorisation - Kerry and/or Leigh to find out why they cannot authorise. **DONE**
- H & S plan has been updated, needs to go out as communication - **DONE**.
- Sounds of the Shore Director, TC and Membership coordinator can be added to the choir genius membership list. Miriam has **DONE**.
- Song Assessment Tool information/link **to be linked from our website** – Music Guidelines on menu, to go with copyright and etc that arises. Ruth Carson was involved with the task force regarding the assessment and could assist choruses and quartets with this. Jenny
- We are asked annually about online registration for convention. On looking at the reasons of our own website not having the facility for online registrations and not wanting the Registrar for events, especially convention, and the national Finance Coordinator dealing with hundreds of individual payments in a short time frame, the system would have to be set up on a platform such as Survey Monkey for the registrations and a chorus would be required to make the appropriate single payment. This will be further researched by Finance and Events.

#### November Minutes

- Change of billing year, Julie to notify Finance Coordinators and SAI **DONE** 7/12/20
- 2021 Jan-Dec fee of \$120, with reduction of 4/12 for current paid up members. Julie/Jenny to notify the Region **DONE** 7/12 to FC/TC/CAL

#### Review of Strategic Plan

- Sections of the plan to be reviewed by team members and alterations/additions given to Jenny prior to the next meeting. **TEAM TO DO**

	<ul style="list-style-type: none"> <li>- In the Administration section, Goal 1, the Objective that currently says ‘Raise the profile of te reo Māori in Sweet Adelines New Zealand’, is to be reworded to take into account that we are now adding inclusivity and diversity to our cultural awareness in regard to New Zealand. Not raising the profile of te reo specifically.</li> </ul>
<b>Regional Management Team Coordinators’ Reports</b>	
<b>Team</b>	
	<ul style="list-style-type: none"> <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>• We must ensure ongoing promotion of the recorded sessions from the 2020 Leaders Education series for current and future management team members. Link to be added to the Management Team Resources page on the website. Jenny.</li> <li>• New International mass songs – are we adding them to our list or promoting them separately? Hold until after convention.</li> <li>• Team to be aware of appropriate times to include Maori language greetings and other terms in situations such as addressing groups at convention, workshops and zoom sessions etc.</li> </ul>
<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 to increase the diversity around the table. TEAM to talk to any members they know who would have suitable IT and organisational skills etc.</li> <li>• Regional Levies page of website needs updating regarding the new financial year. Jenny to do this.</li> </ul>
<b>Directors’</b>	
	<p>Carolyn Currington has now stepped into this role.</p> <ul style="list-style-type: none"> <li>• Carolyn to confirm with Jacqui Binnie if Mass sing is on the schedule for Harmony Aotearoa. If so Directors and songs need to be chosen.</li> <li>• Need to confirm which Master Director is going to direct the sound check choruses.</li> <li>• The version of ‘Paralysed’ that is available on the SANZ website was purchased and then shortened for use during the One Day Workshops. It is not copyrighted for choruses to perform, and also the arranger’s permission is needed to perform a shortened version. Carolyn to advise all chorus directors.</li> </ul>
<b>Marketing</b>	
	<ul style="list-style-type: none"> <li>• It was decided that there are not enough items to put out a Team Talk newsletter at this stage.</li> <li>• Marketing Team recruitment – there are still vacancies for help in the areas of social media and general media publicity/writing.</li> </ul>

	<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 YWIH 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>Events</b>	
	<ul style="list-style-type: none"> <li>• Sarah and Kerry are shortly meeting with Sharon Cartwright regarding the proposed Travel in Tune virtual experience (downloaded through an app). Each region may be asked to create something 'unique and fresh' to add to the content of the experience.</li> <li>• Registrations are coming in now in for the Hamilton One Day Sing.</li> </ul>
<b>Education</b>	
	<ul style="list-style-type: none"> <li>• Support/development plan for small choruses, 'what are the possibilities'? Kerry &amp; Carolyn to progress this and make it a strategic priority in the education plan. Carolyn will be contacting some choruses to arrange a visit, and some IFV funding will be available for this.</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>• Agreed to a \$300 donation each to Bella A Cappella and Glenda Lloyd for the Haere Mai arrangement which has been gifted to SANZ for the use of all NZ choruses (and in the Pacific). Bella A Cappella has made learning tracks and will be helping us learn it at convention.</li> <li>• For part of their quartet education plan Roxy has proposed a series of one hour coaching sessions via Zoom. Quartet members will be asked to contribute \$10 each for the session.</li> <li>• Discussion was held around the need to review fees paid to SANZ faculty for one day workshops etc. There are tax implications if per diem is above \$80.</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>• YWIH Update: Regional contests are expected to take place in Christchurch, Wellington, Waikato and Auckland between May-July. The National Convention is locked in for September 22-23 in Palmerston North. Leanne is organising a one-day workshop to take place in Hamilton at the end of Term 1, which Auckland schools will also be invited to. Suzanne Berresford is keen to help with it so there will be a mix of Waikato/Auckland faculty. It will be open to all genders.</li> <li>• Those who pay the member rate for convention, will need to be paid up with SANZ and SAI. We can add another column into choir genius to indicate each member's financial status with SANZ and SAI. The competitor registration list could be used to add this info. Can we export the choir genius list into XERO to bring it up to date?</li> </ul>
<b>Finance</b>	

	<ul style="list-style-type: none"> <li>Moved that Dec/Jan accounts be approved for payment. APPROVED by the team. Julie will provide a payment schedule at least monthly to keep the team up to date with monies outgoing. Team to provide Julie with clear details when forwarding an invoice for payment.</li> <li>Julie is in the process of constructing reports using the new XERO codes, in a format that will be easier for all our members to understand.</li> <li>Julie presented the draft 2020 financial report and will continue to prepare the financial information for the reviewer. Jo to assist with branding etc.</li> <li>As agreed by the team, Julie will then take this to Barraclough &amp; Associates in Hamilton.</li> <li>Bank Balances at 29.01.2021 <ul style="list-style-type: none"> <li>Admin \$151,546.74</li> <li>He Tangata \$4198.66</li> <li>Prue Blythe \$856.74</li> </ul> </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>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. TEAM</li> </ul>
<b>Membership</b>	
	<ul style="list-style-type: none"> <li>SANZ membership lists need to be aligned with SAI lists before the 2021 levies can be billed. Miriam will liaise with choruses.</li> <li>Longevity awards from 2020 will be acknowledged at Harmony Aotearoa, as well as any current ones.</li> <li>Miriam to send info to Jenny re nominations for ‘Spirit of Sweet Adelines’ to be advertised this week.</li> </ul>
<b>Convention</b>	
	<ul style="list-style-type: none"> <li>Convention venue deposit is due to be paid to Theatre Royal shortly. The contract has a clear force majeure to cover cancellation due to COVID.</li> <li>Choruses need to be advised that we are not providing rehearsal space at the convention venue, and that there will not be a Harmony Bazaar or any fundraising opportunity due to space confinements and the venue requiring a percentage of sales.</li> <li>Kerry is working with SAI to have performing and competing at Harmony Aotearoa count in fulfilling the 3-year competition expectation.</li> </ul>
<b>General Business</b>	
	<p>Meeting Closed: 12;30pm NEXT MEETING</p> <ul style="list-style-type: none"> <li>Zoom 16<sup>th</sup> March, 7pm</li> <li>Zoom 8<sup>th</sup> June, 7pm</li> <li>In person – 18-19 Sept (9.30am Sat- 1pm Sunday)</li> </ul>