

Sweet Adelines New Zealand - Regional Management Team Meeting

Minutes

Friday 18 and Saturday 19 September 2020, ASB Rooms Wellington

Present:

Miriam Spragg (Membership Coordinator), Jenny Edwards (Communications Coordinator), Leigh Whitelaw (Team Coordinator), Jo Maxwell (Marketing Coordinator), Kerry Stewart (Education Coordinator), Virg Humphrey-Taylor (Directors' Coordinator), Sarah Bennett (Events Coordinator), Julie Mansell (Finance Coordinator)

Apologies: No apologies

Minutes from previous meeting approved	
Matters Arising	Items arising from last meeting have been transferred to the appropriate section below.
Marketing	
	<ul style="list-style-type: none">• Sandy Gunn has confirmed she is happy to in continue with the Addaline team.• We are currently advertising for two new resource team marketing roles.• During this meeting RMT to record a 1min video for SAI Regional Check In video, for the Virtual Convention.• Upcoming Addaline – article ideas discussed. Choruses may have COVID silver lining stories.• Still on hold – adding a Donate Button to the website for YWIH / Prue Blythe Memorial Trust fundraising promotions. Paypal function is an option – to direct funds to PBMT account, also include internet banking option. On hold awaiting SANZ visa card.
Directors'	
	<ul style="list-style-type: none">• Star chorus could be larger next year than we can fit on risers, so may need to have two choruses• Virg to follow up the status of the DCP resource material update, before we promote the DCP to members• Virg has clarified with chorus directors that the Directors' Coordinator role for next year is vacant, she will apply if nobody else does.• We now have a very good arranger in our region, Rowena Harper, and it would be great if our choruses would support her by buying her arrangements. Leigh will ask Rowena if she would like to have a feature in the Addaline, promoting the new regional song 'A Million Dreams'.
Events	
	<ul style="list-style-type: none">• Finalising details for the Leadership Series of webinars. Reminder to be sent plus a promotion in the week prior to each session. Miriam to get message out to TCs to encourage chorus members to take advantage of this opportunity.• Working on survey registration for the one day workshops
Communications	
	<ul style="list-style-type: none">• Jenny to follow up on suggestions for the appointment of nominating committee.• Is printing hard copies of meeting minutes still a relevant task? No. Redundant.• Teamwork, Katrina is keen to hand this over. This could be taken over as a resource team role. Jenny to advertise this vacancy.• To trial setting up gmail addresses for RMT members, so can reply on them etc and public can send to them.

	<ul style="list-style-type: none"> Vickie Maybury has offered to arrange a ZOOM meeting for chorus management teams with SAI reps – talking about the value of being a part of an international organization, and covering membership retention in these troubled times? Miriam to get a message through to Membership coordinators and TCs to see if there is interest.
Finance	
	<p>Matters arising:</p> <ul style="list-style-type: none"> What is the reason SANZ don't bill for Jan-Dec financial year? A 2018 communication from Stella (previous FC) stated that the decision had been made in 2016 not to change the billing year, so that we remain consistent with levies, and to ensure we are in good standing prior to convention. Julie to talk to Stella. Once her signatory rights on the account have been approved, 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). <p>This meeting:</p> <ul style="list-style-type: none"> RMT approved that the current signatories will contact the BNZ to arrange full signatory permissions for Julie Mansell. Julie will forward Leigh relevant email to contact BNZ. Term Deposits need second authorisation - Kerry and/or Leigh to find out why they cannot authorise Prue Blythe 2020 Accounts not completed and are due to Company's Office Sept 2020. The RMT gave permission for Julie (once she has signatory rights) to arrange a limited access for Theresa to the He Tangata bank account, to view transactions. The RMT approved for the daily limit on transactions done by Direct Credit and Templates to be increased up to 80,000. Budgets for 2021. Discussion about the value of a zero-based budget approach, compared to the 'bucket' approach we have been using. We have money in reserves and need to ensure we approach finances as enabling our strategic planning. Budgets to be set for Jan-Dec next year. Miriam will assist Julie to begin the convention budget, along with Jacqui Binnie (CRC). Kerry noted that there is a delegation letter from RMT to the CRC each year, to approve spending for the convention. Bill payment and approval process. Julie will present a report re payments at each meeting, for full team to be aware and take responsibility of all payments that go out of regional accounts. New structure of the Chart of Accounts proposed so it is easier to identify categories of expenditure. It's a good year to do it as this year has fewer transactions. The RMT approved the accounts as per the financial coordinators report.
Team	
	<ul style="list-style-type: none"> Leigh attended an evening at Wellington City Chorus to present David with the Ann Gooch award nomination. H & S plan has been updated, needs to go out as communication - Jenny Discussion regarding Sounds of the Shore prospective chorus key personnel being included in the email address lists so they can receive communications from the region. They have now achieved step one of the chartering process. It was approved that the Director, TC and Membership coordinator can be added to the choir genius membership list. Miriam to follow up. Sarah to attend the Nelson Bays Harmony celebration on 21 November, after the change of date (we had previously Miriam and Jo attending). Faultline celebrate 30 years this year – do we need to send a visitor – Leigh to ask Funding for education – Creative NZ grants – Jenny to ask Hilary if SANZ would be eligible to apply, or does it need to be local choruses?

	<ul style="list-style-type: none"> • Song Assessment Tool information/link to be loaded onto 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. Miriam to ask Ruth. • The recent ARE has been read by the team, no particular response to membership required. Will refer to the document prior to RAMM next year. We keep getting asked about online registration for convention (Leigh will find the previous RMT research). • Noted that as volunteers involved in the management of a non-profit organisation personal email format/name should not promote a business or other venture. • When sending out emails to a group eg membership chairs, please cc Team Coordinators (Jenny to make sure all RMT can send to TC group). • Leigh received and responded to a letter from CCC regarding coaching opportunities, events and fees. • Strategic Plan to be regularly referred to. Jenny to send to Jo for branding. • Email received requesting that we no longer use the word “women” (as in our vision statement) but choose more gender’ neutral terms. We note that SAI have not changed the wording of their statements as yet. Jenny to thank the sender for drawing our attention to it, we will be reviewing our wording with reference to the recent task force recommendations.
Education	
	<ul style="list-style-type: none"> • Leanne Wheeler has been appointed as the YWIH Coordinator and announced to the region • Leadership series confirmed with Region 34, funded for Region 35 from the education budget - has been advertised and is to be followed up • Three one day workshops with confirmed dates; music & learning tracks purchased • New regional song, A Million Dreams, purchased and available on the member website • Need to recruit some more regional faculty • Need to add information about IFV to the new Toolkit for chorus management Jenny to follow up • Support/development plan for small choruses, ‘what are the possibilities’? Kerry to progress this and make it a strategic priority in the education plan. <p>2021 convention update:</p> <ul style="list-style-type: none"> • The convention team is still waiting on advice from SAI regarding the format of next year’s regional convention before beginning work on the schedule of events. • feedback from team coordinators and directors indicated that the STAR chorus was a popular convention activity so we will need to accommodate this chorus, or similar, during that weekend. • return to covid level 2 is of concern with respect to committing to a venue and being able to accommodate the expected number of participants. Additionally, some venues are now excluding covid from their force majeure clauses, meaning an increased risk for SANZ with respect to a signed contract. • Jacqui Binne (CRC) and Leigh visited Christchurch in early September to review facilities with Miriam and visited the Christchurch Town Hall, Isaac Theatre Royal and the Piano. Turanga was also evaluated as an option for the Sunday education classes. • It was decided to cancel the Town Hall booking and confirm the Isaac Theatre Royal booking pending confirmation that the force majeure clause does not exclude COVID restrictions. Miriam to confirm with venue regarding YWIH raffle (gambling clause noted). <p>YSIH Trust Update The original trustees agreed to step down and have been replaced by the new trustees: SANZ rep (YWIH Coordinator) - Leanne Wheeler</p>

	<p>SANZ rep (RMT Education Coordinator) – Kerry Stewart BHNZ rep (Youth Rep) - Henrietta Hunkin-Tagaloa BHNZ rep (Board) - Michael Markham School rep s- Lynn Jamieson, David Brooks Wellington region rep - Charlotte Murray Waikato region rep - Bronwyne Albright Christchurch region rep - Gavin Hurley</p> <p>A YSIH administration team has also been established and comprises: Communications coordinator - Nicola Kirkup Convention coordinator - Brenda Leasi Arasi Convention ground coordinator - Bronwyne Albright YWIH Coordinator - Leanne Wheeler BHNZ Youth Rep (interim) - Henrietta Hunkin-Tagaloa Grants/general - Jessie Leov</p> <ul style="list-style-type: none"> • Acknowledgement to go in Addaline for the work of Jessie and Henri, both for YWIH and in setting up this new YSIH entity. Jo • Kerry to meet with Prue Blythe trustees to update them regarding the new YSIH entity etc
Membership	
	<ul style="list-style-type: none"> • Lesley Standring (Membership Liaison) has produced a very useful document on Membership Drives using information sent in by a number of choruses. This was a strategic planning task and will now be placed on the website. As further information comes in this will also be added to our website. • SANZ has lost 65 members since Oct 2019, now 569. • SAI are having difficulty updating youth memberships when invoicing as it relies on choruses advising them when a member turns 26. Memo to go to choruses to keep an eye on that. • Acknowledging Departing Members: Carol Jager sent out an email on Miriam's behalf, to ascertain how choruses are acknowledging these members. There was very little response, but Miriam think it's something that could probably be done better by most choruses. It's too easy to concentrate on the chorus property that has to be collected from these members and not to acknowledge the contribution they have made to their chorus. • Discussion held on options to grow the SANZ membership during the international COVID crisis, and the possibility of new members not joining SAI in the short term. • Can Membership Coordinator be given access to a list of Region 35 quartets on Sweet Adelines International website? Miriam to follow up.
General Business	
	<ul style="list-style-type: none"> • 'review of international task forces and reporting dates'- defer to next meeting
	<ul style="list-style-type: none"> • Meeting Closed 3:30pm • NEXT MEETING to be decided via zoom catchup