

## Sweet Adelines International Region 35 Regional Management

### Minutes of Meeting, 22 – 23 August 2015

**Present:** Mabel Knight (Team Coordinator), Hilary Clifton (Events Coordinator), Moira Haddrell (Marketing Coordinator), Julie Scoggins (Membership Coordinator), Joanna Lyes (Directors' Coordinator), Leigh Whitelaw (Communications Coordinator), Jocosa Bruce (Education Coordinator)

**Apologies:** Stella Nicholson (Finance Coordinator)

Saturday – meeting commenced 9.35am	To be actioned by
<b>June Minutes – matters arising</b> June Minutes approved.	
<b>Correspondence In</b> Convention dates from Intl to 2021. Email from John Hart from the USA re filming in New Zealand following a group of Sweet Adelines, aligned with Song of Sonoma. Leigh to respond to John's email. Communications from International regarding State of the Region reports. Annual Regional Evaluation reminder to 4 choruses to respond to this survey from International. He Tangata Show Chorus flyer. Sandi Adams, Dunedin Harmony, thanking the RMT for the visit of Heather Johnson for a goal setting workshop. Letter received from Nelson Bays Harmony, thanking the RMT for enabling Trish Veen's visit to the chorus for Strategic Planning. A most successful session was held. (These administrative visits are offered by the RMT Education Coordinator to choruses who require assistance; airfares are paid by RMT and other costs by the chorus.)	Leigh
<b>Communications Coordinator Report</b> Report presented Groupanizer – discussion on where we are at with the implementation of this programme. Moira and Jocosa to work with Sharon Connor, on completing this sooner rather than later.	Moira / Jocosa

<p>Leigh, circulate He Tangata Show Chorus flyer. Convention information is also to be published on website and facebook etc once details finalised after Sunday's CSC meeting.</p> <p>Faultline's 25<sup>th</sup> anniversary concert invitation – as Julie Scoggins will be attending this function she has offered to present a card and say a few words on our behalf. Leigh reply to Faultline.</p> <p>RMT Chorus Contacts updated. Team members to make contact with their choruses prior to each RMT meeting. Leigh, update list and send to team.</p>	<p>Leigh</p> <p>Julie Leigh Leigh</p>
<p><b>Finance Coordinator</b></p> <p>Reports presented</p> <p>GAC have now been given their payment for assistance to attend International.</p> <p>The Team approved that Stella approach Crowe Howarth Accountants in Dunedin for a quote to review our accounts going forward.</p> <p><b>It was moved</b> that Sweet Adelines New Zealand Region 35 will change the year end of their financial year to 31 December 2015, providing all legal requirements are met.</p> <p>Approved by team.</p> <p>For this to happen we need to go onto the Charities Commission website and make an application to make these changes stating the reason for change. Once approved, a request to the Inland Revenue Department is made to accept this change of financial year.</p> <p><b>It was moved</b> that if the above request is approved then the Regions Financial year will begin January 1 and end December 31 each year.</p> <p>Approved by team.</p> <p>Budgets were discussed. Admin budget - Addaline costs to be reviewed, Moira to establish the impact of printing less and mailing out less to choruses.</p> <p>Jocosa/Moira to look at using Groupanizer or other method for sending out email to national membership to find out how many members really want a printed copy.</p> <p>Julie to provide Jocosa with an up to date membership list for this purpose.</p> <p>Being aware of expenditure RMT members should book Flexi fares when travelling for meetings etc, in case changes of dates are necessary at late notice.</p> <p>RMT members to consider their expected expenses to the year end and let Stella know those figures.</p>	<p>Stella Stella / Mary Ann</p> <p>Moira Moira / Jocosa</p> <p>Julie</p>
<p><b>Marketing Coordinator</b></p> <p>Report presented</p> <p>Currently in parliament they are reviewing health and safety laws which may result in persons/businesses being held liable for injuries or accidents. Fines and costs may be applied. It is recommended that all choruses become members of the New Zealand Choral Federation as the membership brings a benefit of insurance for public liability. Every chorus should be holding regular emergency evacuation procedure drills. Awareness of the environment inside and outside rehearsal venues, and other venues, the correct way to get on and off risers, water bottle hazards and other objects on the risers; health awareness such as coming to rehearsal when unwell should also be reviewed. Chorus management teams will need to have documentation to show plans and procedures for health and safety. Choruses need to receive information on the impact of this change. Moira to put together a sample document to show choruses. This will be put into Addaline and emailed out to team leaders.</p> <p>Bill boards for International have been paid for, our thanks to Brianna Perry for the design of these.</p> <p>AHA marketing information available from International, Jocosa has sent to Moira and the Region.</p>	<p>Moira</p>
<p><b>Directors' Coordinator</b></p> <p>Report Presented</p> <p>SouthCity Soundz Directors enrolled for DCP. Contact with Chapter at Large, all happy. Classes following Convention are being determined for 2016 as a result of the survey recently completed post contest by the members. Joanna is keeping in touch with the Directors and assisting as required.</p>	

Upcoming round of RMT elections – applications still required. To be placed on Facebook and sent out again to choruses. STAR chorus 2016 to be directed by Virginia Humphrey-Taylor. The process of selecting the director for the STAR chorus should be written into the Guidelines for Convention Handbook.	Moir / Leigh Mabel
<b>Membership Coordinator</b> Report presented Discussion was held on the proposal of Toni Griffin and Patti Cooke holding a workshop to gauge interest for a start-up chorus in either Mount Maunganui/Papamoa or North Shore/Albany. The RMT is very aware that membership increase is needed to help sustain the region, however the RMT cannot commit to a specific budget at this time. Julie is responding by letter to Toni.	Julie
<b>Education Coordinator</b> Report Presented Education classes following next year's convention being finalised with two of the visiting judges. YWIH report presented. Follow up required on Education Scholarship awarded to Cindia Chiu for attending Jim and Renee weekend. DCP - latest module sent to Janet and Angela. Open Division rules / procedures – we may find more tweaks will be made from International, a matter of waiting to receive an update when it's published. Mabel would encourage choruses who are considering competing in the Open Division to utilise tutors outside of the barbershop world as well. Dance tutors, theatre tutors etc could prove useful.	Jocosa / Stella
<b>Team Coordinator</b> Report Presented Mabel to let Janet Rowland know that her position is now under the umbrella of Team Coordinator and should report directly to her if she wants to share information or has any queries. He Tangata Show Chorus: currently funds from their membership subs are put into an account overseen by the RMT and the new Management Team of this chorus are happy for this to continue. Director's Contract for this chorus (HTSC) 2015 to 2017 approved. RMT Strategic Plan needs to be reviewed out to 2020. 2014 version sent to team and each member to update their area. When reviewing your area you must take into consideration the Education Plan so that clashes are avoided and other plans support the Education Plan. Respond to Mabel by 31 October so we can update at our November meeting. Policy book update required: CAL members are required to pay regional <u>and international</u> levies. Associate Members: we are adding this category to the Policy book. Julie will send Leigh further wording for this entry. <b>Associate Membership</b> \$90 annually* Except for being prohibited from performing or competing in a Sweet Adelines chorus, an associate member holds all other privileges of active membership. Associate members pay the full international per capita fee and regional assessments. Associate members may belong to, perform with, and compete in quartets. Associate members may reapply for regular membership at any time, following the membership and audition procedures established by the chapter. From the international organization, associate members receive a membership card, a subscription to <i>The Pitch Pipe</i> , mailings from international headquarters, member rates for international convention registration and educational events and discounts on purchases from International	Team  Julie / Leigh to Sharon

Sales. Policy Book amendment Page 14, Clause 11 new wording to Sharon from page given to Leigh from Mabel. Strategic Plan to be loaded on website once complete. Leigh put into next minutes.	Leigh to Sharon Leigh
<b>Meeting closed 5.45pm</b>	
<b>Meeting opened 9.30am</b>	
Minutes reviewed	
YWIH Auckland 2016 event – the RMT is not required to be involved in the organising of this or AHA which follows it. The Auckland YWIH personnel will be organising the local event and ask that we spread the news that this will be an absolutely fantastic event! Jocosa and Joanna are working hard on planning.	
<b>Events Coordinator</b> Report presented The cost for registration for convention 2016 and future conventions needs to be adjusted upwards to reflect the actual costs of holding a convention. Communication to the membership is required as soon as possible informing them so members can look to saving for attendance. Members of the RMT left the meeting to visit the Intercontinental Hotel, having stayed at the West Plaza for the Saturday night. The Intercontinental is the hotel of choice for education classes and hosting the judges. Leigh will confirm this with the Intercon next week and see if we can extend the number of rooms pencil booked. Clarification on room descriptions and costs required. Lambton Rooms 1, 2 and 3 for \$800 Sunday education classes to be booked. Decision to go ahead with the Michael Fowler Centre as the competition venue was made. MFC will also be the venue for the Saturday night function. We will check the availability of the Aotea Centre for 2017 and 2018 as costs for this are less expensive than MFC and we need to try to deliver the best option to the members. Sound check system to go with the coloured part piece of card to attendees to make up the sound check chorus - Sound check song for uptune could be Some Sunny Day. Jocosa to add this to the Mass Song list. Mic testing chorus is the STAR Chorus. Sound check songs to be advertised and the DC must arrange a director for this. Joanna will select the songs and directors schedule for the Mass Sing and advertise these in November. Hilary has sought and received feedback from 9 regions regarding acoustic panels/ sound shells and has made enquiries from Orchestral Supplies, Melbourne. Acoustic panels may be an option for future arena bookings which are a cheaper option for future conventions. Anita Caltabiano has emailed details and an estimated cost of \$25,000; however we need to consider freight from Australia and the US/Aus exchange rate. Information is in file and available.	Leigh Hilary        Jocosa Joanna Joanna
<b>Next meeting</b> 14/15 November – Hilary to look at the Intercontinental for this.	
<b>Meeting closed 2.30pm</b>	