

Sweet Adelines International Region 35 Regional Management

Minutes of Meeting, 27 – 29 June 2014

Present: Mabel Knight (Team), Miriam Spragg (Events), Sandy Gunn (Marketing), Mary Ann Zorovic (Finance), Chris Thompson (Directors'), Leigh Whitelaw (Communications).

Apologies: Julie Scoggins (Membership)

	To be actioned by
Friday 27 June 2014 – meeting commenced – 7.15pm	
Welcome to the new CC, Leigh.	
Minutes from the April RMT meeting were approved. April minutes were signed off.	
Correspondence – Marcia Fulton sent a lovely card of thanks to the convention team and others.	
Finance Coordinators Report	
<p>Reports presented</p> <p>End of Year reports have been published in the Addaline. Mary Ann reported that a loss was made over the past financial year, but better than the previous year.</p> <p>2012-2013 financial report shows \$13,514.00 loss. Education loss of \$459, Regional Convention \$10,800 loss, Administration \$2000 loss. Most in part due to the Region Assistance payments. Some reconciling still to be done on this report. Balance sheet for 2013 has been produced and requires 3 signatures, Mary Ann, Leigh and Mabel.</p> <p>Need to tighten up on spending, 3 RMT meetings to be held in 2014/2015. Discussion held on the future format of weekend meetings.</p> <p>Regional publications come under Administration; the cost of producing these was discussed.</p> <p>An invoice for medals and trophies was discussed, Miriam and Mary Ann to look into the invoice and determine if it was for 4</p>	Miriam / Mary Ann

<p>years 'worth' of medals.</p> <p>Mary Ann proposed that regional support of \$2500 go to Key Note, our 2014 quartet champions, to assist in their preparation for International competition. This figure was approved by the team. Should the quartet choose not to compete at International this money is to be returned.</p> <p>Mary Ann would like a Grant Coordinator position created to assist her with grant applications. The team approved this initiative and Mary Ann will approach a person she feels has the right skills.</p> <p>The new Regional Convention levy information was distributed to choruses on 1 June on the calculation sheet for annual fees.</p> <p>The recent visit of Martini Quartet looks to have made a small profit. Early notification of this type of event to members helps in that members/choruses can then apply for funding to help them attend these opportunities.</p> <p>74 attended the Auckland workshop and 114 the Wellington event.</p> <p>When bringing out a quartet the flight costs have to be considered however this visit showed that it can be done and can be run profitably.</p> <p>The Verification Audit will go to International on 7 July.</p>	
<p>Events Coordinator Report</p> <p>Report Presented</p> <p>Discussion was held on various issues with the proposed use of the Vodafone Event Centre venue again for May 2015 contest. Miriam and Mary Ann to do some further research in Auckland, and at the Vodafone Events Centre.</p> <p>Miriam to do some research on risers for Auckland contest.</p> <p>Sound shells to be kept in mind for future events. Miriam will confirm the Competition Coordinator for 2015 and will try and identify a person from Wellington who could shadow next year in the hope they would take up that role in 2016.</p> <p>Miriam to get an email out to Auckland and Wellington choruses to seek interest in convention teams for the next 2 years.</p> <p>Thank you card to Rebecca Llewellyn for assisting with back stage organisation in 2014.</p>	<p>Miriam/ Mary Ann</p> <p>Miriam/Mary Ann</p> <p>Miriam</p> <p>Miriam</p> <p>Miriam</p>
<p>Meeting closed 10.15pm</p>	
<p>Saturday 28 June – meeting recommenced 9.15am</p>	
<p>Membership Coordinator Report</p> <p>Report presented.</p>	

<p>Julie provided a job description for the position of CAL Coordinator. The term of office should be included and should be for 2 years. See attached amended copy for approval.</p> <p>Sandy and Julie to create a dedicated page for CAL members on the website. Leigh to create the CAL member contact list and upload.</p> <p>From Julie's report we note that the He Tangata Show Chorus Policy was actually updated last year.</p> <p>Mabel to write to the Team Leader of He Tangata to let them know the process they should follow for a name change. 3 title options should be forwarded to the RMT for a decision to be made and the words national and New Zealand not be in part of the title.</p> <p>The renaming process for this chorus needs to be added into the Policy Book.</p> <p>A reminder to choruses via the Bullet Point sheet that both AGMs and Elections need to be held between 1 January and 30 April – this is a ruling from SAI and must be adhered to by Region 35.</p> <p>Julie and Mary Ann are attending the chartering party for Bella a Cappella!</p>	<p>Leigh attach copy</p> <p>Sandy, Julie, Leigh. Team “ “</p> <p>Mabel</p> <p>Mabel</p>
<p>State of the Region Report 2013 – 2014</p> <p>Leigh to email the team the updated Strategic Plan from the hard drive.</p> <p>This report needs to be sent on Tuesday 1 July (our time) to International</p> <p>Sandy to email Leigh the Marketing plan she has on Monday</p> <p>Jocosa to email Leigh the Education plan Monday</p> <p>Mary Ann to email Leigh the Financial report Monday</p> <p>Sandy tabled a document from 2012 titled State of Region report cover. It appears to be part of a document with the Education plan for the region. This is a format that would be useful for our region to see the 5 year for education opportunities but not part of the official State of the Region Report. Jocosa to produce this Education Forecast and put on the website and distribute to choruses as well.</p>	<p>Leigh</p> <p>Sandy Jocosa Mary Ann</p> <p>Jocosa</p>
<p>Education Coordinator's Report</p> <p>Report presented.</p> <p>Martini visit – a great success. Workshops in both Auckland and Wellington well attended. A concert held with CCC went very well.</p> <p>Education five year plan reviewed. Planning well in hand.</p> <p>The news that Jim Arns and Renee Porzel are coming to NZ from 3 – 12 July 2015 was announced to our Region today! A plan for their schedule will be worked on in the coming months.</p>	<p>Jocosa</p>

Brief break – 11.15am Resumed 11.34am	
Let the Region Shine Sept 2014 approach CCC to ask if we could contact Patti Cobb-Baker to come the weekend before the coaching gig they have booked her for or the weekend after if possible.	Jocosa
Break for Lunch 12.20pm Resumed 1.00pm	
With regard to international coaches: the running of any regional events needs to be checked and arrangements made prior to the event, especially when the EVC is not available, to ensure all the small jobs are looked after by a dedicated proactive person who is from the local area, not necessarily an RMT person, so that persons such as the EVC and EC are not left doing everything. This includes looking after the needs of the coach/es, the IT/media required etc.	Team
Directors' Coordinator Report presented. Report discussed and accepted. Chris undertook a survey with Directors earlier this year and from their feedback she will look on the international website and find resources to send onto the Directors. Any gaps in their stated needs will be taken further by Jocosa and incorporated into future training opportunities.	Chris/Jocosa
Marketing Coordinator Report presented. Discussion re Groupanizer and issues holding up the process. A Skype session is being booked with Sandy, Mary Ann and the technician from Groupanizer, to try and make the communication gap smaller! This site is to be a membership database, an email facility to all members and sub groups and provide the ability to register for events. When ready we could move from Connected Sound. 25 and 30 year pin presentation should be on the membership portfolio. Membership Coordinator currently tracks years of membership so it follows that she should run with the arranging of presenting the pins when appropriate. This needs highlighting within the profile of the organisation prior to the event and pins should be presented with the appropriate level of pizzazz.	Julie/Sandy
2.00pm break in proceedings to connect with Region 34 RMT.	
Eventually had the communication channels working – technology never as easy as one hopes. Shared information on upcoming events and the desire for communication between the two regions to assist in members gaining the most from events. January event in Region 34 will have a Visual Leaders focus and may be over committed by members in their region which leaves no room for the added on Directors focus they had anticipated. Chris should let our Directors know. Follow up contact to be made to try and ascertain Region 34s plans and let them know about ours so clashes could perhaps be	Chris

avoided and the most opportunities made for members of both regions.	Mabel
2.40pm normal meeting resumed	
Marketing continued	
RMT stock of sales items, pens and pins running low. Tshirts were all sold or distributed.	
Region 35 representation on the SAI website is not current. It is believed that Fran Furtner should be contacted to see about updating the information especially on the Find a Chorus map. Sandy to send Mabel the screen shot of the maps.	Mabel Sandy
Addaline costly to produce, looking into a virtual magazine setup and cost. Lessening the number produced does not actually decrease the cost of printing. Distribution cost a factor also.	
Sandy would like to have advertising for Region 35 at Baltimore, 2 slides would cost \$NZ291.00. Approved by the team.	
The RMT needs to create a certificate to be handed to the annual winner of the YWIH Quartet Competition to let them know that they can come to the Region 35 Contest in the following year to attend contest and education sessions and their registration is paid for by the RMT, as per the PBMT and Policy. Should the quartet decide to become members of SANZ they will still receive free registration to the contest following their win.	Sandy
Young Women in Harmony Quartet Assistance policy to be forwarded to the YWIH Coordinator so she is aware of the details.	Jocosa
Afternoon tea break 3.30pm	
Resume 3.35pm	
YWIH Coordinator	
Report from Henrietta Hunkin tabled	
Discussion was held re the definition of the YSIH product that is now unfortunately perceived as an identity. YWIH <u>is our</u> young persons' programme and is supported where possible by the Prue Blythe Memorial Trust. A meeting with Henri, Henari and representation from NZABS needs to be arranged to discuss future planning especially 2015. Suggested date August 12 or 13, 2014.	Jocosa/Mary Ann/Mabel
Suggestion from Henri that a YWIH chorus perform at the celebration of SANZ 30 years. Mabel made note of this for the planning.	Mabel
Prue Blythe Memorial Trust has nearly \$10,000 in the account. Payment to judges (flights/1 night accommodation per) is yet to come out of this for this year's contest.	Mary Ann
Strategic Plan Sections updated	

Meeting finished for dinner 6.00pm	
Restarted meeting 9.20pm	
Strategic Plan continued Updated further sections of the Strategic Plan and note made that RMT members when contacting 'their' choruses check that they have a website, are using Facebook, have links on their website to other groups, and are aware of or using other media to try and capture the widest audience. Anyone who needs assistance with the technology should contact Sandy or Leigh.	
RMT Chorus contact list updated. Leigh send out	Leigh
Meeting finished 10.00pm	
Meeting recommenced 9.00am Sunday	
Minutes read through to this point	
Baltimore Sandy and Julie will be attending as representatives of the RMT. Sandy has plans to attend both meetings and open rehearsals and she will be working with Julie to make sure they have as many sessions as possible covered between them both. Julie and Sandy will be expected to bring back to the team points of interest and information they have learned. As Jocosa is not attending Baltimore it was suggested under the special circumstances that in 2015 International have scheduled 2 half days for Events Coordinators which had not previously been part of the programme, funds in the Education Coordinator's travel budget be reassigned to assist the Events Coordinator to attend the Baltimore Convention. It was felt important to have Miriam attend this opportunity, so to take advantage of the Education Coordinator not travelling is a bonus. A portion only of what had been assigned for the Education Coordinator's travel budget will be used. This allocation will be in line with the other two travelling RMT members. Agreed to by the team. All Coordinators travelling will check to make sure as many classes as possible are covered between the 3 of them.	Julie/Sandy Mary Ann
Members leaving the team in the next round please check your job descriptions as these will be going out very shortly to the membership for promotion of applications.	Team
Quartet reception at convention. Discussion held, Miriam to take feedback to the Blue Ribbon Quartet Club. The concept is commendable to welcome competing quartets to convention weekend.	
Next RMT meeting – it was decided to hold this on 3-5 October 2014, in Auckland.	
Meeting finished at 10.40am	