

Sweet Adelines New Zealand – Regional Management Team

Minutes

Tuesday 5 April 2022 – Via Zoom

Present: Leigh Whitelaw (Team Coordinator), Kerry Stewart (Education Coordinator), Carolyn Currington (Directors' Coordinator), Miriam Spragg (Membership Coordinator), Jenny Edwards (Communications Coordinator), Ann-marie Francis (Events Coordinator), Jo Maxwell (Marketing Coordinator), Mary Cave-Palmer (Finance Coordinator), Jenny Meadows (incoming Communications Coordinator)

Welcome to Jenny Meadows who will be taking over the RMT Communications role in May.

Approval of minutes from Feb meeting: Approved

Matters Arising

- Upcoming changes to the Incorporated Societies Act and our compliance with the current Act deferred to next meeting.
(<http://communitytoolkit.org.nz/choosing-the-right-legal-structure-for-your-group/incorporated-societies/>.
<https://www.grantthornton.co.nz/insights/incorporated-societies-new-legislation-is-on-the-way--heres-how-to-prepare/>.)

Finance

- Bank account authorisations have now been sorted for Leigh and Ann-marie.
- Mary has been officially appointed as a Trustee for the Prue Blythe Memorial Trust.
- Mary confirmed that all competing quartet members are in good standing for 2022 competition. Chorus members will be confirmed to be in good standing once lists of competing members have been provided with each chorus video entry.
- We need to clarify the timeline of SANZ levy billing and payment, and what would be the best date for choruses to provide a member list that they will be invoiced for (to minimise the need for changes after that date).
- RAMM – Mary is working on the financial reports needed 14 days prior to RAMM.
- Following a request from Young Singers in Harmony Trust management team it was agreed that we would make a one-off donation of \$3000 to support this year's YSIH convention, should that go ahead.
- Charities website currently has Mary, Leigh and Kerry listed. To be discussed at next meeting what may be required.

Education

- Prue Blythe Memorial Trust is looking at funding a YWIIH workshop in the lower South Island later in the year.
- Kerry has been arranging faculty and content for two regional workshops planned for October and November.
- With the 2023/2024 conventions now confirmed for Auckland we will soon need to call for expressions of interest for the convention coordinating team role. Discuss next meeting.
- SANZ 40th anniversary is coming up in 2025. A working group could be set up this year to begin planning for this. Discuss after convention.

Membership	
	<ul style="list-style-type: none"> Only two nominations were received for the Spirit of Sweet Adeline award, by the due date. We know there are many Sweet Adelines out there who are going the extra mile in their community as well as for their chorus so Miriam will go back to choruses giving extra time.
Marketing	
	<ul style="list-style-type: none"> Congratulations to Leigh on being reappointed to the Worldwide committee. The Region 35 Travel in Tune video is now live on social media and RMT agreed to funding some boosts to make the most of this promotion. Members will be offered the opportunity to send in a short video greeting to be aired during the virtual convention Time to be thinking about articles and content for the next Addaline.
Team	
	<ul style="list-style-type: none"> The RMT agreed to add the following note to the Policy Book clause on funding the Education Coordinator and RMT members to attend international events. <i>Please note that all international travel funding is on hold following the impact of Covid-19. This funding will be reviewed in May 2023 for possible reintroduction in 2024.</i> Jenny/Sharon will update this for the website. Greater Auckland Chorus is planning to attend international convention this year after Waikato Rivertones made the decision not to attend. RMT discussed and agreed that due to this unprecedented scenario and pandemic complications we would make the maximum donation noted in the Policy Book (which is \$3000) towards the cost of preparing to represent NZ at the international contest. Going forward RMT coordinators will be able to use zoom as another tool to network with chorus management teams etc.
Communications	
	<ul style="list-style-type: none"> We have received an application for the RMT Education Coordinator role. The applicant has been approved by the RMT and as this role is internationally appointed we have sent our recommendation to SAI. RMT have now been advised of our confirmed 2022 RMT members, with the exception of the Education Coordinator role (which was noted as pending). Jenny Meadows from Nelson Bays Harmony will be stepping into the Communications Coordinator position in May. Leigh and Miriam reapplied and were appointed to carry on in their current roles. So the 2022 team will be Leigh, Miriam, Jenny M, Carolyn, Jo, Ann-marie, Mary plus the new Education Coordinator.
Directors'	
	<ul style="list-style-type: none"> RMT agreed to offer each chorus up to \$200 to help with engaging an international or local coach as part of their chorus education plan for this year. Carolyn will support choruses to make this happen.
Events	
	<ul style="list-style-type: none"> With Kerry departing for international travel Ann-marie will be holding the fort in the education/events area and assisting the incoming Education Coordinator as needed.

CONVENTION	
	<ul style="list-style-type: none">• It was agreed that competing choruses and quartets will each receive a \$100 contribution towards their competition expenses. This decision was made taking into account the unusual circumstances of the past year.
	<ul style="list-style-type: none">• Meeting Closed: 9:30pm <p>NEXT MEETING DATE: Sunday 1 May 9.30am.</p>