

## Sweet Adelines New Zealand – Regional Management Team

### Minutes

Saturday 12 February 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)

**Approval of minutes from November meeting:** Minutes approved.

#### Matters Arising

- Updating the Strategic Plan 2020-2024 – RMT have checked through the document. Effective revision is difficult given the current pandemic scenario. Jenny to amend dates and note that it has been reviewed Feb 2022.
- RMT members have been checking their position descriptions to see what aspects are crucial to the RMT coordinator position, and what could be delegated out to a RMT resource person or reworded so that the RMT roles are less daunting to potential applicants. Agreed that the travel administration around Internationally Funded Visits to be moved from Education to the Events role (Jenny/Jo) Kerry to hand over.
- Information is needed for our Chorus Finance Coordinators on how they should legally be compensating Directors and others that may provide services to a chorus. This is partially covered in our Health and Safety Guideline document but there needs to be a specific document for choruses regarding procurement of services. Mary to work on this and then Jenny will upload both documents to appropriate places on the website.
- Update of RMT Flow Chart – Angela is stepping down from the DCP Coordinator after many years of service and Kerry is happy to take over in July. Regional Education Specialist to be deleted - replace with Regional Faculty and Specialist Education teams. Jenny to update and upload the document.

#### Finance

- We are seeking two resource people to work with Mary on the finance team, for general XERO transactions and for processing event transactions. Mary will assess these job roles as she gets familiar with the setup.
- Budgets for 2022. After Mary has done the year end accounts, she will have a better understanding of how the system is set up and then we can look into the budgets in more detail.
- Process for resigned members discussed. RMT membership informs RMT Finance as soon as they have been advised that a member resigns. Next time prior to invoicing choruses Mary will ask choruses for a list of members as at a certain date and that will be what the chorus is billed for.

	<ul style="list-style-type: none"> <li>• Mary is in the process of invoicing choruses for 2022 levies – still waiting for information from some choruses. Payment is due by 20<sup>th</sup> March.</li> <li>• Members who intend to compete in the 2022 SAI video competition need to be financial members before contest date (to comply with the SAI ruling that all competitors must be financial by 30th April or contest date whichever comes first). Miriam/Mary will work together to confirm this status prior to the competition.</li> <li>• The team approved current accounts pending for payments, as reported by Mary.</li> <li>• Mary noted some areas of the Policy Book that need updating and will send revised wording to Jenny for amendment.</li> <li>• Waikato Rivertones have notified the RMT and SAI that they will not be attending the September 2022 international convention. Greater Auckland Chorus have now been offered that opportunity to attend and have tentatively accepted but will make their decision in the middle of the year.</li> </ul>
<b>Education</b>	
	<ul style="list-style-type: none"> <li>• Recruitment of education coordinator or temporary appointment. Kerry will be finishing at end of March as she will be travelling so we need someone in place to take over by then. Kerry will have the 2022 proposed programme and budget completed by then.</li> <li>• We are working on a series of virtual education events as well as a North Island and South Island education/performance events for later in the year, based on feedback from the 2022 Regional Planning Survey.</li> <li>• We are also working to reinstate the quartet workshop that was to be held in Nelson and postponed.</li> <li>• The Directors Retreat postponed from January will be rescheduled for next year, given that Directors have their hands full navigating the pandemic. Carolyn will keep in close contact with Directors in the meantime.</li> <li>• Virtual education sessions for chorus administration leaders on topics including strategic planning, finance and Health and Safety are being considered.</li> <li>• Upcoming changes to the Incorporated Societies Act and our compliance with the current Act to be looked at next meeting. They are looking to modernise the 1908 Act. We also need to look at SAI requirements versus our regional requirements.  <a href="http://communitytoolkit.org.nz/choosing-the-right-legal-structure-for-your-group/incorporated-societies/">(http://communitytoolkit.org.nz/choosing-the-right-legal-structure-for-your-group/incorporated-societies/</a>.  <a href="https://www.grantthornton.co.nz/insights/incorporated-societies-new-legislation-is-on-the-way--heres-how-to-prepare/">https://www.grantthornton.co.nz/insights/incorporated-societies-new-legislation-is-on-the-way--heres-how-to-prepare/</a>.</li> </ul>
<b>Membership</b>	
	<ul style="list-style-type: none"> <li>• New Chapter at Large member liaison required.</li> <li>• Resignations – 16 since October meeting: 2 x DHC, 3 x FovHC, 4 x WCC, 1 x NBHC, 4 x WRT, 2 x CCC many of these will be due to covid.</li> <li>• Total members now 486 (incl 13 dual members &amp; 15 directors) = 458</li> <li>• The RMT are aware of the need to support chorus leaders to nurture, inspire and retain our current members. This seems to be a particular issue with some longer term members resigning due to the current pandemic. We will focus on supporting directors and management teams directly and also providing as much relevant education and resources as possible.</li> </ul>

	<ul style="list-style-type: none"> <li>• Going forward it would be good to collate our member demographics and longevity and save this as an annual document. It would also be good to have a template available for choruses to use, to add their own data and easily see their own chorus longevity and demographics. Miriam to work with Chika on this.</li> <li>• Suggestion that Membership Liaison to copy in Chorus TC's in her communication on a FYI basis so TC's know what is happeningRegion 35 Members toolkit – propose we get someone in each chorus involved for input with this. This will need to wait until we are through the challenges of the pandemic.</li> <li>• Further discussion needed with SAI going forward regarding the value to region 35 members of the SAI fees, particularly in consideration of BHSNZ opening membership and competition to all singers.</li> </ul>
<b>Marketing</b>	
	<ul style="list-style-type: none"> <li>• Membership rebuild – RMT discussed that as NZ emerges from the pandemic situation there will be a need for marketing to support chorus recruitment and rebuilding. The intention is for RMT to develop material including promotional video/s that choruses can use in addition to their own marketing material.</li> <li>• Jo and team have been working on our region's contribution to the SAI Travel in Tune programme which will go to air in March.</li> </ul>
<b>Team</b>	
	<ul style="list-style-type: none"> <li>• Leigh will add a Teamwork task for FC and CC regarding the annual SAI Verification of Audit Certificate.</li> <li>• Website list of RMT and the information on Who Does What has been updated.</li> <li>• RMT Training being offered by SAI, Leigh to contact Therese Antonini to make enquiries</li> <li>• Establishing an RMT beyond May 2022. Plans discussed to temporarily cover roles if volunteers do not come forward.</li> </ul>
<b>Communications</b>	
	<ul style="list-style-type: none"> <li>• There are several vacancies on the RMT for next year and some key resource team roles are also vacant We need to notify SAI of 2022-2023 RMT members by 1 April. If it comes to the crunch we may need to put 'to be confirmed' if a position is vacant and give the RMT communications address as a contact address.</li> </ul>
<b>Directors'</b>	
	<ul style="list-style-type: none"> <li>• Some of our smaller choruses are really struggling through this time of uncertainty with some members uncomfortable to gather in person and others reluctant to meet via zoom. Carolyn is keeping in contact and offering support. SAI and NZ faculty are available to offer input for our choruses who are rehearsing virtually, and other choruses may be willing to join forces to help take the burden off small chorus leaders.</li> <li>• Suggestion received that SANZ set up a programme to train and certify in-house coaches who are then available to choruses (essentially training and certifying our members to join our education faculty). This will be put on our Strategic plan and followed up by Carolyn. (Jenny)</li> </ul>

Events	
	<ul style="list-style-type: none"> <li>• Ann-marie is ready and waiting to make arrangements for the education events mentioned in the Education section.</li> <li>• The North Island education workshop later this year would be in Auckland or Wellington and the South Island event would be held in Christchurch.</li> </ul>
CONVENTION	
	<ul style="list-style-type: none"> <li>• SANZ 2022 convention will be a virtual convention including competitors' videos and an announcement of results pre-recorded by the judges. We would also include YWIH, Spirit of Sweet Adelines and Education scholarship awards. Kerry to check with SAI if we get any funding to assist choruses/quartets with the recordings.</li> <li>• Leigh Agnew has taken on the Competition Coordinator position for the 2022. We appreciate Leigh offering to do this for the year.</li> <li>• Regarding the 3-year competition expectation, choruses can ask SAI for an exemption at any time to defer by a year. Choruses will then have the option of competing in 2024.</li> <li>• Given the evolving pandemic situation Brisbane is not a realistic option for 2023 and RMT will be looking at a competition and celebration similar to Harmony Aotearoa for 2023 and postpone the combined NZ/AU convention to a future date. Miriam will be checking Auckland venues for 2023 and Kerry to request a date change to avoid Anzac weekend. Leigh to apprise R34. 2022 Regional Annual Members' Meeting (RAMM) will need to be a virtual meeting on 14<sup>th</sup> or 15<sup>th</sup> May during the virtual convention.</li> </ul>
	<p>Meeting Closed: 3:30pm.</p> <p>NEXT MEETING DATES:</p> <ul style="list-style-type: none"> <li>- Tuesday 5<sup>th</sup> April 7:30pm</li> <li>- Sunday 1 May 9.30am.</li> </ul>