

# Sweet Adelines New Zealand – Regional Management Team

## Minutes

Sunday 1 May 2022 – Via Zoom

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

Welcome to Leanne Wheeler, our newly appointed RMT Education Coordinator.

### Approval of minutes from Feb meeting: Approved

#### These items are ongoing:

- Strategic Plan 2020-2024 has been reviewed and uploaded to website. *Much of this is on hold due to the pandemic, and this will need looking at again later in the year.*
- Upcoming changes to the Incorporated Societies Act and our compliance with the current Act.  
(<http://communitytoolkit.org.nz/choosing-the-right-legal-structure-for-your-group/incorporated-societies/>.  
<https://www.granthornton.co.nz/insights/incorporated-societies-new-legislation-is-on-the-way--heres-how-to-prepare/>.)
- SANZ's 40<sup>th</sup> anniversary is coming up in 2025. A working group could be set up this year to begin planning for this.

#### Matters Arising from April meeting:

- GAC have confirmed they have 21 singers attending SAI Convention in Phoenix 2022. RMT will now proceed with the funding as offered.
- With the 2023/2024 conventions now confirmed for Auckland, we have called for expressions of interest for the convention coordinating team role.

### Finance

- Mary has requested a list of He Tangata members, to check their financial good standing with SANZ.
- The financial assistance given to competing choruses and quartets has been distributed and was appreciated by all recipients.
- The 2021 financial statements have been completed and are currently with the reviewer. Unfortunately, he has been sick and his review has been delayed.
- RAMM – the draft financial report was discussed/amended as needed.
- Draft Budget for 2022 was presented for discussion by the RMT, and various expenses added or amended as needed. Key intentions of the budget are to clarify how much money must be retained for next year's convention and other operating costs, and the extent to which we can provide education events in 2022 for a minimal fee. The budget cannot be finalised until we have an estimated budget for the 2022

	<p>Education Plan.</p> <ul style="list-style-type: none"> <li>Financial terminology clarified as follows: Sweet Adelines International always refer to what members pay to them as <i>dues</i>; SANZ regional amounts owed by members are <i>levies</i>; choruses charge their members <i>fees</i>.</li> </ul> <p><b>These items are ongoing:</b></p> <ul style="list-style-type: none"> <li>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. <b>Leanne</b> to confirm with Mary if the event goes ahead.</li> <li>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).</li> <li>Charities website currently has Mary, Leigh, and Kerry listed.</li> <li>Information is needed for Chorus Finance Coordinators on how they should legally compensate Directors and others who may provide services to a chorus. This is partially covered in our Health and Safety Guidelines document, but there needs to be a specific document for choruses regarding procurement of services. Mary will work on this in due course</li> <li>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.</li> </ul>
<b>Education</b>	
	<ul style="list-style-type: none"> <li>The regional education event dates have been confirmed for 28-30 October in Christchurch and 4-6 November in Auckland. Auckland venue needs to be confirmed ASAP. Ann-marie to follow up with GAC and SouthCity.</li> </ul>
<b>Membership</b>	
	<ul style="list-style-type: none"> <li>Discussion was held around the Spirit of Sweet Adelines Award and how it is difficult for newer members to be compared with long-established members, even though they may indeed be very eligible for the award. <b>Miriam</b> and her membership team to look at creating one or two other awards to run alongside the SOS Award.</li> <li>New Chapter at Large member liaison is required. This could be advertised in the next <i>Addaline</i>. <b>Miriam/Jo</b> to follow up.</li> </ul> <p><b>These items are ongoing:</b></p> <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> </ul>
<b>Marketing</b>	
	<ul style="list-style-type: none"> <li>Jo is compiling a list of ideas for the next edition of <i>The Addaline</i>.</li> <li>We are looking forward to receiving the video greetings from choruses, quartets, and individual members to be part of our virtual convention. Jo encouraged RMT members to record a greeting.</li> <li>It was suggested that we add a line in the budget for social media marketing, as it may be required once things start getting back into swing.</li> </ul>

Team	
	<ul style="list-style-type: none"> <li>Leigh will be setting up a Messenger Group to include the new RMT members.</li> </ul>
Communications	
	<ul style="list-style-type: none"> <li>Sweet Adelines international have approved the appointment of Leanne Wheeler as Region 35 Education Coordinator.</li> <li>Officially Jenny Edwards hands over the Communications Coordinator role to Jenny Meadows today. Jenny E will work alongside Jenny M, as needed, while she settles into the role.</li> <li>Jenny encouraged RMT members to set up and use a dedicated gmail address for Sweet Adelines communications, similar to the existing <a href="mailto:events.sweetadsnz@gmail.com">events.sweetadsnz@gmail.com</a>.</li> </ul>
Directors'	
	<ul style="list-style-type: none"> <li>Nothing to report. Directors all have their hands full with either virtual or face-to-face rehearsals, and trying to keep in touch with members who aren't currently attending.</li> </ul>
Events	
	<ul style="list-style-type: none"> <li>Ann-marie will be focusing on confirming venues, etc., for the regional events coming up.</li> </ul>
Convention	
	<ul style="list-style-type: none"> <li>All 2022 competing chorus members will need to be confirmed to be in good standing, once competition lists have been sent in.</li> <li>Leigh had a message from one chorus asking for specific information regarding whether a vaccination mandate will be required for Convention 2023. Responding to this is complicated, given the evolving situation and the fact that all current vaccine passes are expiring this month. RMT will continue to gather information on this.</li> <li><b>Leigh</b> to contact SAI to ascertain if judges are to be paid a fee this year.</li> <li>Vickie Maybury has confirmed that although <b>video</b> evaluation in a normal year does not qualify as the required 1-in-3-year appearance at an SAI competition, 2022 is an exception where this <b>is</b> being allowed. A chorus can take the stage for evaluation without all 4 parts. Alternatively, a chorus can request an exemption, and RMT are happy to provide a supporting letter. Leigh to follow up with SAI and reply to question raised on this topic at the RAMM.</li> </ul> <p><b>RAMM</b></p> <ul style="list-style-type: none"> <li><b>Leigh</b> is collecting the team reports, and these will be uploaded to the website and sent to members on Sat 7<sup>th</sup>.</li> <li>We have received one item for discussion at RAMM.</li> </ul> <p>Foveaux Harmony Chorus's Management Team have submitted the following item for discussion at the RAMM:  <i>Compulsory competing every 3 years.</i>  <i>We thought competing last year would count for this and take the pressure off, but it now appears it does not count, but to compete virtually this year does. As a result, we have no choice but to compete in 2023. We could put in a special request to wait for 2024, but we don't feel this would hold much weight unless the whole region was behind it. We think there must be other choruses who are in a similar position. Perhaps we</i></p>

	<i>could put in a request as a region that our next compulsory year for competing could be moved back to 2024?</i>
	<ul style="list-style-type: none"><li>• Meeting closed: 2:30pm</li><li>• Next meeting: RAMM 21 May at 1pm</li><li>• Next RMT meeting: 9.30am Sat 2<sup>nd</sup> July to 2pm Sun 3<sup>rd</sup> July. Wellington</li></ul>