



MINUTES OF RMT MEETING

DATE: 7 & 8 June 2025

LOCATION: Mary Cave-Palmer's home, Cambridge

ATTENDEES:

Julie Earl – Chair, Team Coordinator
Shelley Phillips – Marketing Coordinator
Leanne Wheeler - Education Coordinator
Mary Cave-Palmer - Finance Coordinator
Carolyn Currington – Directors Coordinator
Shelley Bascand – Events Coordinator incl. Convention oversight

APOLOGIES:

Katie Mathison - Communication Coordinator
Nikola Worrall-Bader - Membership Coordinator

Minutes of the previous meeting were approved.
There were no matters arising.

TEAM COORDINATOR

Julie Earl welcomed everyone to the meeting.

Annual plan was updated with progress as at June 2025 <https://sweetadelines.co.nz/strategicplan>

Friends of SANZ - it was agreed to initiate this as a vehicle to share information, updates, keep connected and build our community eg Tuned In and Addaline. Potential for continued connection with those who are resigning. Need to explore opportunities for building a database from now on. Resigning members would have option to opt in. Start with smaller group to begin building Alumni of SANZ eg immediately past CAL members and those recent resignations. There is no intention to compete with choruses' ex members nor use their databases.

Explore options for a SANZ donation pathway for members who want to acknowledge the positive impact of SA on their lives and want to give back. Wide ranging discussion about the possibilities. To develop this concept further.

THRIVE FUNDING (replaced Internationally Funded Visits (IFVS))

Received NZD\$5,635 from SAI (requirement for this money to be spent on developing aspects of chorus life that are related to chorus management as opposed to musical or visual communication) eg Management 101, Leadership Series.

It was decided to use the funding for marketing grants to choruses, including helpful suggestions about how it could be utilised and evaluated.

SAI requires an accountability report - this would be a collation of choruses' reports.

Regional Fun competition

RMT has designed a fun competition for SANZ choruses to encourage membership growth.

More details to come.

25 & Under Quartets

Add regional award for Under 25 upper voices quartets.

Prue Blythe Memorial Trust Cup - to be purchased for the regional award.

Winners can apply for funding contribution from RMT to attend Rising Star contest in Tulsa or to attend and compete at the SANZ convention.

Promotion of PBMT - trust monies can be applied for to support attendance, registration, membership.

Diversity Equity and Inclusion (DEI)

TC will advertise in **Tuned In** for those interested and facilitate a Zoom with a regional interest group.

Policy Review Cycle

Team agreed to review a policy at each monthly Zoom meeting.

Election Cycle

Four roles up for re-election in 2026:

TC, Membership, Comms - advertise in early 2026

Education Coordinator - advertising required asap for sending preferred candidates to SAI Oct 1, 2025 - advertise in Tuned In

Resource Team

Reformat needed for the team flow chart for website. Continue to grow the Resource Team to support the RMT roles in Marketing, Finance and CAL. Members are encouraged to get involved and apply.

It was agreed to co-opt Mary Cave-Palmer as Finance Coordinator until November 2025.

Feedback from investigation into a suitable convention registration software is due by August 14 meeting (sub-committee).

Feedback from investigation into a suitable SANZ website platform is due by August 14 meeting (sub-committee). A framework has been provided to support/guide the review process.

FINANCIALS

Profitable convention in 2025 means pressure on finances has eased. Surplus will go back into Convention reserves.

Ongoing need to improve medium and long-term financial viability through increased revenue from membership, sponsorship etc.

PBMT to report on how SANZ donation (2024) is to be used.

MEMBERSHIP

Update on chorus membership and chorus development/support plans.

To support sustainable leadership in the region a database of leaders is to be developed by Membership Coordinator from the Shooting Star, Rock Star, Spirit Award winners, RMT teams and others as suggested.

Membership Coordinator to prioritise developing and making accessible tools and resources from the membership retention and education resources, using the SAI website and Spark SAI publication, resource/google drive documents. These are to be added to our website and communicated widely.

Certified Director Pins review - region to purchase going forward, to be awarded at Convention.

EDUCATION

October workshop planning - using judges' observation sheets

Survey Directors for feedback on planning

Education coordinator planning:

- Visual leaders education
- Musical leaders education
- Directors education

Add social element Friday or Saturday evening

Quartet events January/February

Planning underway to meet the range of quartet needs.

Faculty Applications

Two applications received and being followed up. Zoom or in-person meeting for all faculty members to discuss education portfolio plans and direction. Desire to expand faculty further.

DIRECTORS' COORDINATOR

Continue to reach out to choruses to maintain communication with musical leaders.

EVENTS

Team reviewed interim feedback from 2025 Convention- noted that Afterglow, traffic pattern, information sharing and education need attention for next year. Events Coordinator will prepare a 'close the loop' summary for future **Tuned In** to acknowledge convention feedback.

Leadership Series - add to event email for members. Note that it is subsidised by your regional Education levy.

Consider when it may be appropriate for non-members to attend education events eg Music Educators, and what registration price should be, given that non-members have not paid SANZ education or Admin levies.

MARKETING

Logo update -initial work to be started with awareness of pending branding messages from SAI.

Capcut subscription - Shelley P will continue to use the free version but will raise again closer to convention to see if she can purchase a monthly subscription. Review how it could support Marketing role.

Discussed potential to resource a national marketing campaign to raise awareness of SA in New Zealand and all of the chorus options across the country. Target those outside our organisation who haven't found us yet. Shelley P will investigate and bring options to the team. J Earl to follow up with gogiggle marketing.

COMMUNICATIONS

Shelley B will create a schedule for Tuned In and other comms to coordinate our emails to members.

CONVENTION

Events Coordinator, Convection Facilities, CRC and CC for 2026 will make a site visit to Palmerston North Monday 14 June.

Convention Facilities Coordinator to follow up on hold at Waikato Regional Theatre for 2027.

Julie will attend the Joint Convention webinar 14 June and bring back notes and highlights for the team. Mary shared notes on holding a joint convention she made when attending a networking session at the 2024 International Convention.

Next meeting

10 July, Zoom 8pm