



MINUTES OF RMT MEETING - website

DATE: 3-5 October 2025

LOCATION: Julie's house

ATTENDEES:

Julie Earl - Team Coordinator

Mary Cave-Palmer - Finance Coordinator (term ends 5 October 2025)

Leigh Agnew - incoming Finance Coordinator (as of 6 October 2025)

Shelley Phillips – Marketing Coordinator

Leanne Wheeler - Education Coordinator

Carolyn Currington - Directors Coordinator

Nikola Worrall-Bader - Membership Coordinator

Shelley Bascand – Events Coordinator

Katie Mathison - Communication Coordinator

Apologies - none

Minutes of the September meeting were approved (Julie moved, Leanne seconded).

RMT held a minute's silence to commemorate Melody Lowe's passing. GAC will be invited to write a tribute for the Addaline (Julie). An entry to the memorial page will go into Pitch Pipe (Katie). A checklist for ways to acknowledge chorus bereavements will be compiled (Julie).

RMT welcomed Leigh Agnew who starts as Finance Coordinator at the end of this meeting.

In the absence of any applicants after advertising, the incumbents in the following RMT positions were renewed for another term:

- Katie Mathison - Communications Coordinator
- Julie Earl - Team Coordinator

There were no matters arising.

FINANCE

Recommendation

1. That the existing Account Operating Authorities (AOA) to control the SANZ bank accounts are amended as follows:
 - a. KEEP Julie Earl (Team Coordinator) and Leanne Wheeler (Education Coordinator) and
 - b. ADD Leigh Agnew (Finance Coordinator)

- c. DELETE Mary Cave-Palmer (Finance Coordinator)
- 2. Note that the Flexi-Debit Visa Card facility is set up with up to 6 Flexi-Debit Visa Cards under the one account to enable named RMT members and Convention organisers to incur expenses on behalf of SANZ up to a limit of \$8,000 in total across all cards. NOTE that the use of these cards will require only ONE signatory. (All other bank accounts require TWO signatories.)
- 3. That Flexi-Debit Visa Cards are amended as follows:
 - a. REMOVE the card for Mary Cave-Palmer (Finance Coordinator)
 - b. RETAIN the cards issued to: Leanne Wheeler (Education Coordinator) and Shelley Bascand (Events Coordinator)
 - c. ADD a card for Leigh Agnew (Finance Coordinator)
- 4. That the Administrators of the internet business banking facility (Banking on Line) are amended as follows:
 - a. REMOVE Mary Cave-Palmer (Finance Coordinator),
 - b. KEEP Julie Earl (Team Coordinator), Leanne Wheeler (Education Coordinator) and Shelley Bascand (Events Coordinator)
 - c. ADD Leigh Agnew (Finance Coordinator)

On 4 October, this recommendation was moved by Mary Cave-Palmer, seconded by Leanne Wheeler, and agreed unanimously by RMT.

SAI has commented on Region 35 finances: *“The region is fiscally conservative and has positioned themselves to utilise strategic reserves in a cautiously optimistic manner going forward. Good work.”*

SAI guidance on reserves has changed: previously choruses would hold all operational costs as reserves; now they should hold a minimum of \$250 per member or 30% of operating costs, whichever is larger, plus anything tagged for strategic purposes. It is up to the individual chorus how much they hold beyond that.

Mary noted the transfer of a portion of Convention and Education Levies to reserves.

The draft Convention 2026 budget was presented for approval. Julie moved, Carolyn seconded.

The SANZ draft budget 2026 was presented for approval, with the three year financial plan ended 31 December 2028. Mary noted that the current level of reserves complies with the new SAI requirements. Mary moved, Shelley P seconded.

There is still a need to recruit one or more finance assistants.

The Prue Blythe Trustees are currently Shelley B (chair), Leanne and Mary, Bronwynne Allbright and Suzanne Berresford. Asking members to donate on their convention booking form worked well this year, and should be continued. Mary agreed to remain as a trustee because the role does not need to stay with the Finance Coordinator. RMT moved that the Chair be asked to call a meeting of trustees to decide how the funds should be deployed in alignment with the SANZ strategy and report back to RMT by its next meeting. Moved: Julie; seconded: Leanne.

Julie formally thanked Mary for her service as RMT Finance Coordinator for the past 4 years.

TEAM COORDINATOR

RMT updated progress on the strategic and annual plan. This will be available on the website.

RMT reviewed the Annual Regional Evaluation for Region 35, in particular feedback from members on how RMT can better serve them.

RMT took the State of the Region Report as read. There are some good insights for Region 35 from other regions' education and marketing plans.

Youth Affiliate Programme

This is a new two year SAI pilot to encourage youth (treble) choruses - which can be mixed if they can sing SSAA - to participate as an affiliate in Sweet Adelines conventions for evaluation only, and access SAI music resources and lesson plans. Comms collateral is being developed by SAI; RMT will create NZ communications and liaise with Sweet Adelines Youth Outreach coordinator Kim Miller to communicate the programme to NZ youth choruses.

Quartet Club workshop

Julie and Shelley P updated RMT on the Region 34 workshop about setting up quartet clubs at a community level, open to all. The video and printed resources are on the SANZ website and will be promoted in the next Tuned In.

SANZ Historian

Julie reported on her meeting with Rachel Watts who is collating SANZ history material.

Chorus standing rules update

Incorporated society rules come into force April 2026. Julie has communicated with choruses to assist them in updating their standing rules to comply.

Leadership on-line workshop series with Region 34

RMT ensured that at least one RMT member attends each workshop

Accessing SANZ events

RMT considered the pros and cons of opening up registration for regional education events to non-members. These were summarised in a paper for the meeting.

The proposal is that:

- **Agree** that education events will remain open only to Sweet Adelines NZ members
- **Note** that:
 - School Youth Affiliation programme members and their teachers/directors, and Sweet Adelines members from other regions, may purchase registration to education events - this may be at a different price and access may be determined on an event-by-event basis
 - 25 and under barbershop upper voice singers can access education events for 50% of the ticket price
 - SANZ remains open to sharing costs of eg coaches with other organisations
 - A Chapter-at-Large membership costs around NZ\$400 and enables members to register for education events at member prices

This was moved by Nikola, seconded by Shelley B, and agreed unanimously

MEMBERSHIP

Fiona Brodie has started as CAL coordinator, working with Nikola as Membership Coordinator.

SAI Leadership series/THRIVE resources will be linked on the SANZ website for members

Scholarship winners have submitted profiles to go into the Addaline

Next Upper Voices scholarships are due to be advertised

There are 8 quartets registered: more are expected to register before Convention

RMT planned a schedule of chorus outreach visits

Chorus Director pins are being ordered for those completing the DCP

RMT considered a draft proposal for new member month. This will be circulated to Directors and TCs for comment

EDUCATION

Encourage upper voice quartets to compete

RMT agreed to invite all upper voice quartets to compete at our Regional Convention: if they pay for SANZ membership. RMT can suggest pathways to obtain funding support.

Moved: Leanne; seconded: Julie

Faculty per diems

RMT reviewed the SANZ Regional Handbook and Australian faculty payment model. The handbook has no provision for accommodation and mileage, which are potentially large variable costs. RMT agreed that amendments to the SANZ Regional Handbook will be made to incorporate principles for these costs.

There have been no applications for an education scholarship for international travel for 2026. RMT decided to allocate two education scholarships for next year.

DRAFT EDUCATION PLAN 2026-2028

RMT discussed the draft Education Plan to ensure that a good range of opportunities for members is planned well ahead in principle for the next three years.

COMMUNICATIONS

Sharon Connor joined the meeting to talk about options for website platforms. A paper will be presented to the next RMT with a proposal and costs for approval

A SANZ calendar has been set up for publication on the website. It includes education events, SA contests in NZ and internationally, other non-SA barbershop events, RMT meetings, and individual chorus concerts and retreats

The content list for The Addaline December issue was reviewed. RMT determined that two of the four strategic pillars would guide The Addaline's focus each time on an alternating basis. This next issue will be Learn and Connect; the alternate issue will be Compete and Perform.

DIRECTORS COORDINATOR

Responsibilities for conducting Sound Check and the STAR chorus are being allocated.

MARKETING

Four marketing grants have been applied for. Shelley P is liaising with choruses to encourage them to apply for grants.

Hi-vis vests for RMT and officials at convention will be purchased, printed with SANZ

Hooked on Harmony has gone well, with good engagement with members and non-members.

EVENTS

Shelley B reported on organisation for the October music leaders' workshop.

RMT meetings

Nov 13 2025 - Zoom

Jan 30-1 Feb 2026 - Waikato

March 5 2026 - Zoom

April 23 2026 - Zoom

May 14 2026 - Palmerston North

June 18 2026 - Zoom

July 31- Aug 1 2026 Wellington

September 3 2026 - Zoom

October 15 2026 - Zoom

November 13-15 - Waikato

ENDS