

## Sweet Adelines International Region 35 Regional Management

### Minutes of Meeting, 18-19 June 2016

**Present:** Patricia Veen (Team Coordinator), Hilary Clifton (Events Coordinator), Moira Haddrell (Marketing Coordinator), Julie Scoggins (Membership Coordinator), Joanna Lyes (Directors' Coordinator), Katrina Te Punga (Communications Coordinator), Jocosa Bruce (Education Coordinator), Stella Nicholson (Finance Coordinator)

	<b>Saturday – meeting commenced 9.00am</b>	
<b>1</b>	Welcome/Apologises	
<b>2</b>	<b>Approval of previous Minutes – February Minutes approved.</b>	
<b>3</b>	<b>Matters arising</b> - Wording clarified for Education Coordinators funding increase for travel that was agreed at the last meeting. PBMT – Mary Ann to send the Trust Deed to Communications Coordinator so it can be saved with other Regional documents.	Mary Ann
<b>4</b>	<b>Items dealt with prior to this meeting:</b> Several errors have been identified in Regional learning tracks for massed songs – agreed that MOLTO! will record new and accurate tracks for the Region for an agreed cost. <b>This was agreed by all RMT 1 June</b> and MOLTO! have been asked to go ahead and make the tracks.	
<b>4.1</b>	<b>Correspondence:</b> Proposed letter to CCC from Patricia see item 14. Letter to Taranaki Chorus from Patricia re:Trust grant. See Communications and Team Coordinator reports. Old correspondence – March (Faultline letter, Virginia HT email re:fees) Any correspondence should be forwarded to Comms Coord to take note of it for the next meeting.	All RMT
<b>5</b>	<b>Matters concerning all Coordinators:</b> <b>State of the Region Report</b> – Will be completed in time for 30 June deadline. Education plan outlined – we are trying to get more assistance to choruses before contest, getting chorus on the right foot sooner in the year. Pivotal 6 weeks before. Our Winter - coaches are avail as it's their summer holidays. Trying to get Intl bookings penned in for 3 years out for Jan/Feb slots. RMT asking SAI about the anomaly with wildcards with different rules for Quartets and Choruses.	Katrina  Patricia
<b>6</b>	<b>Discussion of regional funding for winning Chorus, Quartet, Wildcards</b> – Report circulated by Stella of past years. It was noted that it's easier for choruses to get grants from local entities rather than at a national level. A letter of congratulations and support will be sent from the Team Coordinator.	Stella/Patricia
<b>7</b>	<b>Strategic Plan</b> – Jan/Feb timing has been past timings to review. Needs to be discussed and reviewed in detail so it was agreed it will be reviewed at November meeting. We may have had a response back from the SOTR which can be added into the Strategic Plan. Will be added to November meeting agenda.	Patricia
<b>8</b>	<b>Health &amp; Safety policies</b> – Moira sent policy to Patricia. Need to keep our members apprised of H&S issues. We are not employers but we still need to have details. Patricia to turn it into a more generic policy for all choruses and then we'll make it available to all choruses on the website.	Patricia

9	<p><b>RMT positions</b> – Finance, Directors, Events, Marketing positions being advertised – there is a maximum (3 x 2yrs) 6 years. Moira thought that a more creative marketing person was required, proficient in social media.</p> <p>Send to all members links to website and send to TC's to encourage. Dates as per RMT manual. Slate – bio with photo to all members – out to everyone.</p> <p>Follow details/procedure in RMT handbook. Moira to send RMT marketing brochure to Katrina.</p>	<p>Katrina</p> <p>Katrina</p> <p>Moira</p>
10	<b>New Governance model</b> – Added our feedback to State of the Region report.	
11	<p><b>Copyright</b> – We discussed the work done on the copyright document by Deborah Kessell-Haak and Baldwins. It is appreciated all the hard work done. The outstanding areas were: How do I get permission? Videoing is done for SAI not for us. That's why we ask for permission. Ask Music Services for permission.</p> <p>Copies for prospective members – per copy fee ones – only paid for x of members.</p> <p>Prospective members receive music in a different colour, then they are shredded if not a member.</p> <p>Learning tracks and sharing learning tracks - You need to go back to the person who made those learning tracks to get permission to share not just forward them on yourself.</p> <p>Films – private viewing. Chorus gets permission from SAI to view the video.</p> <p>New song arranged – contact arranger, and they organise the copyright</p> <p>Copyright document to include "Choruses to keep records of who paid, for how many copies and when they paid"</p> <p>Jocosa will complete the gaps and give to Deborah to include in the policy and Deborah will re-issue a finalised version.</p> <p>"Gazetted educational organisational" – Are we gazetted? Otherwise producing copies for teaching purposes are very limited. Patricia to ask SAI, it may be called something with them.</p> <p>RMT appreciate the effort by Deborah Kessell-Haak and Baldwins.</p> <p><b>This should be discussed with all Choruses in the RMT catch-up.</b></p>	<p>Hilary</p> <p>Jocosa</p> <p>Patricia</p> <p><b>ALL RMT</b></p>
12	<b>Standing Rules</b> – Mabel's handwritten notes to be reviewed. Patricia to review Australia's Standing Rules to see how different they are from SANZ.	Patricia
	<b>Coordinators Reports</b>	
13	<p><b>Education Coordinator</b></p> <p>Report presented</p> <p>Questions/Discussion: AHA numbers – 289 excluding faculty. 269 last year.</p> <p>February Leaders Meeting – Buses will depart Wellington Airport 2pm.</p> <p>Katrina to resend Leaders Mtg flyer from Jocosa to all Leaders, Comms. <i>(Email read: It is being held at El Rancho in Waikanae, just north of Wellington. A bus will transport those flying into Wellington and the bus will depart from the Airport promptly at 2pm on the Friday afternoon. The bus will return mid/late afternoon on Sunday to Wellington Airport so flights should be booked for after 4pm to allow for traffic delays).</i> <b>DONE.</b></p>	Hilary
14	<p><b>Finance Coordinator</b></p> <p>Reports presented</p> <p>Questions/Discussion:</p> <p>Figures presented for last three conventions.</p> <p>PBMT see above under 3</p> <p>Survey Monkey – licence already paid for but let choruses know about 10 free questions if they want to use it. <b>(In the Chorus catch-up)</b> Katrina to investigate Webforms in Groupanizer.</p> <p>Levy discussed from past RMT meeting. Total new levy from 1 May 2017 \$180 for full Adult chorus members</p>	<p><b>ALL RMT</b></p> <p>Katrina</p>
15	<p><b>Events Coordinator</b></p> <p>Report presented</p> <p>Questions/Discussion:</p> <p>Discussion on Convention evaluation – comments throughout vs comments at the end.</p> <p>Discussion on 2017 Convention – 17m width issues with venues. International information</p>	

	<p>shows that scores have dropped when stadiums are used. Dunedin Town Hall meets all the requirements. <b>The RMT agreed on 20-23 April 2017 for Convention 2017 to be held at Dunedin Town Hall.</b> This is the middle weekend of school holidays. We are very pleased that Dunedin Harmony have offered to help run this event. Hilary is in discussion with Air New Zealand regarding flights.</p> <p>250 beds have been put aside so far in Dunedin. The Distinction Hotel will be used for the Judges.</p> <p>Thank you to Nancy Jensen for bringing the Auckland World Master Games accommodation issue to our attention so quickly.</p> <p><b>Discussed and approved that Dunedin will host the convention on 20-23 April 2017.</b> Rates have been negotiated at four hotels. Scenic Circle Dunedin City, Distinction, Kingsgate, Scenic Circle Southern Cross. Remainder being this week by Hilary.</p> <p>Convention theme 2017 – earlier please so the website can be setup for the theme. Host chorus to put ideas to RMT to approve.</p> <p>2015 Convention theme badges are missing from Marketing – Moira to check Convention crate, currently with Christine and to check with Sandy also.</p> <p>New paragraph for policy book regarding – “Fundraising at Convention” and to raise funds for this year’s winning Quartet (who will attend International in less than 6 months).</p> <p>Merit Pins – Katrina update Awards recipients and remove from the policy book. This will now be held on the website. Add Dina’s spreadsheet information. Criteria for being awarded a Merit Pin shall be: Sweet Adelines New Zealand members considered by or recommended to the RMT to have made an outstanding contribution to the Region</p> <p>Merit pins to stay in Convention crates as presented at Convention and Longevity pins to be held by Membership Coordinator.</p> <p>5yrs, 10yrs, 15 year pins Choruses can buy but 20yrs &amp; 25yrs are awarded at Convention.</p> <p>Banners – Regional Banners, chorus banners. No more banners. If there are banners out there, please photograph them and send the photographs to <a href="mailto:sweetadsnz@gmail.com">mailto:sweetadsnz@gmail.com</a></p> <p>Medals – when handed out at Convention Choruses must hand back excess medals at the time. Only those that sung on stage are entitled to receive a medal or the chorus can purchase extra ones as they see fit.</p> <p>Ribbons v Medals – Ribbons are being phased out Internationally so we have decided to award the following medals: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> both divisions and overall. 4<sup>th</sup> and 5<sup>th</sup> Chorus receive the Chorus certificate. Quartets 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> all receive medals. Most Improved receive the cup. Choruses winning the Most Improved award may purchase medals directly from SAI if they wish.</p> <p>There was discussion regarding online registrations and making it happen. RMT is going to trial Online registration for the upcoming Leaders weekend with hopefully rolling this out to Convention. Do a trial run with RMT members before the Leaders weekend registration is rolled out. Sharon to go ahead and start designing. For Convention it would be each member registers and pays directly via credit card. Finance and Membership will need access to registrations along the way. For the Leaders workshop registrations open 1<sup>st</sup> Oct and closes 27<sup>th</sup> Nov. Katrina to talk to Sharon to get underway.</p> <p>Need to ensure Registration fees at Convention are as per Policy book which follows International rules. Remind choruses in next Addaline. Clarifying anomalies from this year’s form. Katrina to update registration form. Single event means single day. Educate members. Advise Addaline Editors so a piece can go in there.</p> <p>20 – 30 second video from contest. Has this been sent/uploaded to SAI? Hilary following up.</p>	<p>Hilary</p> <p>Hilary</p> <p>Moira</p> <p>Katrina</p> <p>Moira Hilary</p> <p>Hilary</p> <p>Hilary</p> <p>Sharon</p> <p>Katrina</p> <p>Katrina Addaline Hilary</p>
	<b>Meeting adjourned 5.45pm</b>	
	<b>Sunday 29 June meeting recommenced 9.00am</b>	
16	<p><b>Communications Coordinator Report</b></p> <p>Report presented</p> <p>Past items: Enquiry from Bella a Cappella regarding the national brochure. For their Introductory pack – this is what Region 35 is. Moira is trying to locate this document. Nothing found. Pretty brochures now superseded by website. Moira guided them to Intl website.</p> <p>Questions/Discussions:</p>	

	<p>All roles will use their generic emails addresses. Katrina to advise Addaline.</p> <p>Documents that should be centrally stored should be sent to Katrina to store on RMT Backup Drive. Hilary to send convention 2015/2016 documents and Stella to send documents that are long term.</p> <p>If we have Skype RMT calls the best time may be Friday night after 8pm. Maybe once per quarter. Not a regular thing. RMT did a trial Webinar with Patricia. This trial was successful with Katrina's computer, Patricia to contact other RMT members individually to check that the software works for them with a view to running webinars between scheduled RMT meetings. The purpose of this is to save time at RMT meetings and be able to discuss individual topics that may require a quick response.</p> <p>Layout for the digital Addaline will be single page rather than double page. – Advise Brianna</p> <p>He Tangata Show Chorus documents need to be loaded on the website. Hilary to send to Katrina</p>	<p>Katrina/Addaline</p> <p>Hilary Stella</p> <p>Patricia</p> <p>Katrina</p> <p>Hilary</p>
17	<p><b>Membership Coordinator Report</b></p> <p>Report presented</p> <p>Questions/Discussions:</p> <p>No representatives from CAL at RAMM. We would prefer that someone is there from all choruses. <b>(In the Chorus catch-up and Handbook)</b></p> <p>Update job description of CAL coordinator Patricia.</p> <p>Old items, photograph them, then send the photo to Alexander Turnbull. Perhaps old videos could be digitised. Commorative booklet for 30 year one?</p> <p>Stella to send Katrina and Julie membership lists as financial list will be the "correct" list.</p> <p>Membership is declining now 652 as per the latest regional levy returns.</p> <p>Girl Guiding contact regarding the YWIH patch is ongoing. Girl Guides are aged 5 – 18 years.</p> <p>There is a camp in September in Auckland. Hoping for it to come together.</p> <p>Discussion regarding communications with schools – Kapiti College. Perhaps coaching could be open to outside organisations to observe and listed on the website. Put "upcoming coaching" on public website.</p> <p>Resigning members to be forwarded onto Stella and Katrina</p> <p>Historian and CAL member – Archival items that were on the old website. Where are those files? Sharon? Website provider?</p> <p>RMT Contact Chorus list updated for 2016-2017. <i>Attached to the bottom of these minutes</i></p> <p>RMT plan on having a list of things to talk with each chorus about. Items highlighted in purple in these minutes will be added to the list and the list will be collated by the Communications Coordinator.</p>	<p><b>ALL RMT</b></p> <p>Patricia</p> <p>Stella</p> <p>Julie/Joanna</p> <p>Katrina Julie</p> <p>Katrina</p> <p>Katrina</p>
18	<p><b>Directors Coordinator Report</b></p> <p>Report presented</p> <p>Questions/Discussions:</p> <p>Email to all members re: Rising Star – Joanna &amp; Jocosa to write it and Katrina will send it.</p>	<p>Joanna/Katrina</p>
19	<p><b>Marketing Coordinator</b></p> <p>Report Presented</p> <p>Questions/Discussion:</p> <p>Agreed all communications through Katrina (<a href="mailto:sweetadsnz@gmail.com">sweetadsnz@gmail.com</a>)</p> <p>We need to do more marketing to internal people for retention and expanding our membership.</p> <p>Convention Sales tables – in the Handbook that all choruses and quartets can have a table.</p> <p>Passwords – request a new one themselves through the site, web emails will go to Sharon, other enquires come to Katrina.</p> <p>Pride of Portland a private tour organised by Kate Veeder 18<sup>th</sup> Feb-4<sup>th</sup> March (24<sup>th</sup> Feb Wgtn).</p> <p>Brianna doing the marketing. Moira to contact Brianna to understand what is happening.</p> <p>AHA Addaline magazine – RMT agreed to an extra edition after AHA which will be produced with Rising Star, AHA, Directors Seminar and Prue Blythe recipient's contributions. It is a requirement of PBMT for recipients to write a report afterwards. Moira will advise Editors and organise people to make contributions along with the Editors.</p> <p>Logo competition needs to be run earlier.</p>	<p>Hilary/Moira</p> <p>Moira</p> <p>Moira</p> <p>Hilary/Moira</p>

	Convention marketing will run on screens at all venues in Dunedin (Forsyth Barr Stadium, Town Hall, ??) – we need to create something to go on these screens. Moira to liaise with Convention Committee to find out what sort of thing is required. Youtube 25 mins video - I am Sweetadelines – Moira to follow-up link with Sandy There are many health benefits of singing so we should be pushing this aspect. Moira and Joanna to discuss how we can promote this.	Moira  Moira Moira/Joanna
<b>20</b> <b>21</b>	<b>Anything left over from Saturday? General Business</b> <b>Future Meeting dates</b> 12-13 November 2016 – Next meeting will be in Dunedin – Distinction Hotel. Arriving Friday afternoon 11 <sup>th</sup> Nov Hilary to advise whether we can visit Town Hall on Friday then we can book flights. No January meeting Mini-meeting during El Rancho Education weekend – maybe Thursday night – but waiting on accommodation Hilary to confirm. Otherwise Friday 17 <sup>th</sup> Feb 10am-4pm. Education to start 6pm El Rancho.	Hilary     Hilary
	<b>Next meeting</b> 12 /13 November Dunedin	
	<b>Meeting closed 12:30pm</b>	

#### RMT Contact Chorus list updated for 2016-2017

Bella A Cappella	Julie
Capital Harmony	Patricia
Chapter at Large	Julie
Christchurch City	Moira
Dunedin Harmony	Hilary
Faultline	Hilary
Foveaux	Stella
Greater Auckland	Moira
He Tangata Show	Stella
Manawatu Overtones	Patricia
Nelson Bays Harmony	Patricia
Sounds of Hawkes Bay	Katrina
SouthCity Soundz	Joanna
Taranaki Harmony	Joanna
Waikato Rivertones	Jocosa
Wellington City	Katrina
Whangarei Harmony	Julie