

Sweet Adelines International – Region 35
Regional Management Team
Meeting 31 May – 1 June 2019
Minutes

Venue: Thomas Dewar Sziranyi Letts Lawyers, Forsyth Barr Tower, Knights Road, Lower Hutt

Present: Leigh Whitelaw (Team Coordinator), Miriam Spragg (Membership Coordinator), Jo Maxwell (Marketing Coordinator), Virginia Humphrey-Taylor (Directors' Coordinator), Nicola Giles (Communications Coordinator), Sarah Bennett (Events Coordinator), Kerry Stewart (Education Coordinator).

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| Friday 31 May 7.30pm | | Actions |
| Approval of minutes of last meeting | Minutes of the last Regional Executive Committee meeting approved by Kerry and Leigh. | |
| Matters arising from minutes – updates and any actions required | <p>With Julie Scoggins having stepped down from the role of Standing Rules and By Laws, we need to advertise the position. In the meantime Leigh will be checking all standing rules for choruses.</p> <p>The RMT approved obtaining a credit card facility. Kerry and Leigh will be card holders and RMT members who need the use of the card should contact Veronika, Kerry and Leigh to arrange details.</p> <p>Veronika will look into setting up a PayPal account for payment of fees/bills. She will also look into the Xero facility that allows clicking into the invoice and clicking 'pay' to pay the invoice.</p> <p>Chorus visits by REC: Whangarei Harmony Chorus and Bella A Cappella visits are the last needing an informal visit from a regional representative. Virg will visit Whangarei.</p> <p>Whangarei Harmony Chorus have a new co-directorship. Jacqui Cox and Fi Boorer.</p> <p>We would like to publish an Addaline Lite (Team Talk) following this meeting to convey updates to the Region.</p> <p>Following a discussion on the funds available for the 2018/19 champions representing Region 35 at International; a decision was made to contribute \$2,500 to ROXY quartet and \$3,000 to Waikato Rivertones.</p> <p>Let ROXY and Waikato Rivertones know they will be getting a payment.</p> <p>In future we would like to be able to announce the decision on funding at convention directly to the winners. Veronika will need to review funds available just prior to contest and seek approval from the team. Then it should be entered into information for the RMT Team Coordinator to announce during the appropriate session awards. To set this system up we need tasks set up in TeamWork.</p> <p>Leigh reminded the team that reports for RMT meetings are required a week prior to meeting dates. Jo is sending out a new template with the other updated document for RMT use.</p> | <p>Leigh</p> <p>Veronika</p> <p>Veronika</p> <p>Virg</p> <p>Leigh</p> <p>Veronika</p> <p>Nicola</p> <p>Jo</p> |
| Coordinator Reports 8.30pm | | |
| Communications | <p>Written report presented.</p> <p>With us re-joining the RMT governance this year the roles of Education Coordinator, Team Coordinator, Communication Coordinator and Membership Coordinator are only one year roles and need to be advertised in the next few months.</p> <p>Nominating committee – We need people who have been around a while, are discreet and able to read the references provided and make recommendations to the RMT.</p> | Nicola |
| Directors' | <p>Written report presented.</p> <p>He Tangata has currently 65 members, 61 have said they will travel to the world choir games. Miriam will send Veronika updated information on the members of He Tangata regularly so we ensure they are all financial with the region and international/ Clarification was sought on the two tier membership fee for He Tangata: \$130 is for a permanent member, \$50 is for a first rehearsal 'trial', the balance due if the member decides to stay (\$80).</p> <p>Fiona Lincoln is on the Directors Certification Programme list and is no longer a member as of 2014. Virg - let Angela Blank know. Miriam to check the rest of the list to establish they are current members.</p> | <p>Miriam, Veronika</p> <p>Virg, Miriam</p> |

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| Events | <p>Written report presented.</p> <p>We have accepted the International Board's offer of a visit from an International Board member to help refresh strategic planning and assist the new RMT. Therese Antonini coming 6/7 July.</p> <p>Perhaps use Veronika's work as a venue for RMT training since it will be a smaller group. Veronika will check. RMT to self-cater.</p> <p>Leadership in Action workshop – 10 August. 14 participants registered so far. Registration reopened until Friday 19 July. Nicola to send email to Team Coordinator list.</p> <p>Workshop payments – some people paying straight into account, but some people expecting Chorus to be invoiced despite the instructions on the registration which tell you to pay by personal transfer. Veronika is seeing payments arrive and they sometimes don't have any kind of reference to match with registrations. Sarah and Veronika to discuss the best approach with information on the registration. We have looked at online registration systems a couple of years ago – Approach Katrina for her previous experience with this - Sarah. Faultline has been using Eventbrite for Introduction Course registrations – possibly an option. We need to make sure that Veronika is aware of what money she should expect in the bank account. Sarah will grant access to Veronika for SurveyMonkey, and Veronika will look at ideas for processing registrations with payments. Potentially outline the process for small, medium and large events.</p> <p>Sarah to offer catering to ROXY for the Leadership workshop.</p> <p>The Power Within (Directors') Workshop – 24 participants plus 5 intending to attend from Dunedin have registered. Registrations close Friday 13 September. Programme has already been sent out.</p> <p>Look at standardising the cost RMT will pay for catering – both RMT meetings and regional events. We want it to be worthwhile as a fundraiser for the chorus or quartet but also make it affordable for the membership.</p> | <p>Leigh</p> <p>Nicola</p> <p>Veronika, Sarah</p> <p>Sarah</p> <p>Veronika, Sarah</p> |
| Meeting finished 10.00pm | | |
| Saturday 1 June 9.30am | | |
| Coordinator Reports Continued | | |
| Education | <p>Written Report Presented.</p> <p>YWIH Kerry commented on the need to report the Prue Blythe Memorial Trust finances separately from the region's as the Trust is a separate entity. The trust deed and annual reports are on the Charities website and available to the public.</p> <p>The Trust funds YWIH activities in Region 35, including supporting the regional and national contests. The primary funding sources are the raffle and collection at convention.</p> <p>The RMT Finance Coordinator and Education Coordinator are permanent Trustees. Mary Ann Zorovic remains as one of the original trustees and the Trust recently appointed Bronwyne Albright. It would be helpful to have a trustee from the Wellington region as this is a strong base for young singers. The trustees have recently renewed the Memorandum of Understanding with Barbershop Harmony New Zealand for the Prue Blythe contribution to the national convention cost. The trust will contribute \$1,500 this year.</p> <p>Following the Young Women in Harmony judging workshop last year, we need to ensure that we continue to train members as judges and use them as regional contests. This reduces the cost of contests but more importantly, is a good musical development opportunity for members.</p> <p>Kerry had provided some short feedback to SAI on the Guide to Regional Conventions. The primary feedback was that it would be helpful to focus on what needs to be done and by when, rather than assigning tasks to roles. She noted that the region managed conventions very effectively through online project management software and that this took away the need for lengthy documentation.</p> <p>Education planning 2020-2025 An education survey will be sent to members this year to assist the education team in reviewing and updating the education strategy and 5 year plan. This will link into the RMT strategic planning workshop in July. Kerry will work with Virginia and Miriam on the initial survey.</p> <p>September 2020 is the Barbershop Harmony New Zealand affiliated Pan Pacific Convention Convention in Auckland with the mixed quartet category. Looking at feasibility of a mixed quartet workshop. Need to include this topic in the education survey.</p> <p>November 2020: Betty Clipman is scheduled to visit to deliver quartet workshops and as coach</p> | <p>Kerry, Virg, Miriam</p> |

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| | <p>in residence for choruses.</p> <p>Education team vacancies We are recruiting for an Arranger Education Specialist to replace Manjula Shivanandan. This role will also act as the regional coordinator for the new Arranger Certification Programme.</p> <p>Kerry is also considering recruiting for a Faculty Education specialist to focus on professional development for the current faculty and to help grow and develop new faculty members.</p> <p>Joint convention with Region 34 in 2023 Kerry had reported on her discussion with Kate Hawkins (Region 34). Process - each RMT will formally endorse the intention to go forward with a joint convention then follow the process outlined in the contest rules to request a joint convention. The Gold Coast Convention Centre has been identified as the most suitable venue and Region 34 will book this. We need an indicative budget as soon as possible.</p> <p>Future Convention Locations: 2020 Wellington, 2021 and 2022 Christchurch, 2023 Gold Coast, 2024 and 2025 Auckland, 2026 and 2027 Wellington, 2028 and 2029 Christchurch.</p> <p>Christchurch Town Hall Auditorium 2021, 2022 would potentially be a smaller venue.</p> <p>The RMT endorsed holding a joint convention in Gold Coast in 2023.</p> | Kerry |
| Membership | <p>Written report presented.</p> <p>General discussion around applying for grants and clarification around the common misconception that grant funds cannot be applied for if the funds are going off shore. Veronika is going to collect information from Finance Coordinators and compile a document to support choruses and encourage management teams to be more pro-active with applying for grants. Discussion held on membership issues.</p> <p>Miriam has a plan to follow to keep membership information as up to date as possible. The information on the website for how Finance Coordinators let the Region and International know of new and resigning members will be updated if necessary and resent to the appropriate people.</p> <p>We now have 28 Chapter at Large members.</p> <p>Discussion held on the necessity of all members including CAL (Chapter at Large) to be financial when taking part in contest to avoid any risk of disqualifications including quartets. International sends a reminder via email with their invoice to Chapter at Large members a month out and then another closer to the time.</p> <p>Miriam appreciated Leigh's summary of contact with Chapter at Large members. Miriam would like to have a Chapter at Large coordinator and a He Tangata contact as well as the Team Coordinators list. Advertise for Chapter at Large coordinator and He Tangata coordinator in Addaline Lite if the roles have not been filled previously.</p> <p>Targeted information required for Chapter at Large members, otherwise they can become distanced from the Region and it can lead to issues with their involvement in events and financial lapses.</p> <p>Memberships can be paid for more than one year at a time and this can be a cost saving – can we encourage people to do that?</p> <p>International Membership Incentive Programme Free international registration plus other incentives for every 5/10/15/20/25 people you bring into the organisation. Can we advertise it to the membership in the Addaline Lite? Miriam to write an article to point this out to those who are registering members.</p> <p>Addaline Lite – this publication is for communication to every member with short sharp articles. Informative, important information. E.g. Payments Due. Brianna and Sandy are aware that we will be using this document.</p> <p>Miriam will set up a letter to Team Coordinators and Directors every month and then when the Addaline Lite is coming out she will just say 'look out for the Addaline Lite'.</p> | <p>Veronika</p> <p>Miriam</p> <p>Miriam</p> <p>Miriam</p> |
| Morning Tea 10.30am Continued 11.00am | | |
| Marketing | <p>Written report presented.</p> <p>Review of the marketing and communications channels (social media, website – public and member facing, and publications etc.) to clarify audience, purpose and content type. Nicola and Jo will look at this before Therese visits.</p> | Nicola, Jo |

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| | <p>We need a list from international about which publications/communications go to which members. Also up to date management team lists from choruses so we can send communications to the correct people. Nicola will request a list from international with which publications go to whom.</p> <p>Nicola will update the template for chorus management teams and send to Miriam, who will contact Lesley to send it out. Decide prior if we want the member list as well. Check a teamwork task for this exists as a regular occurrence.</p> <p>Discussion around perhaps using social media to raise more regional awareness in general about Sweet Adelines and barbershop in NZ.</p> <p>Perhaps information about how to market your chorus on social media in the Addaline Lite? Jo to write an article/guide.</p> <p>Noted that Prospective Chorus Sounds of the Shore have been doing proactive social media and developed a website presence.</p> <p>Jo has done a refresh of the brand with a new colour palette and taking out some of the older branding and reintroducing the tag line 'a cappella with attitude'.</p> | <p>Nicola</p> <p>Nicola, Miriam</p> <p>Jo</p> |
| Lunch 12.50pm Continued 1.15pm | | |
| Finance | <p>Written report presented.</p> <p>Finance Report Figures in the report are GST inclusive.</p> <p>Issuing of invoices to choruses to be done.</p> <p>Veronika wants to understand what has happened in previous years with the charities reporting. Veronika will look at the previous charities reports.</p> <p>We need to look at how Sweet Adelines New Zealand's charitable purpose is described. Look at the Faultline Chorus report as a guide as Veronika has done this already.</p> <p>The event information that Veronika needs is on the website. Veronika will work on that with support from Jo but will ask for more information for others as required.</p> <p>State of the Region Report deadline coming up - Financial information is required some of which is the same as that required for the charities reporting and was provided in the written report. Veronika will provide this to Nicola.</p> <p>We need a budget from Wellington 2020 – use the Wellington 2018 convention budget as a starter.</p> <p>We will explore the investment of reserve funds once Veronika has balances ascertained.</p> | <p>Veronika</p> <p>Veronika</p> <p>Veronika/Jo</p> <p>Veronika</p> <p>Veronika</p> |
| Team Coordinator 2.50pm | <p>Written report presented.</p> <p>Correspondence in from Greater Auckland Chorus has been actioned and Leigh will follow up.</p> <p>Discussion held regarding registration fees for events where we offer registration to people from other regions – we need to include the appropriate fees to make sure they are paying the equivalent of our levies as well. Sarah will check the current workshop registration forms. International last year changed the way they recognised longevity acknowledgement for members – accumulated now rather than continuous. It was agreed that we will now do the same in this Region. Miriam to write a piece for the Addaline Lite and update website.</p> <p>Leigh to work on taking information from this meeting for advertising of roles into an article for the Addaline Lite.</p> <p>Profiling the team on social media – Jo will provide some questions for the RMT to answer.</p> | <p>Leigh</p> <p>Sarah</p> <p>Miriam</p> <p>Leigh</p> <p>Jo</p> |
| General Business | | |
| Meeting closed 4.00pm | | |
| Next Meeting | Strategic Planning Meeting, Wellington 6 July 2019. | |