

# MINUTES OF SOUNDS OF HAWKES BAY MANAGEMENT TEAM

Held on Wednesday 12<sup>th</sup> March 7.15 pm at Jan's.

**PRESENT:** Katie, Jan, Michelle,Cherie

**APOLOGIES :** Margot, Lana

**MINUTES OF PREVIOUS MEETING:** Minutes of February meeting have been circulated to Management Team.

**MATTERS ARISING:** Long Membership Pins: These awards have not been updated for some time and Jan has drawn up a list of those who are eligible. The Team decided that the Chorus will buy 15 year, and 20 year pins, and the 10 year pins would be left up to individuals to purchase for themselves. Jan will work further on this project.

Retreat Theme/Social activities: This was discussed but no definite decision reached. Will be discussed further with the Chorus.

MOVED that the February Minutes be accepted: Cherie    **SECONDED:** Katie    **CARRIED**

## **FINANCIAL REPORT:**

The Financial Report for February 2014 was presented to the meeting.

MOVED that the February Financial Report be approved: Jan    **SECONDED:** Michelle    **CARRIED**

## ***REQUEST FOR PAYMENTS TO BE APPROVED FOR PAYMENT FEBRUARY 2014:-***

Reimb to Shirley E.	\$46.70	Retreat Stationery etc
Evelyn C	\$52.50	Materials for alterations to hall cupboard

MOVED: The above payments be approved: Jan    **SECONDED:** Katie    **CARRIED**

## ***REQUEST FOR MARCH 2014 PAYMENTS TO BE RATIFIED***

4/3	\$1580.00	SANZ Auckland Convention
12/3	\$200,00	SANZ Akld Convention (correcting Jan's underpayment for above)

Monies received, hence lump sum paymt to RMT

MOVED that the above payments be ratified: Jan    **SECONDED:** Michelle    **CARRIED**

## **CLOSING BALANCE OF ACCOUNTS as at 28 February 2014**

Westpac Check Account	\$3,282.20
Westpac Online Saver – Escrow	\$19,556,54
Westpac On-line Saver – Fundraising	\$13,601.99

## **ADDITIONAL NOTES:**

\$259.61NZ still to come through on our Feb Credit Card, pay March.

Director's Chorus Night Costs: As Lana is now sole director her costs were discussed and the

Team settled on \$30 per Chorus night. This amount will be paid into Lana's account for March.

Jan has investigated the IFV fund with regard to Shirley Kout's visit but has found it does not apply in this instance. IFV is for airfares only and needs to be applied for well in advance of any visit. The next one to apply for will be Virge's visit in October.

#### **INWARDS CORRESPONDENCE:**

- 18/2 SAI Confirmation of Jo Dighton's Resignation
- 20/2 Jan's list of members who qualify for long membership pins
- 25/2 Jo's letter confirming her resignation
- 6/3 SAI Confirmation of Makere's and Olivia's Resignation
- 11/3 Mabel Knight - asking for items for discussion for RAMM
- 11/3 Jenny Edwards Nelson Bays Harmony – asking advice for after comps non-attendances
- 12/3 Lani Evans, CEO Thankyou Payroll (not relevant to us)
- 12/3 SAI April/May renewal and Chapter Officer Updates. Also Global House Evaluation (completed on-line)

#### **OUTWARDS CORRESPONDENCE:**

- 19/2 Jan's confirmation to Jo on her resignation
- 19/2 Jan to SAI informing them of Jo's resignation
- 5/3 Jan to SAI informing them of Makere's and Olivia's resignations

**ACTIONS AND RESPONSIBILITIES LIST:** Attached to end of minutes.

#### **COMMITTEE REPORTS :**

**MARKETING:** Katie will get in touch with Sandy Gunn to try and arrange for her to visit to our Chorus. We need more cards printed to replace the dark blue ones used in the past. These will be required for the good wishes messages to choruses at Competitions, so prompt action will be necessary. Katie will look at the designs on-line and with Jan will arrange with Crystal or her father's company to get some printed.

**FUNDRAISING:** The Team discussed the re-establishment of a Section each month being responsible for a fundraising activity, and there being an ongoing continuity from month to month. Katie will get this underway. The next Fundraiser is our Oosh Night and will be covered in General Business.

**MEMBERSHIP:** Sadly for Membership this month we have had three Resignations! Baritone Jo Dighton who was one of our lovely newbies sadly resigned but for good reasons in the work front. Her new job entails working evenings, so she is therefore unable to attend Chorus. From the Bass Section we will sadly miss Makere Hacche, a busy lady who always inspired us with her Zumba warm ups, always there to help on fundraising and her caring nature! Katie will send a letter of Thanks on behalf of the Membership Team. The Lead section will lose young Olivia Wilson who has left due to her work commitments and study! On a Happy note – we have two new visitors –

Tam Groom, who is trying out the Baritone section and Chris Wakefield, a previous member of Greater Auckland chorus and has moved to the Bay... slotting into the Bass section. Tenors once again top the chart with a near 100% turnout for the month of Feb!

Crystal has produced some great 'Just Who You Are Looking For' pamphlets advertising the Chorus for possible event performances! Katie has these for distributing!

MUSIC TEAM Minutes: 27th February 2014 (read by Katie in Lana's absence)

**Present:** Shirley, Lana, Lesley, Lynne, Margot, Katie.

**Apologies:** Evelyn Foster.

### **Hastings R. S. A.**

Tuesday 25<sup>th</sup> March, 7:30 p.m. start, warm-up at 7:00 in back room. Two 20 minute brackets with a brief break in between. Black and bling costume. The following items were decided on.

Bracket one: "Five Foot Two", "Tuxedo Junction", "Poi E", "Hine", "One Fine Day", and the ukulele group (3 songs).

Bracket two: Lynne's item, "Abba Medley", "Stray Cat", "Come Fly With Me", possibly a quartet item, "Happy Birthday" if someone is having a birthday, and "Goodnight Sweetheart".

Lesley will ask Gerry to bring the small wooden risers.

### **Heather Jonson's Visit**

Retreat at the Riverbend Christian Camp, Te Aute Road, on Saturday and Sunday 22<sup>nd</sup> and 23<sup>rd</sup> March.

Heather is happy to have Nicola as a co-facilitator. Heather has been sent a copy of the programme and the Chorus questionnaire, and is excited about the weekend. Lana will email Heather about quartet coaching on the Friday at Lesley's home. The questionnaire given out to all chorus members to fill in is to be returned by Monday 3<sup>rd</sup> March, and the collation of these will be done on Saturday 8<sup>th</sup> March. Katie will arrange the time and place for this.

### **Contest Uptune**

Lana introduced an arrangement of "Red Red Robin" by Greg Volk to the chorus last week. As they were trying the tag she could tell that it was too high for our Lead section. She felt very nervous about the arrangement, and realised that it was not a suitable range for our chorus. Katie had another arrangement of the song by Dave Briner, and copies of the sheet music were handed around the Music Team while we listened to a voice track. We decided that this arrangement was suitable for our chorus. Katie had purchased the voice tracks previously, and is happy to gift them to the Chorus. Shirley suggested that the Section Leaders look at this song closely before giving it out to the chorus. Lesley will ask Gerry to electronically send the appropriate vocal tracks to each Section Leader. Lana suggested that we write notes about our part, then get together to discuss them. Lesley will arrange copyright clearance for this arrangement.

### **New Songs**

"Hooked on a Feeling" arranged by Corinna Garriock will be one of our new songs, and Shirley will teach it. Lana has asked Jessie Leov to make the learning voice tracks for it. The new "Abba S.O.S. Medley" is arranged by Larry Wright, and he will also provide the learning vocal tracks. These 2 songs will have to have copyright clearance. "Give Me a Man After Midnight" has been copyright cleared previously, and Lana has asked Jessie Leov to make the vocal tracks for it. "Whakaaria Mai" has also been cleared previously, and we will have to make our own voice tracks, and the same with "Hine". The order of learning these new songs will be "Hine", "Red Red Robin", and "Abba S.O.S. Medley".

### **Wot Not to Wear**

Fundraiser on 20<sup>th</sup> March. Members are to buy 3 tickets each, and supper will be provided. Katie asked whether or not the Chorus would sing, and the Team decided no, we will not sing. It has been found in the past to be too difficult when organising a fund-raiser.

### **Showmanship/Music Awards**

The Team discussed who would be the worthy recipients of these awards.

### **Musical Director**

Lana explained that Margot was going to step away from the position of Co-Director, and will be an Assistant Director. Therefore Lana is now the sole Director of the Chorus. The Director's contract is being re-written

to cover this change.

### **Showmanship Chair**

The Management Team has regretfully accepted Lynne's resignation from this role. Lynne explained to the Music Team she resigned because she felt she couldn't explain moves very well to the Chorus, but she would love to stay on the Showmanship Team. The Music Team said they felt Lynne was very capable when planning and designing choreography, and the Chorus enjoyed her choreographed moves. Margot offered to take on the position of the Chair of the Showmanship Team, and said she could teach the choreo as long as a plan is in place. The Team consists of Margot, Lynne, and Jan at the moment, and hopefully there will be some new members joining soon.

### **Riser Etiquette**

Lana is going to ask Heather to talk about riser etiquette at our Retreat. Chorus members are continually talking while Lana and others are out the front, and usually it is the same people. It is so difficult and distracting for the person out the front. Lana said she had a sheet from Christchurch City Chorus about riser etiquette, so she will look for this.

### **Shirley Allen-Wallis**

This lovely past member of our Chorus is very ill and not expected to last much longer. She has been discussing her funeral with Shirley Eddy and others, and she wants the Chorus to sing some songs. The Team thought maybe "Friends Just Friends", "Irish Blessing", and "Hine" might be suitable. There has been some talk that the songs could be recorded and played on a C.D. at the funeral. Shirley E. will ask Shirley A. which she would rather have, a group singing or a C.D. Playing.

### **Quartet/Small Group Audition Procedure**

Lana explained to the Team this hasn't always been handled well in the past, and was generally too casual. The whole aim of the audition process is to keep the standard of our Chorus and quartets high in the eyes of the public. Lesley felt that it shouldn't be held in front of the Chorus, nor should it be at the end of a Chorus rehearsal. The Team discussed possible changes, and came up with the following suggestions. The audition should be held early in the evening before Chorus rehearsal, say at 6:30 p.m. It should be held in the A.V. room, and should be held a month before the event, if time allows. The whole package should be sung at the audition, and the Audition Committee need to write comments for feed-back. Shirley offered to work on a suitable sheet which could be used for this purpose. It was decided that the Audition Committee should consist of a minimum of 4 or 5 people. Members will have to ask a second person to deputise for them if they are in the quartet/group which is auditioning. Lana will ask Kay to be her second, Lesley will ask Dorothy, Katie will deputise for Margot, and Lynne will ask Jan to be her second person.

### **Quartet Co-ordinator**

Lana feels that our Chorus needs a Quartet Co-ordinator to help run the quartets within the Chorus, and someone who understands quartet protocol. Margot offered to take on this position. She said she would like to organise an evening or afternoon when members could gather together to sing in groups. The Co-ordinator would need to be told about people interested in quarteting, and maybe she could arrange a group to try out. Quartets need to notify this Co-ordinator as well as the Musical Director of events that are being booked.

### **Music Team Representation**

Lynne asked the Music Team if they would like her to continue to represent the Showmanship Team at our meetings, because Margot is already present in her capacity of Lead Section Leader. The Team unanimously agreed that they would like Lynne to continue coming to the Music Team meetings.

### **Vocal Warm-ups**

Margot offered to take the vocal warm-ups this Monday 3<sup>rd</sup> March, then Lesley will take them for the rest of March as it is the baritones turn.

**The next meeting will be on Wednesday 9<sup>th</sup> April at 32 Kotuku Place, Taradale, at 7:30 p. m.**

## **GENERAL BUSINESS:**

*OOSH EVENING:* It has been decided that the Chorus will sing at this event, during the supper break, and maybe starting in a "Flashmob" style. Suggestions for songs were "Stray Cat Strut",

“Abba Medley”, and one other. It has also been decided that the Cash Bar will be manned by the caterers rather than Chorus members.

Michelle is organising a raffle – a basket of “Scratchies” and Easter Eggs, with tickets at \$2 each or three for \$5. People will be required to sell Raffle tickets.

Michelle will ask Suzie Johnson how she would like her payment made, and the Venue payment will be made after the event.

*BEDDING FOR HEATHER AT RETREAT:* Michelle has offered to bring bedding supplies for Heather – duvet, pillow, sheet etc.

*FOOD AT RETREAT:* For Saturday nights meal it was decided to have pizzas and garlic bread delivered by Hells' Pizzas, and for dessert we will get mini magnums.

Glenda will organise Sunday lunch - fill your own bread rolls.

Baking for Retreat was discussed and savoury items were favoured. Chorus members will be asked to bring savoury contributions for morning and afternoon teas rather than sweet.

Members will also need to bring their own drinks and nibbles for the social part of the evening.

*RSA MEMBERSHIP RENEWAL:* This must be coming up very soon and needs to be discussed with Chorus members, possibly at the Retreat.

*SUBMISSION FOR DISCUSSION AT RAMM:* It was decided to send an item to Mabel Knight for inclusion on the agenda at the RAMM on Sunday after Competitions. This is to the effect that we consider the registration for non-competing members a little unfair with the all inclusive cost, and suggest it might be fairer to itemise separate events with separate costs charged accordingly. We have had members declining to go because of the high price.

*SUGGESTION BOX:*

1. It would be good to listen to a new song before we start learning any part of it – either a recording or a quartet singing it.
2. We need to use our break times more effectively, particularly when we have up-coming performances and details to settle.

*ANNUAL GENERAL MEETING:* This has been set for May 12<sup>th</sup> 2014

**Meeting Closed 9.50pm**

**NEXT MEETING:** Wednesday 16th April, 7.15pm at Jan's home.