

SOUNDS OF HAWKES BAY CHORUS

MINUTES OF THE MANAGEMENT TEAM MEETING

Held on

Wednesday 16th Aug 2017 at 7.15pm

At Sarahs home 12 Aotea Pl Havelock North

PRESENT: Cheryll Lee (team leader) Mary Crabtree (secretary), Teresa Leathley, Lana Morgan, Sarah Graham, Betty Cull, Jacqui Robb Sandra Marsh, Kasey Sanders

APOLOGIES: Bianca Palmers

MINUTES OF PREVIOUS MEETING: (circulated) **Moved:** Mary **Seconded:** Sarah that the minutes of the meeting held 12th July 2017 be accepted as a true and correct record. **CARRIED**

The minutes of two extra meetings held on Mon 17th July and Sat 5th August were read

Moved; Mary **Seconded** Betty these be accepted as true and correct record **CARRIED**

MATTERS ARISING FROM THE MINUTES:

Action and responsibilities were reviewed and marked as completed or ongoing.

FINANCIAL REPORT: (previously circulated) **Moved:** Teresa **Seconded:** Cheryll that the financial report as presented be accepted.

CARRIED

MATTERS ARISING FROM THE FINANCIAL REPORT:

Teresa explained to the team that the income received from members for their fees is only enough to cover their SANZ membership, SAI membership and directors costs. As fees are paid in full by chorus funds on a members' date each member is technically paying their fees off in instalments during the year.

Other costs are covered from fundraising and grants and this needs to be brought to the attention of the wider chorus in an effort to encourage people to get behind the fundraising team if they wish to offset some of the costs associated with contest and guest coaches.

Action; Remind members how their fees are dispersed and encourage fundraising support

Responsibility; Cheryll, Jacqui

Action; Signatories of chorus accounts to be updated

OTHER REPORTS:

Music Team (Circulated)

It was noted that the learning tracks for Sweet Georgia Brown have now been sent out to sections by Margot.

Membership; (circulated)

It was noted that we have 7 new members attending regularly and preparing for audition.

Outstanding fees were discussed and Betty and Sarah will approach those who are behind and discuss where to go from here.

Betty also noted that there are quite a few past members of chorus still receiving the weekly Newsy Notes. It was discussed whether these were entirely relevant to previous members and it suggested that instead of NNs a monthly update of current happenings would be more relevant to the friends of chorus rather than week to week reminders for our current members.

Moved: Betty

Seconded: Mary

Carried

Betty also noted that with the arrival of new members it might be a good time to remind everybody of Riser Etiquette and all team members have acknowledged this and will endeavour to be role models for the chorus.

Action; A monthly bulletin for ex chorus members/ friends of chorus to be compiled.

Responsibility; Mary

Action; Reminder to chorus re riser etiquette.

Responsibility; Betty, Cheryll

Marketing; (circulated)

Sarah talked to her report and was congratulated on her hard work. The Coffee News is happy to place a free advert every now and then.

Action; Make the chorus aware of their log in details for the Website and the various areas they can access, like vocal warm ups, sheet music and learning tracks, upcoming events.

Responsibility; Sarah

Action; Approach coffee news to advertise the Step into Spring function

Responsibility; Sarah

Costume;

Verbal report from Kasey, the remaining sequins, sparkly trim and material is now stored at Margots. She noted that there were not as many sequins as we would have liked so more will need to be purchased .

Moved: Kasey

Seconded: Betty

Carried

Work on a new travel costume will be progressed now that Margaret has returned to chorus as she has some ideas she wishes to investigate.

Fundraising-

Verbal report was given from Jacqui plus a calendar of events which are in the planning phase. It was suggested that this be on display at chorus for people to have a visual reminder of upcoming events. Jacqui will speak to chorus re upcoming Garage Sale ,Quiz Night and Cake Stall.

Action; Ensure upcoming events are mentioned in Newsy Notes and on Facebook and Web site as well as quick reminders at chorus night.

Responsibility; Jacqui, Sarah

Social-

Verbal report from Sandra the chorus Christmas function has been scheduled for Sun Dec 17th at The Clubs Hastings. The team is still looking for somewhere to go after the Sept 22nd singout possibly thinking about coffee and desert at somewhere like Mr Ds.

Action; Confirm price for the Christmas Function so the Management Team can confirm the booking.

Responsibility; Sandra

Action; Suggestions of places for post singout get together on Sept 22nd to be investigated.

Responsibility; Sandra

INWARDS AND OUTWARDS CORRESPONDANCE:Inwards:

Various communications from SAI re Diversity task force, Katrina te Punga re nominations for the Regional Management Team and from SANZ requesting volunteers to help with fundraising for YWIH

Outwards:

Card sent to Sue Smith who is staying at Osanam House in Palmerston North.

MATTERS ARISING FROM CORRESPONDANCE:**GENERAL BUSINESS:**

- a) The 2018 retreat format was discussed and given that chorus members are being asked to fund their own way to Wellington for competitions it was decided to forego the expense of an overnight stay for this week end and to instead book somewhere for us all to gather for a meal, drinks and sing on the Saturday night.

Shirley and Celia to organise.

- b) The organisation (or lack of) the sales table on supper nights was discussed and it was decided to follow a more organised format. Members will be asked to price their items, a note book will be available to write IOU's and a receptacle for the money. Chorus will be asked if one member would like to be responsible for the sales table or alternatively one member of the Supper night section could man the table for the evening. As before anything not sold is the responsibility of the owner to take home. Sandra has offered to provide a notebook.
- c) The need for a team manager at competitions was discussed and it was decided that as adults we are able to take responsibility for ourselves with regard to being where we are meant to be at the time we should. However it was noted that as Show Convenor Nancy will have done a lot of the organising beforehand and needs to be able to focus on her role in competition once she is in Wellington. With this in mind the management team agreed that Lana would ask Tony, who will be accompanying Lana anyway, to be the emergency contact for anyone who needs that unexpected bit of assistance. It was also decided that the only 'compulsory' gatherings of the weekend would be, rehearsals, breakfast on the morning of competition and the post competition review on the Sat pm.
- d) The management team requested that the Music team put together a schedule for the upcoming open evening Step into Spring on Sept 25th and it was decided that it would run from 7.15 to 9pm followed by supper. In keeping with the spring theme of the evening it was suggested that chorus members dress in bright colours or floral items to create a spring like atmosphere. Betty has a small handout about the chorus that she will make available to any visitors as we will not be offering free lessons for this open evening.
- e) Lana informed the team that 3 people have now passed their auditions and asked that they be accepted as new members into chorus.

They are: - Penny Gibson – Lead

Katie Barnby- Tenor

Michelle Rochester – Bari

They have unanimously been accepted into chorus.

Action; tell Evelyn re new members for Newsy Notes

Responsibility; Betty

Action; Email address of new members to be given to Sarah so that she can set up their access to the web site.

Responsibility; Betty

NEXT MEETING: Date: 6th Sept

Where: Marys home 17 Surrey St Taradale

Time: 7.15pm