

Regional Management Team Meeting Agenda November 12-13, 2005

Meeting Saturday and Sunday, 11/12 – 11/13, 2005 Radisson Hotel, Seattle, WA

Persons Present: Phyllis Sandel, Janice McKenna, Kathy Domkoski, Dottie Dedrick, Mary Ann Milette, Karen Leet, Chera Boom

OLD BUSINESS FROM MAY, 2005 MEETING

Topics	Discussion/Findings/Conclusions	Action/Resolution	Follow up Resp.	Follow up Date/Status
SET Plans	Request from the region for track program. Attempting quartet, chorus, admin track, using regional faculty. Need to pay Regional Faculty All-Events. Diminished chorus sizes, hotel room requirements, previous attendance may be a shortfall on SET. Last year's profit was \$900. Gene doing general session and directors session, and then some chorus and quartet sessions on Saturday. Gene likes demo groups, so maybe more work than just with winning chorus and quartet. "Acapella" as SET song, \$250 for song. Dottie is asking whether to raise SET fee from \$40 to \$45, however we just raised all-events. Gene is \$900 plus travel.	Janice and Dottie work out budget	Dottie & Janice	Complete
		Silent auction for SET, find a chair	Dottie	Complete
		Decide whether to raise SET fee	RMT	Complete
	Other sources of revenue might be the Children's CD, however may need to be used as Marketing tool more for schools rather than making revenue. Silent auction at SET, procurement for silent auction items is challenge.	Revisit CD issue with choruses to make sure their 5 CD's are getting out in community. 11/05 discussion—Janice will send out letter to Marketing rep's to use for Marketing (free) or selling 50% back to Region, 50% to chorus. Priority is to use for Marketing. Janice will send out boxes of CD's to choruses	Janice	12/15/05
	SET marketing on website, In Tune, chorus mailings.	Send out mass email to all members	Chera & Dottie	Complete
	Grant writing track at SET hasn't gotten that much of a response.	Follow up on grants. 11/05 discussion, may want to follow-up for SET. Pass on idea to Education Committee.	Dottie	January RMT Meeting
	Grants for SET. State of WA not as willing due to multi-state.	None required.		None
Open up SET to teachers in area.	Invitations will be sent to teachers in the area for this year's SET. 11/05 discussion, didn't happen this year due to school starting schedule conflicting with SET.	Dottie	Complete	

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	SET not contracted for 2007	Education and Events will work together to determine contracts and location	Dottie & Kathy	January RMT Meeting
Barbershop Appreciation Day	Proclamation in WA State House. Gayle taking care of article. Patty getting group for capital steps. Susan Soderberg is marketing to public and choruses. Patty Martin is working logistics on who is singing and what we're singing. Regional songs are being chosen out of Mass Sing Songbook.	Susan include list of songs to choruses in marketing materials for capital steps singout. Plan on logistics of singout to Gayle and RMT.	Susan Patty	Complete Complete
Electronic In Tune	Ideas are one printed to each chorus, mail plain paper copy to only those without emails, then perhaps move to asking choruses to print out for their non-email members.	Explanation of costs, transfer printing costs to education. Communicate with chapter leaders. Ask them to communicate Communicate with acapella joy on "being heard" Next version is electronic, Chera will ensure that choruses get message to please print copies for non-email members.	Mary Ann & Chera Chera	Complete Complete, two electronic editions since last discussed.
Aloha Chapter Inquiry	List of questions from Hawaii chorus. Main issue is faculty to Hawaii. Biggest expense is transportation. TAG program has promised Area school every other year, faculty to each chorus on other years. \$1000 per school, 5 schools per year. Choruses provide housing for TAG faculty. Hawaii chorus has 35 members, they are the only SAI chorus. Not enough revenue to cover either area school or faculty visit. Are there enough funds from other events to subsidize this chorus? Concern over geographic challenges we already have with Alaska and Eastern Washington. Benefits to us are the status and helping another chorus join. What funds does SAI invest in a satellite region? Can we get some of that? Kay brought up request for more scholarships at SET. If they're under 26, SET is ½ price.	Follow-up SAI on possible funds for satellite, need about \$1200 from SAI to help subsidize. Email group with information for decisions to get back with Hawaii. Future discussion. 11/05 discussion, this was not done and is not something the RMT wants to implement due to out of pocket expense.	Gayle	Complete, no funds available Complete, RMT consensus that R13 could not support this chapter as we would wish to, and a letter has been sent to the chapter. Complete

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Competition Evaluation	<p>Write up from Judy O'Brien on Showcase presented. Main drawback is extra night at hotel. Main pro is to get breaks on meeting and conference rooms. Hidden cost of members is losing day of work. Can be a strain for choruses performing Thursday, competing Saturday, performing Saturday night. Originally a money maker, tickets were separate from all-events. Added cost into all-events, which meant people who didn't come to Thursday still paid for the event. Not having Showcase impacts hotel costs for next 3 years.</p> <p>Met hotel costs, didn't have to pay extra. Kathy has talked hotel into NOT increasing room expectations.</p> <p>Judges very appreciative of Spokane venue.</p> <p>Feedback on competition was positive from region on hotel (new mattresses), opera house was great. Cleaning crew struck pit on Saturday—team had to remake it Saturday morning, but Opera House crew is great.</p> <p>May get final report from CRC.</p> <p>Not all competition costs are in, waiting for final bills.</p> <p>Janice wants discussion to change Region FY back to SAI FY.</p>	<p>Educated guess on contracts w/hotel without Thursday night showcase</p> <p>None required.</p> <p>None required.</p> <p>None required.</p> <p>Follow up as necessary.</p> <p>None required.</p> <p>Happened on 5/22/05 meeting, Janice will implement.</p>	<p>Kathy & RMT</p>	<p>Complete</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>Complete</p>
Quartet Education	<p>Need more quartet education is being prioritized due to judges comments Quartet development team, three legs of Unplugged, Zoe Thompson, and Melanie Wroe. This involves working with a quartet on tapes and score sheets. Quartet Wannabe party by Unplugged for WA, need one for AK. .</p> <p>Idea for quartets to perform before each SET session. Send invitations to quartets</p> <p>Sea-Adelines fund is different from Quartet track, about</p>	<p>Get a Quartet Wannabe session in AK, share model with Region. 11/05 update, Karen and Peggy are working on this, see attached Director Coordinator's report.</p> <p>Set up quartets for SET. 11/05 discussion: this happened, worked well, good feedback although some wanted to know how quartets were selected. May want to revise selection process.</p> <p>Get application guidelines published.</p>	<p>Karen & Peggy</p> <p>Dottie & Teresa McCafferty</p> <p>Janice</p>	<p>Open, Summer, 2006</p> <p>Complete</p> <p>Complete</p>

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	\$9000. Idea is to spend interest, not principal, however some people have earmarked to use funds immediately. Guidelines on how to apply are forthcoming.	11/06 discussion, forms are on the web site. Article for InTune on how to do application.	Janice	1/21/06 InTune deadline
TAG	<p>Four choruses scheduled, region is excited! Modules are being written, some are finished. Dottie counting on money from RMT, due to scheduled visits. TAG program is new, budget for this program a true budget.</p> <p>Get more regional faculty in Alaska so they can work with existing faculty to get trained.</p>	<p>This program needs money. The team has to get budgets written. (See budget discussion later in minutes). TAG has \$2000 from International, \$3000 from RMT</p> <p>Identify potential faculty members.</p> <p>11/05 discussion: Dottie will email application/matching process of skills to classes to Karen and Chera. Talked about the process a bit.</p>	<p>RMT</p> <p>RMT</p> <p>Dottie</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>
Silent Auction	<p>Not sure if we contributed anything with YSF auction at International. Region 13 has always contributed except for last year. Do we want to do auction or make a donation? Need a YSF foundation liaison, Evelyn can no longer be liaison.</p> <p>Ideas for liaison: use RMT Report list, and focus on software</p>	<p>Continue doing this</p> <p>Find a YSF Chair and a product, like software.</p> <p>Budget \$100 for Silent auction item.</p>	<p>Gayle & Susan</p>	<p>Complete</p> <p>Annual</p> <p>Complete</p>
Revitalization	<p>Cascade Winds and Greater Tacoma choruses are in danger of having numbers too low to recharter.</p>	<p>See discussion below for each chorus</p>		
Cascade Winds	<p>Cascade Winds has a long history, which has been discussed within the RMT via emails and phone calls. They had to compete for rechartering, only had 8 members on state. Judges comments indicates scores that low had never been given, basically at a D+. Dottie sent a letter to the president stating that they could not sing out in public until their music was up to SAI minimum standards. SAI has never encountered this situation with a chorus that isn't up to par but won't take appropriate steps. The director of CW doesn't seem to have the appropriate musical skills to get the chorus up to the musical standards. Gayle spoke with Carole Kirkpatrick for guidance and was advised that</p>	<p>RMT reached consensus to deny revitalization status to Cascade Winds.</p> <p>Gayle will telephone Mary Roy to inform her of the decisions.</p> <p>Gayle will send letter signed by MMC (Gayle) and EC (Dottie) denying revitalization. This letter will be sent certified, return receipt requested. A copy of the letter, along with the CW director letter will be sent to Michelle Brazeal at SAI.</p>	<p>See below.</p> <p>Gayle</p> <p>Gayle</p>	<p>Complete</p> <p>Complete</p>

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	<p>the RMT needs to evaluate resources—revitalization is a huge outlay of resources and may not be in the best interests of Region 13. Discussions with Patty Warren indicated that even as far back as the 1980's the Yakima area chorus was not up to the minimum quality expected by SAI. RMT very concerned that Yakima area now has an image or perception of SAI that is detrimental to the organization. Mary Roy, the president of CW contacted Chera via email, Chera did not respond pending discussion with RMT. Gayle called Mary on 5/20/05 to let her know we would be discussing their request for revitalization. Gayle read the letter from the CW director, and while the past history and plans for the future were well articulated, there seems to be a disconnect between the letter and what RMT and judges experienced at the 2005 Competition listening to CW. Gayle read the proposed letter denying CW revitalization.</p>			
<p>Greater Tacoma Chorus</p>	<p>Greater Tacoma Chorus is also a chorus with a long history of trying to retain membership and maintain quality of singing. GTC may have been a C or C- level at 2004 Region 13 Competition. Their director also directs Grand Olympics Chorus. SAI says GTC doesn't have membership to recharter, Kay Lawson and Dee McCree indicate that they do have enough members. Dottie said her previous attendance at a GTC rehearsal only had 10 members present. Kathy was a member of this chorus, and feels that their struggle with membership and quality will be an ongoing issue. Dottie feels they might have a chance of improving. Other RMT members are torn between wanting to give this chorus a chance but also protecting the standards that SAI demands. If GTC is denied revitalization, there are other choruses in the area for former members to join.</p>	<p>If chorus has over 15 members, revitalization is a non-issue. Contact with GTC will happen to find out numbers. Gayle will email RMT if conference call is necessary.</p> <p>If revitalization is an issue, RMT needs to reach consensus on allowing or denying revitalization status. RMT will plan on a conference call for Wednesday, May 25 at 9:00 p.m. AK time, 10:00 p.m. WA time.</p> <p>Chera will set up conference call and send out teleconference directions and protocol.</p>	<p>Gayle</p> <p>RMT</p> <p>Chera</p>	<p>Complete, GTC had membership to renew charter.</p> <p>Complete, non-issue.</p> <p>Complete, non-issue.</p>
<p>Budget</p>	<p>Janice needs feedback from each of us create the budget.</p>	<p>Janice will be meeting Maxine to transition financial data. Still has to get a few more boxes.</p> <p>Janice will get each of us our actual costs by account for last year for RMT members to create new budgets.</p>	<p>Janice</p> <p>Janice</p>	<p>Complete</p> <p>Complete</p>

OLD BUSINESS FROM MAY, 2005 MEETING

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	<p>New software begins May 1, 2005, Janice will be using account balances from April 30 balances. She'll be renumbering the accounts to be more meaningful.</p> <p>For now, vouchers can just have general descriptions as Janice creates new number system. Send vouchers to Janice. Each RMT member needs to keep a copy of the 3-part voucher form. Discussion on how postage/Central Duplicating.</p> <p>Bank account had four people. Team coordinator (Phyllis Sandel), Financial Coordinator (Janice McKenna), Events Coordinator (Kathy Domkowski), Education Coordinator (Dottie Dedrick). Discussion on Alaska being signers, not a need, but Karen and Chera will get a copy of Regional Credit card.</p>	<p>Each RMT member will get budgets back to Janice.</p> <p>Janice and Dottie will set up different subcategories for education.</p> <p>Create new accounts scheme, communicate to RMT.</p> <p>Everyone will do this.</p> <p>Change signers on bank account, renew credit card and get duplicate for Alaska. 11/05 discussion: signers have been changed.</p> <p>11/05 discussion: still need credit card, started a new investment account.</p>	<p>Each RMT member</p> <p>Janice & Dottie</p> <p>Janice</p> <p>Janice</p> <p>Janice</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Open</p>
SET	Admin track will have RMT panel, DIVA's class. Airfare for Karen and Chera for SET go in CTC and DC budgets	None required.		None
Thursday Night Showcase and Region 13 Convention	Discussion on hotel benefits with extra night and room charges. Showcase audience is primarily performers. Choruses have option to perform, but some chorus cultures force this as a requirement. Change Thursday night could be "First Night" like Region 26. Change to RAMM, longevity and some performances on Thursday, offer another attraction for Friday morning. May have impact on catering contract from Friday morning. Get pressure off International champs for Thursday, let them perform after competition or in Fest. Of Champions. Think of this as "Convention" rather than "Competition" and offer more alternatives to members. We need to know from choruses how they feel. We all agree that Thursday night event will still exist in some form so Kathy can sign contract.	<p>Contact choruses to get input on Thursday night option.</p> <p>Get Summary of chorus feedback through Buddy System to RMT</p> <p>RMT decides on plan of action and gets to Convention Steering Committee</p>	<p>RMT, using buddy system</p> <p>Mary Ann</p> <p>RMT</p>	<p>Complete</p> <p>Complete</p> <p>Complete, see discussion in New Business of this document.</p>
RMT Buddy System	Create personal, ongoing contact between RMT and choruses.	Get current list of chapter president's and team coordinators	Chera	Complete

OLD BUSINESS FROM MAY, 2005 MEETING

Topics	Discussion/Findings/Conclusions	Action/Resolution	Follow up Resp.	Follow up Date/Status
	<p>Names for Membership and Marketing</p> <p>Director Input</p> <p>Phone cards</p> <p>Mediation steps and Ellen's attachments to everyone</p> <p>Radio data</p> <p>Long Range/Strategic Plan (Note from Chera—in our training with Ellen, she emphasized getting plan available to members of the region. We didn't discuss this, so agenda item for next meeting?)</p>	<p>Add to Buddy Script</p> <p>Establish contact</p> <p>Each member buy their own</p> <p>Phyllis will email</p> <p>Janice will collect for RMT</p> <p>Update LRP and send to Phyllis</p>	<p>Phyllis</p> <p>Karen</p> <p>RMT</p> <p>Phyllis</p> <p>Janice</p> <p>RMT</p>	<p>Sharon Babb</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Open, see discussion in New Business section of this document</p>

OLD BUSINESS FROM SEPTEMBER 16, 2005 MEETING (SET)

Topics	Discussion/Findings/Conclusions	Action/Resolution	Follow up Resp.	Follow up Date/Status
Introductions of RMT	Each RMT member introduced herself	N/A		None
Introductions of Membership	Members introduced themselves	N/A		None
Intro of TAG	<p>Sally Wallace talked about TAG. 12 of 18 choruses have scheduled TAG visits. Some things are communication, strategic planning, vocal production, going from board to team, showmanship, mental preparation for competition. Pair up two people so choruses can choose two tracks. Starting to look like a mini SET. Some are Saturdays, some are rehearsal nights. Stretched rehearsal time has allowed good time for this.</p> <p>Next year we will have Area Schools, one east and one west of mountains in WA, one in Alaska. This program is not about coaching, but there are options for coaching add-ons.</p>	N/A		None
Membership Retention	Lisa Swetson asked about ways to retain members. Gayle talked about DIVA program, and invited everyone to her class. Talked about love for the art form. Stay in touch with former members to keep the door open. Member/business partnering and connections.	N/A		None
Blanket Bonding	Laurel Coalwell asked about it being in Bylaws/Standing Rules	Janice will contact International about this, and write an article for the InTune.	Janice	1/21/06 InTune deadline
Fund Raising/ Grant Writing	Lisa Swetson asked, there has been a lot of interest expressed in grant writing. Start using grant terms like "Informances", "Performances", "Master Voice Classes". Financial info needs to be structured for grants. Sandy Wright does a class on grant writing in IES, she will share info.	Lisa Swetson might be sharing her research on grant writing, an article for the InTune article.	Chera will contact Lisa for InTune.	1/21/06 InTune deadline
TAG	Lisa asked Sally about scheduling for acapella joy, Sally is working with the chorus.	N/A		Complete (for RMT)
Showcase	"Fishbowl"-Karen, Mary Ann, Kathy. Show was originally set to fund winners, showcase winners. Feedback from choruses is mixed bag, some really like some don't like the extra night, extra expense. Impact financially is that we get a break on rooms if we have certain number of rooms, certain number of attendees. If we don't have cost break, all-events ticket cost may go up.			Complete

OLD BUSINESS FROM SEPTEMBER 16, 2005 MEETING (SET)

Topics	Discussion/Findings/Conclusions	Action/Resolution	Follow up Resp.	Follow up Date/Status
	<p>Talked about awards on Thursday night, education Friday morning instead of RAMM breakfast.</p> <p>What would make convention more attractive?</p> <ul style="list-style-type: none"> ▪ More one on one voice matching. ▪ Feeling that small chorus not in winner's bracket won't get much benefit, even in Afterglow. ▪ Two song package "presentation" that is non-competition? Almost a coaching opportunity, "peer" coaching. ▪ Class on judging at convention. ▪ Use Thursday night as small chorus time? ▪ Choosing appropriate music for a small chorus vs large chorus (director's job, but some don't have the experience). ▪ Encourage choruses to fund director's education. <p>Possibility of membership survey</p>	<p>Survey. Not necessary, used buddy calls and this session.</p>		<p>Complete</p>
Final "helps" from members	<ul style="list-style-type: none"> ▪ Send emails to past members to keep in touch ▪ TAG program is terrific, RMT being personable ▪ Awareness of small chorus issues ▪ Dispel rumors of "select few" competing in small chorus. 	<p>N/A</p>		<p>None</p>
Team finals	<p>Thanks, excitement, here to serve the region, give Chera nominees, RMT doesn't have a lot of ways to raise monies and diminishing membership affects funds, talk to your friends about your hobby, appreciate all the input from the membership, this product sells itself, empowers women.</p>	<p>N/A</p>		<p>None</p>
Nominations & Elections	<p>Chera asked for names to get possible RMT nominees.</p>	<p>N/A</p>		<p>None</p>

NEW BUSINESS

Topics	Discussion/Findings/Conclusions	Action/Resolution	Follow up Resp.	Follow up Date/Status
RMT Standing Rules	Need to be updated and posted on the website.		Phyllis	January RMT Meeting
Harmony Northwest Chorus Director	Seems to be divisiveness in the chorus about skills/liking of director. May need to have help from RMT for managing the issue, but it's not an RMT issue to decide	Provide conflict management, Dottie suggested TAG program visit.	Gayle	As necessary
Showcase/RAMM schedule revision	Discussion about changing format for Thursday night and RAMM breakfast. Format for Region 26 Thursday night show as a possibility. Powerpoint presentation of the whole region with chorus input. Send out 4 emails/letters to directors/president's. Also use Powerpoint presentation as a Marketing tool. Gayle's daughter might be a good technical contact for the presentation, also Evelyn Weiss. Also find a way to get small choruses involved because they feel that they don't have much "hope" for competition. A lot of discussion on different formats, costs of hotel rooms if we don't have "breakfast".	<p>Thursday night show and membership meeting. This would include previous year's chorus (winner, 1st place mid and small choruses) and quartet champions and anyone else going to International, installation of new RMT, financials, Powerpoint presentation of all the choruses/quartets in the region, recognition of RMT committees, no host bar.</p> <p>Friday morning breakfast. "Recognize and Develop our Inner Diva" breakfast for longevity awards and education opportunity using International bound chorus director and hopefully "small" choruses. Teaser for chorus(es) in Powerpoint and followup article in InTune. Chorus director has to make it interactive for audience. Possible handouts for audience members. Showmanship and sound. Format is breakfast, longevity, and two choruses.</p> <p>Find technical contact for Powerpoint presentation.</p> <p>InTune article about new format for convention.</p> <p>Invitations to choruses for Friday education class.</p>	<p>Kathy will pass on to CSC.</p> <p>Kathy will pass on to CSC.</p> <p>Dottie check with Carole Kirkpatrick on doing the Friday morning class.</p> <p>Mary Ann followup on pricing it out</p> <p>Chera with appropriate CSC contact</p> <p>Dottie</p>	<p>January RMT meeting</p> <p>January RMT meeting</p> <p>January RMT meeting</p> <p>January RMT meeting</p> <p>1/21/06 InTune deadline.</p> <p>12/1/05</p>

NEW BUSINESS

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		<p>Invitations to choruses for Thursday night show.</p> <p>May use InTune and chorus websites to get chorus input.</p>	<p>Jody (who notifies Jody?)</p> <p>Idea for Powerpoint coordinator</p>	<p>12/1/05</p> <p>?</p>
<p>Solutions to the "Small Chorus Input" at SET about getting them to attend competition.</p>	<p>Mary Ann gave more input from President's forum. Some small choruses seem to think classes on costuming and other performing aspects should happen at competition. They think they sing, place 10th, then sit. Some choruses may need to take steps to help themselves, they need to take advantage of TAG visits.</p>	<p>See above discussion for convention weekend.</p> <p>Get list of TAG visits topics on website.</p> <p>Dottie get a list of choruses w/o TAG visits scheduled to Karen, Karen will contact directors.</p>	<p>Dottie/Chera</p> <p>Dottie and Karen</p>	<p>None</p> <p>11/30/05</p>
<p>HOW fund distribution</p>	<p>Region 13 has 781 members this year, have lost income from reduced regional assessments and convention monies. The HOW fund is a huge budget piece, and needs to be adjusted. There are different ideas on how to distribute funds. Last year paid out \$4800, \$1000 for two quartets, \$2800 to chorus. Original Thursday night show funds went to HOW. The competition hosting chorus gets \$500 backstage fee. Reviewed Standing Rule award amounts. May need to set aside a specific amount of All-Events tickets for HOW, although creates issues if attendance is down.</p> <p>Idea to make up some of the funds for quartets, have a "Sing with the Champs" at SET.</p> <p>Trying to set a percentage based on Region income is a math nightmare.</p> <p>Rationale to membership is that we've lost members. We don't have the funds to distribute so generously any longer. Award has to be cut across the board.</p>	<p>Change standing rules so that all chorus members get \$30 per head for ANY International competition.</p> <p>Change standing rules so that any Region 13 International bound quartet is paid \$600. Quartets from other regions with a Region 13 member will be paid a prorated amount.</p> <p>Solicit ideas for fund-raising in the Region.</p> <p>Incorporate the "Sing with The Champs" into SET. Check with quartets.</p> <p>Phyllis and Gayle will huddle on ideas for choruses to support International bound quartets for fund-raising.</p> <p>Janice will pull together historical information on membership loss on why we've needed to cut these funds.</p> <p>A portion of CafePress funds will go to HOW and TAG.</p>	<p>Phyllis</p> <p>Phyllis</p> <p>RMT</p> <p>Dottie</p> <p>Phyllis and Gayle</p> <p>Janice</p> <p>Kathy/Janice</p>	<p>January RMT Meeting</p> <p>January RMT Meeting</p> <p>Ongoing</p> <p>January RMT meeting</p> <p>January RMT meeting</p> <p>January RMT Meeting</p> <p>Ongoing</p>
<p>RMT structure feedback to SAI</p>	<p>Concern over no team coordinator. Some feel there needs to have main point person. It can function as a team with solid team training on "leaderless" team.</p>	<p>Talk to Ellen Gallacher about what our options are for recommendations.</p>	<p>Phyllis</p>	<p>11/30/05</p>

NEW BUSINESS

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	<p>Concern over not having director represented at the table at the RMT meetings. Really diminishes importance of the role of director. Need to keep that creative/musical input at the table, just as it is at the chorus level. Must have marriage of admin and creative, which is the major advantage of Team Management.</p> <p>Education Coordinator job would be too big, especially with Director's Coordinator under Education</p> <p>Worried about message being sent to choruses if they have no vote.</p> <p>Love the split on Marketing and Membership position.</p> <p>Feel that Chapter Coordinator position can be subsumed under Membership.</p>	<p>Phyllis get back to RMT with discussion with Ellen.</p> <p>Send discussion points to RLC in formal letter from Region 13 RMT</p> <p>Possibly incorporate job fair into SET to get more regional leader candidates. Pass this idea onto the SET committee.</p>	<p>Phyllis</p> <p>Chera</p> <p>Dottie</p>	<p>11/30/05</p> <p>12/15/05</p> <p>January RMT Meeting</p>
<p>Regional role at International Competition</p>	<p>RMT didn't get all the things done for International due to lack of "to do lists". We want to make sure this doesn't happen again.</p> <p>This also brought up discussion of not knowing all the tasks and details of our jobs. Job descriptions are broad as they should be, but each job needs a "how to" manual.</p>	<p>Each RMT member will start their own manual that is an extension of the job descriptions already in place. Include the following in appropriate manuals:</p> <p><u>Chapter Coordinator</u></p> <ul style="list-style-type: none"> • Pep rally for choruses and quartet at SET • Pep rally for choruses at International and IES. Establish time with champion chorus. Notify choruses about champion chorus rehearsal at International and IES so they can come to support. <p><u>Comm/Tech Coordinator</u></p> <ul style="list-style-type: none"> • Get Powerpoint slides to International for choruses and quartets. • Put a little blurb in InTune for Pep Rallys. <p><u>All RMT at International</u></p> <ul style="list-style-type: none"> • Meet quartets when they come off 	<p>All RMT</p>	<p>Does this need a due date or "ongoing" status?</p>

NEW BUSINESS

Topics	Discussion/Findings/Conclusions	Action/Resolution	Follow up Resp.	Follow up Date/Status
		stage for semi-finals and finals. <ul style="list-style-type: none"> Attend chorus rehearsal/breakfast for pep rally. 		
Restructure SET w/o PSC	<p>Some PSC members will still be at SET. PSC has lots of Region 13 faculty, but they will probably be at SET.</p> <p>Auction off coaching time on Sunday for choruses or quartets, maybe some opportunities for younger members.</p> <p>Ask Debbie to work with Leads on taking authority in their singing.</p> <p>Maybe instead of all day Friday, add it to the back end on Sunday.</p> <p>For 2006 SET, get small choruses involved, use regional faculty for Friday and Sunday options, do visual workshop. Make this SET a commitment to individual excellence. Kathy's idea of an inverted org. chart. How a DIVA takes responsibility.</p> <p>Other classes suggested on singing your part, learning tapes, what to do when you get a new piece of music.</p> <p>"DIVA" Las Vegas idea.</p>	<p>Dottie will work with Debbie and Education team on structuring SET and setting up classes.</p> <p>Article for InTune on "It Starts with One DIVA". This is to incorporate DIVA with personal responsibility</p> <p>Market the attention that RMT is giving to small choruses.</p>	<p>Dottie</p> <p>Gayle</p> <p>RMT</p>	<p>January RMT Meeting</p> <p>1/21/06 InTune deadline</p> <p>?</p>
RMT Nominations/ Elections	<p>Updates on where we're at with process, Sue Hahn might be interested in Events. Pam Darwin might be good on committees like YWIH. Mary Kaempfe for CTC.</p>	<p>Chera keep on with process, check with International on whether Mary Ann can be in the vote process for ChC now.</p>	<p>Chera</p>	<p>12/15/05</p>
InTune	<p>Chera updated on editing/proofreading team. Also mentioned feedback on making sure that articles from RMT reflects their area.</p>	<p>None</p>		
Budget/ Financials	<p>Janet prepared financial books for each RMT member.</p> <p>We have Harmony Emporium Coordinator – Kelly Warren-Russell.</p> <p>Talked about budgets and how to get those budgets to Janice.</p>	<p>None</p> <p>None</p> <p>Each RMT member project income and expenses through 4/30/06.</p>	<p>RMT</p>	<p>1/31/06</p>
Marketing/ Membership	<p>Gayle is interested in having Susan Soderberg as her Marketing job share person. Susan is qualified, has</p>	<p>Group is agreed this is a good idea, Susan will foot her own expenses except for</p>	<p>Gayle/Susan</p>	<p>None</p>

NEW BUSINESS				
Topics	Discussion/Findings/Conclusions	Action/Resolution	Follow up Resp.	Follow up Date/Status
Job Share	Marketing experience with PSC. Finances may be an issue.	occasional expense paid.		
Long Range Plan	Discussion about plan from a year ago, what's been done, what is yet to do. Maybe brain-storming session on Friday night of January meeting. Phyllis brought up not having a "financial" goal. Do we want to beef up membership goals. Interest/talent survey for choruses.	Phyllis will check in with Lisa Allen and Sue Middleton on other ideas from long range plan and the next steps. Possibly have Friday night brainstorming session to continue long range plan. All agreed that membership is #1 priority and plans must reflect that.	Phyllis RMT None	January RMT Meeting January RMT Meeting
Acappella event '07		Tabled		
Informal Six Month Survey of the Team	Hi – Feel utilized, working together, meetings are effective, decision making lines clear Med – Feedback & update skills, proud of success, conflict management ? – What needs to be done, when?, know roles?, when to delegate? Team works well together, group of self-starters. Email works really well.	Email suggestions – keep emails at one subject per email, make subject line meaningful. If subject changes or prompts for a new discussion topic, change subject line or start a new email.	RMT	Complete
Meeting Schedule	January 27 th , 28 th , 29 th . 2006, Friday night through Sunday morning. May 19-21, 2006	None		None
Email to Presidents and Directors on RMT Meeting highlights	Potential changes in SET to respond to requests for small chorus focus. Changes in Showcase. Successes of TAG program	Phyllis will write up highlights of this meeting send to RMT to review, then we'll send out to president's and	Phyllis and RMT	11/30/05

NORTH PACIFIC REGION 13 MANAGEMENT TEAM November, 2005 Reports

Chapter Coordinator:

SET luncheon was successful with the Presidents/Team Coordinators. Lots of discussion on ways to make Convention Weekend better for small choruses.

Haven't received any more information on Chorus Buddies contacts.

Only one other contact from a chorus, and that was to change something on the website.

Pep Rally for International was handled by the rest of the RMT due to the fact that I was in the chorus representing Region 13. Thanks, ladies for your help and support.

Not much going on in this area. It seems pretty evident to me that this position is really not needed. Most of the problems encountered by the chapters are taken to the Membership/Marketing Coordinator. It could be that I need to take a more active role, but I'm not sure how to go about that. We might discuss this at the meeting.

Director's Coordinators Report:

DIRECTOR'S LUNCHEON AT SET was very informative. We had 3 new directors there (Teresa McCafferty - Jet Cities, Lucy Hinkel - Rolling Hills, Johnda Smith - potential Blue Mountain). Lots of discussions on things the director's would like to see done.

Here's the director's wish list:

1 - Regional Director's Workshop: majority of directors would like funds to go to a regional workshop with hands on application. We are directors and we need help 'waving our arms', listening skills, etc. and not so much of the sit-down classroom type of class all the time. Maybe have a demonstration chorus that we all get to direct, video tape us, then review the tapes. Similar to what happened at IES this year with Rod E. Ideally, we need at least a year of advance notice of the seminar to be sure it doesn't conflict with coaching dates or shows.

2 - Mentors: we don't currently have an official mentoring program in the region, but we have many directors who could help one another. Mike Elliot (Spirit of Spokane) is mentoring new director Lucy Heinkel (Rolling Hills) to get her started on the right track. I told them that anyone else that is interested in getting a mentor to let me know and we'll try to find a match for them. There is not an official program so RMT may not be able to get funds from the region for this, so if your mentor choice involves travel it will be have to be worked out between the director and their mentor (although video taping and phone calls work wonders as well). I do believe there are qualified mentors in all areas of the region so hopefully we could match people with someone from your 'driving' area. (Maybe this is more Dottie's area, Education?)

3 - Request for Small chorus focus: Small choruses would like more emphasis on everything involved with small choruses – music choices, choreo plans, etc. Some felt that SAI (IES) mainly focused on huge, mega choruses and didn't have much to offer the small chorus. I will also pass this info onto SAI. Nikki Blackmer (a cappella joy) is passionate about this and may try to rally the cause in some manner as well.

4 - Thursday Night Showcase. Most directors did not care for the Thursday Night Showcase. Only the Regional Championship chorus directors liked it because that way their chorus performance duties were done and they could start to focus on their 'hosting' duties.

Other comments on the Thursday show were:

* I would like to see it in a true theater not in a ballroom and I would like to see it limited to the performers who will be competing at International.

In order to help pay for the theater vs. a ballroom, I would like to see a guest artist added to the billing. Perhaps an accapella group or dare I say, even "non barbershop". It might attract some area audience instead of just Region 13 members. I know the Thursday night performance in Anchorage actually made money! People from outside the BBS community attended.

* I think our members really look forward to seeing and hearing the outgoing champions - and for the outgoing chorus champions, it gives them a chance to perform, and then lets them concentrate on their hostess duties for the rest of the weekend - also, it gives the new champions the chance to be the focus on the Saturday night Show of Champions. Perhaps we should also look at continuing to invite outside groups to perform on the Showcase - I loved seeing a variety of musical acts on the show.

* Last Spring I discussed the possibility of volunteering to perform on the Showcase with our Music Staff. They voted unanimously not to do it because of the extra time required to prepare a package in addition to concentrating on our competition songs.

* Also, although some of it was good I could have lived nicely without the blue grass group. Actually, I enjoyed the first couple of songs, but they seemed to go on and on and..... I haven't discussed this with anyone, so maybe I'm in the minority again.

Then Teresa McCafferty had a great suggestion that she has witnessed in Region 26. Here is her suggestion:

Based on what I've see at Reg 26 for the past 5 years, this works well. It involves combining RAMM and Thursday night and adding an educational activity.

In Reg 26 the Thursday night show is more casual. The Quartet champions club sings to start things off, (Ovation for us), the quartets that competed at the previous International sing, and very rarely does the prior year champ chorus sing (only one in 5). This is also their membership meeting. They hand out awards and have a slide show (Power Point) presentation, set to music with photos sent in by EVERY regional chorus and quartet. It really is quite something to watch and experience. The whole evening is laid back. Performances are often done in "travel" type costumes and not full-blown stage attire. They acknowledge membership years in groups, ie: "Everyone celebrating 10 years, stand up." Everyone cheers. Only the big numbers 40+ years are celebrated individually. They also have a "Member of the Year" that is awarded for the region. A Novice Arranger Award - occasionally. It's a fun, relaxing evening with time to mingle and reconnect.

On Friday, they have an Educational Event. It is always EXTREMELY well attended. It gives those not competing in quartets, something to do during the day and makes it a Convention, not just a Competition. This past spring over 500 attended the Friday seminar.

A quartet sings at the end of the quartet contest (usually Brava).

The prior year's chorus champs sing on the SOC.

The SOC on Saturday night usually consists of:

Top 3 quartets (2 songs ea, champs 3)

Top 3 Choruses (2 songs ea, champs 3)

1st Place Small and Mid (2 songs each)

(If there is any cross over, they do not get extra time.)

Brava (*12 min)

Unplugged (*12 min)

Prior year chorus champ (*15 min)

(*Given opportunity to do finals packages.)

For Reg 13 it would mean no RAMM because it would be combined with the Thursday night event....which means, the region saves A LOT of money on the breakfast. And, as previously stated, the Educational Event makes it more of a convention and not just a competition.

DCP Report

We have 2 new DCP participants! One person has completed her testing and is being recommend as a Certified Director to Intl. One other person only has to be evaluated in front of the chorus to be compete. Esther Miles continues to do an excellent job coordinating this program.

QUARTET WANNA BE NIGHT SCRIPT

Peggy and I have met on this project but have not finalized the entire project just yet. We hope to have this project done by contest or this summer. It involves writing a script (and holding a quartet wanna be night in Anchorage to test it out). The plan is to have 4 class scripts (ex: quartet rehearsal planning, music selection, choosing the right quartet members, goal setting/image building) for the facilitator to choose from. You could have one night (one class) or multiple nights with each night focusing on another educational class.

A regional song would be chosen to be the 'song of the night' so everyone would know the same song or learn it before they came.

Each member would get a survey/profile/worksheet to fill out and then singers would do 'speed dating' to find out what the likes and dislikes of others are to see if their style would fit together well in a quartet.

Each night would also include mixing up the singers into different quartets where each 'new quartet' could be coached by a director, music staff or other achieving quartet member.

It's quite a project and I'm sorry we don't have a 'turn key' script to distribute to the region yet.

Events Coordinator

The Convention Steering Committee has set the theme of this next convention around the "Diva" material from International.

This is the committee:

CHAIR OF REGIONAL CONVENTION (CRC): Marshia Nicholson - Jet Cities

SECRETARY: Mayree Beckett - Spirit of Spokane

REGISTRATION: Mary Butschky - Jet Cities

BACKSTAGE: Janice McKenna - Pacific Sound

PROGRAMS & CHARMS: Mary Ann Milette - Spirit of Spokane

HOUSING: Kathy Murbach - Spirit of Spokane

SHOWCASE & FESTIVAL: Jody Allen - Spirit of Spokane

COMPETITION COORDINATOR (CC): Jill Landback - Pacific Sound

OFFICIAL PANEL LIAISON (OPL): Meech Debol

FINANCE COORDINATOR: Janice McKenna - Pacific Sound

EDUCATION COORDINATOR: Dottie Dedrick - Pacific Sound

We will be meeting in Spokane January 16th.

I have sent out requests for proposals for SET 2007 to the Visitors & Convention Bureaus in Yakima and the Tri-cities. And have begun working with the Alaska Convention Bureau for 2010. Working this far out and with our shrinking membership numbers, I am concerned about the number of attendees.

Education Coordinator

SET was very successful educationally but the cost of AV equipment may run us into the hole – over \$1800. Lots of positive feedback on the evaluation sheets. Gene was the breath of fresh air that the region needed and people seemed to like the track system.

I had Sue Middleton put the dates for future SETs and area schools put on the website calendar.

The TAG program is exceeding our expectations with 12 choruses already having had or scheduled their visits.

Met with Patty Martin and reviewed the major tasks for the EC and she is still excited and anxious to get started. We began discussing next year's SET – the fact that PSC plans not to attend and how we might entice other choruses to become even more involved. This could become the opportunity that some of our smaller choruses are wanting.

I evaluated Cheryl Isaacs, director of Harmony Northwest Chorus, as well as, Mary Neff and Lynn Wilson, both assistant directors for the Olympia Chorus, for the Director Certification Program.

I attended the Barbershop Summit.

Finance:

Successful conversion to new financial system has taken place. I have a series of reports for review by the RMT at our November meeting. Comments welcome!

Maxine has withdrawn the investment account total so that I may set up a new account in my name. Banking relationships are very difficult these days. I am STILL trying to get a new credit card for the region that might be in a name other than Bonnie Willis (financial coordinator for the region at least 4 years ago...). The bank wants me to supply documents that I'm digging up in order to move the account out of Bonnie's name and into mine. The only thing charged to the card automatically was the website fee, and Sue Middleton is handling that on a reimbursement basis until this is squared away. It should not be a social security project...but it is.

Please send me comments on the reports/ accounts etc. I welcome your feedback and will make any changes you feel will make the financials more useful.

Marketing and Membership Manager's Report – November, 2005

My main focus since we last met was to bring our CAL members current regarding our Regional Assessment. Janice McKenna and I have worked together to keep a careful record of just who has paid and who has not.

After five letters to all CAL members, delivered by snail mail, on October 15, 2005, I sent our tabulations to Connie Heyer, the membership guru at headquarters to put one last "official" effort to get these folks to contribute their fair financial share in support of our region. I am currently awaiting word from Connie as to the progress in that effort.

It has been somewhat musing to get phone calls and letters from more than a few people who swore they never received any notification prior to the last one stating they had 60 days to pay or have their membership terminated. My standard answer has been, "I can't imagine why that could be true as we have used the same mailing list for all of the billing notices."

On a more optimistic note, also on October 15, 2005, I (along with Dottie) attended a Barbershop Marketing Summit Meeting sponsored by the Evergreen District of the men's barbershop organization. I will be serving on their on-going team as one of three regional managers from SAI. My counterparts in regions 24 & 26 were also in attendance. Our initial focus is to better co-ordinate our calendars so that we can be of support to one another's activities.

I, personally, have asked Kendal Williams to address our Regional Management Team in his capacity of the chair of a huge A cappella Festival scheduled for October of 2007. I believe he will be doing so at our January meeting.

I have taken this regional activity to the chorus level and am currently in negotiations with Northwest Sound, a men's chorus in Bellevue, to exchange courtesy advertisements in each other's show programs.

Respectfully submitted,
Gayle Robinson
Membership and Marketing Manager

Communications/Technology Coordinator Report for: Chera Boom

Date: 11/8/05

Accomplishments

- Worked with InTune team for Summer and Fall editions.
- Participated in RMT presentation at SET.
- Worked on Nominations/Elections. This involved finding applicants, getting completed applications, soliciting confidential appraisals. The region had 2 applicants for MMC, 1 applicant for ChC, 1 application for EdC. So far there are no applicants for Events Coordinator, but one MMC applicant may be interested depending on results of International appointment results.
- Attended International Convention in Detroit. Attended RMT update with International President to learn about proposed changes to RMT structure.
- Organized CTC breakfast in Detroit.

Goals for Winter/Spring

- Work on Regional database.
- Define CTC projects and due dates for the next year.