

**Region 13 Management Team Minutes**  
 Saturday, March 15, 2008 10:00 a.m. PDT  
 Anchorage, AK, & Bellevue, WA

- Attending:**
- Chera Boom, Team Coordinator
  - Karen Leet, Director's Coordinator
  - Janice McKenna, Financial Coordinator
  - Gayle Robinson, Membership Coordinator
  - Jan Matthews, Marketing Coordinator
  - Susan Soderberg, Communications Coordinator
  - Sue Hahn, Events Coordinator
  - Patty Martin, Education Coordinator

Topic	Discussion	Action	Person	Due Date
Welcome Review and Approval of Minutes 9/22/07 1/12/08	Chera  Approval of both sets of minutes – many thanks to Jan for her assistance!			
Convention 2008  General Update	Friday morning education class Mojo teaching, House Blend unable to attend  Question: Any update on registration numbers?  Not yet – last mailing went out late, large choruses just turned in their final numbers  Discussion on penalty for not staying at hotel Finance reports just barely enough rooms sold last two years, no penalties  Is there mechanism in place to track who purchases AET but doesn't stay in hotel? Can compare AET vs. housing list after contest (Meech & Kathy D.)	Coordinate with Meech and Kathy on final numbers after contest	Sue Hahn	Report next RMT mtg May 16
	Membership numbers to keep in mind: General R13 increase of 25, mostly due to new chorus CAL transfers also up Fewer people in active choruses, may not go to SET, etc.			

	Question: Should I be giving an award that my chorus is or may be eligible for? Appearance of impropriety?	RMT members can trade duties, discuss offline	Notify Sue H. of changes	By program deadline
Webcast	Susan saw nothing in previous minutes about moving forward Cost of producing webcast/covering expenses of primary concern EVG quoted approximately 1300-\$1500 for live webcast Concern: People staying away because they can watch webcast? Need further input from membership – webcast survey Mention during business session, write article for email blast, put in convention program	Consensus: 1. EVG quote too high 2. Webcast is good, but it must be self-sustaining 3. Make collection center and survey and mention during business session 4. Email blast & convention program	Chera  Susan	By 4/23  ASAP & by prgm deadline
	Question: What does Regional Assessment cover? Regional operating expenses, travel, TAG visits, educational costs not covered by event registration, RMT meetings, software,	Article for InTune: What Does Regional Assessment Cover? Not item by item, but Big Picture.	Susan (consult with Janice)	For May deadline
Business Meeting	Year's Highlights Chartering of new chorus – Voices Northwest Increase of membership by 25 Director/Musical Faculty workshop w/Sandy Nason had very high attendance SET w/Diane Porsch very successful & enjoyable RMT was fully funded to IES in San Antonio Continued audio/video meetings to save costs		Chera will cover on Thurs evening	
	Agenda for business meeting Discussion had re delivery of certificates			
	Marilyn Rogers Special acknowledgement on Saturday night along with 50-year and 55-year members Thursday night acknowledgement as well			
	Extended discussion regarding how to hand out certificates and adequately recognize people efficiently			

	Chorus Roll Call	Be certain to include CAL in the roll call and prospective choruses	At biz meeting	Susan & Jan (will bring list)
	Financial Report	Will bring a few handouts		Janice
	Presentation of Current RMT			Chera
	Committee Recognitions			RMT
	Installation of new RMT			Zoe/Beth
	Longevity Awards	Ribbons, pictures, story		Gayle, Sue Beck
	Need official RMT photo by Lilley Ask Lilley to provide photos for website	Find out who coordinates Lilley, so we can get RMT formal photo	At contest	Janice & Jan will work on
	Need more photos in general for website	Obtain general photos for website - to SueM	After contest	Susan
	Anything else? Medal stringing party?	Coordinate w/Cheryl, have it in Sue's room		SueH
	Will anyone be in ed class Friday morning for help? Help Patty.	All parties not competing will help		
	Mention that search for new RMT members starts NOW...	Bring applications		
RMT Nominations	RMT needs to ensure both membership nominees are qualified for job, then get nominations out to all choruses – Juanita Harwood and Cris Turner	Consensus that both are very qualified		All RMT
	Membership is the one RMT position that the members directly vote upon – important to recognize that and encourage voting. Brief bio will be sent out with ballots to all choruses and all CAL members. CAL members are totaled as if one chorus, so one vote.	Nominees approved. Consult SueM for correct email addresses, voting will take place via email	Out by 3/21, Respond by 4/11	Janice
	Aside: Region 13 was one of only five regions to have every chorus respond and vote for IBOD. Yay!			

	Review of Events Coordinator (SueH out of room in AK) Review of Jan Matthews	Consensus to reappoint both parties. Thanks extended!		All RMT
Central Duplicating	Marilyn Rogers leaving job. Is this position still needed? Mailing newsletters, mail merge, making copies Who uses? Education, CSC Concern: workshop handouts, resource notebooks, etc. Is there someone who can do that? Should that person be a position under education? Copier available to provide to Patty. Use Kinkos?	Technology  Marilyn has copier – how old, what condition, what can it handle?	After contest find out	Susan
	Explore sponsorship by Kinkos	Contact Kinkos	After contest	Jan
Regional Database	Who does anyone go to for most current email addresses? SueM How does SueM get updates? From International? Updates happen by individual choruses or members sending updates to SueM or Teresa McCluen. Includes all pertinent contact info, not just email. How do choruses know to do that? Membership list from International is about 3 months behind; local rosters are much more accurate. We rely on local info, not International's list. SueM needs for InTune.  Is there a list of all chorus contacts? Or do we get that online from International? When the new list of contacts comes out, please forward a list to all RMT13 members. International does not send out paper copies, either file or CD. (Aside: CD coming out with complete Chapter Guide by end of May 9 or so.)  Related question: To whom should Janice send out the ballots? Team Managers/Board Presidents. Not to Directors! Janice is considering asking SueM to send blast to entire membership as an alert, so it's on everyone's minds – plus choruses are in between leadership right now, so sending just to leaders may not get a response from the right person.	Encourage choruses to keep information up to date on regular basis – write article  International provided us with digital file of all chorus contacts. When it's updated in May, make sure RMT members receive update  Janice – follow-up call assistance		Susan  Susan  Chera willing to help
Communications	RMT Evaluations Now available as online responses. SAI HQ encourages only this form of response, not paper. Online tool is easy to use, easy to review. Question: Will choruses use it? Do we still need to send out paper?  It is not a requirement that every chorus must evaluate the	Email team managers/ presidents that online tool exists	April 1	Susan

RMT. A print can be made, taken to a Mgmt Team meeting for discussion purposes. Only one person will respond on behalf of the team using the online tool.

Recommendation that Susan send printed/email copies to each chorus this first time, with instructions for use of the online tool and indication that online is how this will be handled in the future. If they prefer, this time they can return the printed form (filled in) to Susan. The questions don't change from year to year.

Send PDF to each chorus team manager/president with instructions. This year only, they can elect to return paper copy.

First week of May

Susan

Find out if International wants one response per chorus, CAL therefore being ineligible. Or do they want every CAL member to respond? How to handle CAL...

First week of May

Susan

Ideas for driving members to Region 13 website

Website is pretty static unless there is some educational opportunity or contest upcoming. Want ideas for driving member to site for info and valuable tools.

How do we make the website more engaging?

Patty – Region 13 best website for the year contest. Motivate them to be more aware of other sites.

What is our regional website for? New members? Current members to get information? Yes to both. New members will learn what Region 13 is thru the website – educational tool for new members. Reference tool – how to contact people, look up locations of choruses, view calendar, etc. But we have had no reason to go to it for anything else, so chicken and egg situation – what comes first?

Does site need to be more user-friendly? Apathy about going out and looking for things...(well, I didn't know it was there) Region should not be spoon-feeding; make choruses and members proactive about looking for info.

How about 1) Director of the Month, write article; 2) More focus on education; 3) articles by judges; 4) more resources; 5) warm-ups; 6) job openings, want-ads section; 7) journalist to do interviews (Jan); 8) headline news

Email Distributor	How to make better use of the distribution services Email distributor cost is dependant upon number of addresses, NOT number of emails sent. R13 does not yet come close to that max # of addresses. How can we use this email capability for enhanced communications?	RMT members will keep this option in mind		
	Communication re keeping up with changes to rosters	Write article for InTune and/or send email re keeping up with changes	ASAP	Susan
RMT member list to International	International wants list of new RMT members NOW	Election is not completed, will send when done	After 4/15	Susan
Young Singers Foundation Donation	Discussion	R13 RMT will make donation of \$150		Janice
Chorus News	Gayle Port of Angels Likely not able to charter, down to 8 members Invitations extended by Grand Olympics for inclusion in activities; some will not do that (distance)  Majestic Mountain Bianca is director, 13 members Want to meet at convention, not likely Int'l sent them Steps Pkg, member toolkit, etc.  Blue Mountain Now at 15 members, Darlene Filla back, director One-year revitalization up in June – RMT decision will be required at that time Patty scheduled to visit them for performance pkg evaluation on May 5  New chorus in Clarkston? Issue of accessibility in winter for members of Inland Harmony May be large enough group to make separate chorus No hard feelings, trying to work it out Step Program info sent by Int'l  Bright spot is regional numbers increased by approx. 25 Each chorus slightly smaller Six chartered choruses not competing; SAI wide Membership is notified is chorus doesn't compete in 3 years	Put on May meeting agenda		Chera

Quartet News	<p>Concern re small numbers of competing quartets          Lowest number we can remember          Survey needs to go out to quartets to ask why          Quartet list needs updating              Includes all registered quartets, whether they have competed or not          Int'l info is always 3-4 months out          Quartets not required to compete, who is evaluating              Local chorus should be doing that              If CAL quartet, Patty evaluates</p>	<p>When RMT members become aware of specifics, it should be reported to SAI by Patty, since all CAL quartets are evaluated by Education Coordinator</p>	<p>Patty will do so if she has specific info to impart</p>
In-Region Training Date	<p>Quartet list checked online. Sentimental Journey is listed.</p> <p>Faculty member is Dorothy Jurs – work directly w/her to set date          Must be all of us, face-to-face          Probably not able to do business meeting          When do we want to do that?</p> <p>Hold off until Membership Coordinator is identified</p> <p>Don't bother Dorothy until we have firmer dates          January '09 and beyond, possibly Jan 16-17</p>	<p>Tell International we will identify date as soon as new RMT member is identified</p>	<p>Chera</p>
Future RMT Meeting Dates	<p>August 9 video/audio          January 16-17 (MLK weekend)</p>		
Old Business	<p>Discussion: Katy wants to hold fundraising for Ovation during Thurs entertainment. Question: What are they collecting funds for? We need clarification if this is quartet, Ovation or Sea-Adelines.</p> <p>Learning tracks available online for STAR Chorus or Ovation, Sing with the Champs? OK if they are behind password.</p> <p>STAR Chorus singing on Thursday Kickoff.</p>	<p>What is benefit to region?</p>	<p>Sue Hahn</p>

	Adopt a Chorus for a year – good thing to do buddy choruses? Let's put that off until after May 1. Sister choruses – do we want to do this in 2008-2009?	InTune article	No one identified!
	Convention plans for next couple of years Money is huge issue – Spokane is \$10k for Opera House Meydenbauer & Broadway Center expenses huge Lighting and sound bid \$30k Hotels - ceilings are too low for Int'l standards Spokane hotels for 2012 needed What did the men pay for Meydenbauer?	Find out from men	Susan
	Suggestions for International: Take a look at possibility of doing regional contests together – food for thought  Change regional boundaries	Give these to our regional representative	Chera
	SET 2008 – On the Move, picture of Rumors Recommendations for getting passports Region 26 budget info from Region 26 Region 13 does not want to go over \$50 per person Two separate prices for registration??? Will this work? Do we need to bring in Int'l for negotiations? Region 26 needs to make money!  Pick theme for all of our events for fiscal year On The Move – use for all 2009 events?	Janice still needs to get this info	Janice  Janice & Patty will follow up
	MENC – do Peggy or Nikki qualify for this award? MENC Music educator, teaching barbershop Sweet Adeline	Find out specific requirements and contact these women to see if they qualify	Chera
	RMT member stipend	Delay until May meeting	
Presenting Certificates	Extensive discussion ensued Plan: RMT Runners deliver certificates Receivers stay up front until complete Picture of everyone Only one certificate per person for all they do	Undelivered certificates, put in chorus mailboxes	Jan
Meeting Dismissed	Thanks to all, pictures taken of each group		Chera