

**North by Northwest Region 13
Region 13 Management Team (RMT) Meeting Minutes Summary
June 30, 2019 7:00 p.m. Conference Call**

Attending:

Judy Galloway, Team Coordinator	Sandy Smith, Communications Coordinator
Candy Johnson, Directors' Coordinator	Nancy Kurth, Education Coordinator
Jody Allen, Events Coordinator/CRC	Sherry Morrison, Financial Coordinator
BethAnn Bock, Marketing Coordinator	Sharon Stockstad, Membership Coordinator
Patty Martin, Associate RMT	

The team welcomed Patty Martin, Associate RMT.

May minutes were approved.

Standing Rules were approved and will be sent to the Standing Rules and By Laws Chair for approval.

The team is reviewing the following RMT documents and will finalize at the July meeting.

- RMT and committee job descriptions
- Region 13 guidelines and policies
- Goals and Strategies
- Annual RMT Calendar

The team was reminded of the Verification of Audit due date for choruses. All choruses have been contacted about the date by Sharon and a reminder will also be sent out in an eBlast.

Choruses will be contacted reminding them to update their 2019-20 Board/Team members on the Sweet Adelines website.

Discussion was held regarding the money collected for the Direction Education Fund. Guidelines for use of the funds will be developed.

It was decided that the Team Coordinator will be responsible for the Kick-Off agenda at the Region 13 competition.

SET registrations were reviewed. We have less registered than is required for the event to break even. Reminders will be sent out encouraging attendance at the event. An invitation has also been sent to Region 26.

The International Chorus/Quartet Rah Rah activities and Jumbotron Ads were discussed.

We are close to securing a Music Librarian.

The Director Mentoring program guidelines are being reviewed and will possibly be updated.

A "Featured Director of the Month" is being developed.

Director turnover was discussed, and chorus directors will be provided with an email update.

A Director Workshop for the 2020 Harmony College North West is being developed.

Region 13 commissioned a Birthday Song for our anniversary, which will be taught at SET. A birthday celebration will be held at Competition.

A clarification was made about who can attend the Arrangers workshop. It is open to anyone, including non-SAI members but is focused on barbershop arranging.

The information for the Chorus Visit Fact sheet was discussed.

The RMT approved the room blocks at the Centennial for the 2020 Competition and approved Jody working on a final photographer contract for competition. Further discussion was held on competition costs and the price of the All Events Passes.

The team approved the installment payment arrangement with the Centennial for the 2019 Competition.

Decisions were made on which RMT will be issued credit cards and who should approve RMT vouchers.

InTune and eBlast deadlines were discussed, as well as the purpose of each communication method.

InTune will continue to be published 3 times per year with the purpose of providing chorus, quartet and region updates of interest to the members. A link will be sent to all members via the eBlast when it is published. An InTune schedule of deadlines will be prepared for the next year.

The eBlast is used to email time sensitive information and is published as often as needed. eBlast articles need to be submitted at least 1 week prior to publication.

The Region 13 State of the Region report was sent to Sweet Adelines.

Member updates to the contact list for eBlasts is updated quarterly, using information obtained from Sweet Adelines. It was noted how important it is for members to keep their contact information up-to-date on both the Region 13 members only site and Sweet Adelines.

RMT document storage was discussed and an overhaul of the RMT Only document webpage will be updated.

The next RMT meeting will be held via conference call on Sunday, July 28th at 6:00 P.T./7:00 M.T.

Respectfully submitted,
Sandy Smith, Communications Coordinator