

**North by Northwest Region 13
Region 13 Management Team (RMT) Meeting Minutes Summary
August 25, 2019 6:00 p.m. PST/700 p.m. Conference Call**

Attending:

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

The team welcomed Shelly Pardis to the meeting. Nancy Kurth introduced Shelly who is a member of Helena Xpress Singers and has previously served as Education Coordinator for Region 24. She has submitted her application for Education Coordinator.

The team approved the August 4th meeting minutes and summary.

Judy submitted the Region 13 Guidelines and Policies to the team for approval, noting that these will be modified as the need occurs. The Annual RMT Calendar will be modified based on additional feedback after the Convention Steering Committee meets. Judy is adding a Contract Reviewer Resource Staff member.

All RMT and Resource Staff Job Descriptions are being reviewed and updated. The RMT and Resource Staff organization chart will be updated and provided to members in order to increase visibility of Regional leaders.

Candy is working on educating Director Mentors on their job responsibilities and is pairing them with Directors. Candy is developing a plan to contact all directors. She thanked Nancy for hosting Directors at SET. Candy is developing strategies for a Directors "Level Up" program.

Nancy reported that there are three candidates for the Education Coordinator position, which is appointed by International. The team will submit Shelly Pardis as their first choice, Nancy as their second choice and Janice Wheeler as their third choice for the position.

Nancy and Candy are working with the Harmony College Northwest team to add a Director Track to the 2020 event.

Nancy reported that Janice Wheeler has introduced the Arranger Certification Program. Debra Aungst is updating the list of regional faculty. Sandy Cahill is working with Candy on the "Level Up" program. Nancy reported that SET was a huge success with 137 attendees and that LouAnn Hommel is already planning SET 2021. Jerrie Beyrodt is working with the 2020 Area School hostesses to set dates and faculty. Paula Davis reported SET Admin classes were a success and identified that chapter Finance Coordinators identified help they need. Carol Ward is developing a 30-minute quartet classes that can be added to 2020 area schools. Region 13 is pleased to announce that Nikki Blackmer has applied to the Expression Category and Chris Conerty has applied to the Music Category Judging programs.

Nancy will ask the 2020 judge panel to discuss contestable songs with gender-neutral lyrics with the Directors after contest.

BethAnn reported that she is working on a Marketing Timeline template. She reported that the Region 13 International competitors Rah Rah will be held on Tuesday at 11:30 in the Maurepas room on the third floor of the Sheraton Hotel. A half hour celebration is planned.

Sharon assigned RMT as Chorus Buddies. She is scheduling chorus visits. She reminded the team to report back to her on chorus visits and contacts by the RMT.

Jody reported that there will be a Convention Team meeting on September 7th. She asked for any "wants the team might have for convention photography. All 2020 Convention contracts have been reviewed and signed. Jody reported that she and Judy are working on a webcast business sponsor.

Sherry reported that \$2,776.52 was received for the YSF with the largest single donation of \$1,150 by Pride of Portland. The Can with the Best Bling was awarded to Spirit of Spokane the Most Creative Can was awarded to Alaska Sound Celebration. Sherry presented new guidelines for "It's In the Can". The collection and awards will now take place during Regional Contest with presentations made at the Afterglow.

The team will begin the calendar year budgeting process at the October meeting.

Sandy reported that she completed updates to the Region 13 membership page for new chorus leaders. She is also finalizing the Regional Management Team organization chart organizing RMT documents. Diana Jordan has agreed to serve as the Quartet Page Specialist and has updated quartet information on the public and members only websites.

The next RMT meeting will be held via conference call on Sunday, September 29th at 6:00 P.T./7:00 M.T.

Respectfully submitted,
Sandy Smith, Communications Coordinator