

Regional Management Team (RMT)
Greater New York Region 15 Meeting
Nov. 3, 2007 Minutes

The RMT held their fall meeting at the Baldwin Lutheran Church on Long Island. In attendance were Membership Coordinator Lisbet Kline, Education Coordinator Harriette Walters, Director Coordinator Carole Argulewicz, Events Coordinator Carol Schultheis, Communications Coordinator Heather Collins and Marketing Coordinator Chris Klepeis. Absent was Team Coordinator Peggy DiSunno. The meeting was called to order at 10:20 a.m. before the arrival of Finance Coordinator Jeannie Allen. Jeannie arrived at 10:26 a.m.

ACCOUNTABILITY REVIEW

- Harriette reviewed accountabilities from the last meeting; all action items had been completed. Chris agreed to track accountabilities for this meeting.

STATE OF THE REGION REVIEW

The team started the meeting with a discussion about each of the choruses in the region, with the goal of identifying any regional resources that each chorus might need as well as planning class focuses for upcoming education events, including the Director's Workshop on May 30 and 31, 2008 (followed by the leadership training day) and TRAX next Sept. 12, 13 and 14. Follow-up will be made by individual RMT members throughout the course of the winter.

REGIONAL/NEW BUSINESS

- Lisbet initiated a discussion regarding the relationship between the Regional Convention Committee and the RMT and the roles of each. The team discussed whether there are ways for the two teams to work better together. It was noted that structurewise, the RCC Chair reports to the Events Coordinator. The team suggested that since succession planning and leadership development is a concern for both teams, that we invite the RCC to participate in a leadership training session in 2008. The RMT will select dates for this training during the retreat next February and will invite the RCC to attend.
- There was a discussion of future education event dates. We discussed possible changes to the event format, including introducing smaller events. Also discussed teaming resources with Region 19 and Region 1 about how to cooperate on events in the future. More discussion will be scheduled after the Education Coordinator for the 2008 to 2010 term is selected by International.

TEAM REPORTS

Finance Coordinator

- Jeannie filed a report detailing activities since the September RMT conference call.
- There was a brief discussion about fund-raising activities for the region. Lisbet suggested that there be a task force put in place. It was decided that will be a larger topic at the retreat in February 2008. Two ideas that came up during the discussion: Badge sponsorships, water bottle sponsorships.
- There was a discussion about the treasurer's report:

- The region's Balance on Hand as of Oct. 31, 2007 is \$43,599.34
- TRAX figures were updated. We still do not have a final figure, pending several expenses that have not come in. As of the meeting date, the income from the event was \$5,642.23. It was noted that the region raised \$279 from selling the Sing Baby Sing CDs at the event.
- There was an updated financial statement for the Director's Workshop 2007. The costs went up almost \$200. As of the meeting date, the cost to the region for this event was \$3,068.03.
- Reported conversation with Judy Guise about grants. Bottom line is that we can't apply for grants because our region spans two states.
- Jeannie requested that the team require written contracts and social security numbers for every guest faculty member and educational provider so that we can reconcile invoices and information for the purpose of filing taxes.

Communications/Tech Coordinator

- Heather filed a report detailing activities since the September RMT conference call.
- Provided update on plan to change hosting service for Regional Web site and create Members only section. Also looking into creating a "MySpace" identity for the region.
- The team discussed the future of Taglines and whether or not we should continue publishing in the year ahead. It was agreed that we should discontinue the newsletter in favor of creating a monthly e-mail news update and using a service to produce it. PDFs of the email will be created for posting on the regional Web site. In addition, they will be distributed to choruses for distribution to those members who do not have email.
- In her capacity as Nominating Committee Chair, Heather reported that the following individuals have accepted invitations to join the RMT for 2008 to 2010 terms:
 - Carol Schultheis, Events Coordinator
 - Dana Dunlevy, Marketing Coordinator
 - Dolly Power, Membership Coordinator
- The team is waiting for International to respond to its recommendation for Education Coordinator. It is anticipated that this selection will be made by December.
- The team agreed with Heather's recommendation that the Nominating Committee remain as a year-round committee. Heather will continue to chair the committee for the next year. She will invite two new people to join this committee. This group will reach out to individuals identified by the committee this summer as candidates for team positions in the future.
- Heather reviewed correspondence from International regarding a change to the International by-laws. The measure proposes to change language in the International laws that clarify term limits. The RMT voted to approve this measure and Heather will cast the ballot accordingly on the team's behalf.

Team Coordinator

- Peggy filed a report detailing activities since the September RMT conference call.
- In Peggy's absence, Harriette reviewed her report.
- There were no new items introduced here, other than action items listed as part of the Accountabilities record.

Education Coordinator

- Harriette filed a report detailing activities since the September RMT conference call.
- Harriette and Lisbet led a discussion of future leadership training plans. It was agreed that these sessions could lay the groundwork for a regional steering committee, something that will be discussed and considered in the 2009 and 2010 timeframe.
- The team discussed creating a regional database of individuals who can serve as resources. It was suggested that Heather should start one using the current candidates who applied for the 2008 to 2010 terms. There will also be some research done on who held positions in the past with an eye to consulting them as advisors.
- Lisbet is planning TRAX event for next year in tandem with Harriette.
- Lisbet brought up a request from the Young Singers Foundation to appoint a regional liaison. The international organization is looking for a regional liaison, which we currently do not have. Lisbet mentioned that any YWIH event in our region is a potential grant recipient if we apply. Judy Douglas will be invited to hold this position.
- There was a discussion about how to handle the Regional Pep Rally for the Region 15 representatives at International competitions: Scheduling was difficult in Calgary. The team agreed to leave this up to the discretion of the International Competitors.

Director Coordinator

- Carole filed a report detailing activities since the September RMT conference call.
- Carole introduced a discussion regarding training for assistant directors and section leaders: She expressed concern that not as many people attended her TRAX class as she would have hoped, perhaps due to scheduling issue. She believes, based on feedback from assistant directors and section leaders, that the biggest gap in their training is conducting skills. She is looking to plan the so-called LAW school (Learn Arm Waving) and will reach out to directors to try to organize this. Lisbet suggested that this be added to TRAX next year.
- Update on regional quartets: Carole has received a request from many of the region's quartets for a day of training. She, again, has responded to find out more information about when and where this could be scheduled. She is still the Quartet Coordinator. The RMT has not been able to find someone to take this position. She and Harriette will continue to work on finding someone more permanent for this.
- Director Certification Program Update: Carole reported that three people took classes at TRAX. They are the most active participants. She mentioned that a lot of people are on the roles for the DCP program but are very inactive. It was noted that Song of the Valley requires that everyone on the music team participate in the program. Carole also reported that Mary DiLeo (the current DCP Coordinator) will be resigning her position, so we are looking for a new DCP Coordinator.
- Generally speaking, Carole reported that she will focus on finding opportunities to enrich the training offerings for chorus music teams and music leaders. Carole will request that choruses let their music teams know about the education weekend (Directors Workshop) planned in June.

- There was a discussion of whether or not to use Michael Hayden in June, pending information about his new job and whether or not he can make it for Friday night's events. Carole will update the RMT on this.
- Carole introduced the question of how Quartet Chorus will be handled next spring for contest. This falls under the jurisdiction of the Events Coordinator. The RMT discussed whether or not we should have a family chorus or a "winner's circle" that would include past regional medalists. Ultimately, the RMT decided to invite several young women's groups in the region to participate in a Young Women's chorus, which will sing after the quartet competition. Harriette was invited to lead this chorus. Carol Schultheis will discuss this plan with the RCC and then invite participation from Patty Danner, Laurie Woolever, Kristen Waghorn and Wayne Grimmer.

Membership Coordinator

- Lisbet filed a report detailing activities since the September RMT conference call.
- Lisbet reported that membership programs are progressing across the region; she will follow up to make sure choruses consider looking into the various programs from International. She will also ask June Pierson to share her PR information with other choruses. Harriette noted that several choruses are doing great things, but we aren't sharing across the region. Lisbet will look at how to orchestrate this more effectively.
- Lisbet reported that since TRAX, several membership chairs have been reaching out to her on a regular basis. Follow-up questionnaire will be distributed to the membership coordinators to find out what is working for them.

Marketing Coordinator

- Chris filed a report detailing activities since the September RMT conference call.
- There was a wrap-up discussion about the question box that was available at TRAX for members' suggestions. There was a review of the comments. Two themes: More members requested PVIs and some individuals felt there were not enough classes for chorus members in the afternoon. Both will be considered as the TRAX schedule for 2008 is developed. The education team plans to provide a more complete class schedule early next year so that more information is available throughout the registration process.
- Chris reported that no choruses have called for help with marketing; most were involved with publicizing shows. She has spoken with Brooklyn regarding marketing ideas.
- Lisbet requested that Chris speak with June Pierson about marketing activities for Song of the Valley so that the region could benefit from the sharing of ideas about what is working and what is not working.

Events Coordinator

- Carol filed a report detailing activities since the September RMT conference call.
- Carole reported that she is renegotiating price for Sheraton in Philadelphia, including a break on the self-parking rate. She also reported that the hotel is working on the quality of the food offered for the regional banquet.

- Carol reported on the Parsippany Sheraton: The Grand Ballroom is not available next September, and she we will be looking at other facilities for TRAX, specifically one in Tarrytown.
- Carol is planning the Directors and Musical Leaders workshop for the Hilton in Iselin, N.J.
- Carol said the RMT retreat will be held at Lisbet Kline's home in East Stroudsburg, Pa., to save on regional meeting costs. We will start between 11 a.m. and noon on Saturday, Feb. 3. More information will be distributed closer to the event.
- There was a discussion of hostess chapters for future TRAX events. Liberty Oak requested to handle the 2008 event, as did Harmony Celebration. Since Liberty Oak asked first, they will be invited to handle 2008. Harmony Celebration will be invited to handle 2009 and a note will be sent to other chapters letting them know they can apply for 2010.

The meeting was adjourned at 3:40 p.m. The next meeting is scheduled for Saturday, Feb. 2, 2008 at Lisbet Kline's home in East Stroudsburg, Pa. Peggy will invite the incoming team members, Dolly Power and Dana Dunlevy, to join us for the retreat.

Respectfully Submitted,

Heather Collins
Communications Coordinator