Minutes: New Orleans Planning Team meeting, Saturday 3 November 2018

2:00 – 4:00pm, at 5 The Oval.

Coordinators Susan Noseworthy Jan Mathieson	**Registrations** Rebecca Gourlay Edna Byron Robyn Harvey	**Meals in New Orleans** Miriam Spragg Rebecca Gourlay	**Newsletters** Trish Morrison Marilyn Bishop
Chorus Handbook Amelia Davis	**Travel Advice** Jan Mathieson	**Health Team Coordinator** Edna Byron	**New Orleans t-shirts** Amelia Davis
Accommodation Masayo Yoshida Jean Dobbs	**Rehearsals, performances** Virginia Humphrey-Taylor	**Travelling Supporters Coordinator** Angela Blank	**Hair/Make-up Coordinators** Jan Mathieson Sandy Gunn

Apologies: Angela Blank, Amelia Davis

Noted: Jean Dobbs and Sandy Gunn will not be attending Planning Team meetings, but will be helping with accommodation and hair/make-up coordination jobs.

Item	Person responsible	Discussion points / Decision	Action before next meeting
1. SAI - communications	Susan	Housing packet received 3 Nov.	Susan will reply to SAI by 9/11/18.
2. Timeline	Susan/Trish		Trish will develop Timeline.
3. International Registrations	Rebecca, Edna Robyn	- Completing the SAI spreadsheet - deadlines	Rebecca, Edna and Robyn will start collecting names at the next rehearsal weekend, 9th-11th November.
4. Accommodation – convention hotel	Masayo	Marriott preferred USD189.00 Per night	Print rooming lists, so chorus member can start filling in at Nov weekend. Return housing forms to SAI by 10 Dec 18 (estimating numbers of people and rooms).
5. Travel to New Orleans	Jan	Dates to leave New Zealand and arrive in New Orleans.	Need to arrive by Thurs 12th/Fri 13th Sept. Jan to put air travel prices and options in Bulletin 2, New Orleans.
6. Chorus rehearsal schedule New Orleans	Virginia	- First rehearsal date in New Orleans - Use of other choruses risers	Friday 13th Sept for first rehearsal in New Orleans. Virg and Susan will contact other choruses re using their risers.
7. Ground transport New Orleans airport to hotel	Jan	- Assemble information on options for chorus	Will options next year, May/June 2019
8. Chorus shared meals in New Orleans	Miriam, Rebecca	- Number of shared meals, venue options, times	Miriam and Rebecca will check Hotel menus and advise, agreed to have a finals meal at the hotel, and Subway or similar for competition day.
9. International choruses' show	Virginia	- Date, time, performers involved - Venue, equipment - Advertising	Someone needs to work with Virg re audio equipment needed on the night. We are singing with Acapella West (from Perth), and 3 champion quartets will also perform: Martini, Frenzy and Love Notes.

Item	Person responsible	Discussion points / Decision	Action before next meeting
10. Hair, make-up: education for Chorus members	Jan	- Teaching workshops before New Orleans - Who helps and who checks on competition days	Jan and Sandy will run/plan Makeup and Hair workshops next year. Chorus to wear Ben Nye, Revlon Red, or Kryolan to match the blue Red needed.
11. Branding, design, graphics for New Orleans-related items, events.	Amelia	- Logo design - T-shirts	Amelia will bring ideas to the next meeting. **Recommended:** singers buy own black or white T-shirts for New Orleans, chorus organises mass logo printings. Not necessary to have New Orleans reference. **Recommended:** each chorus section has a coloured T-shirts for Living Springs – sections manage this process.
12. Communications	Whole team	- Information, registration, session Saturday 10 November - Bulletin #2: Sunday 2 December	Rebecca has set up Viber group. Susan and team will be available next rehearsal weekend for info session. Trish – draft bulletin #2. - Update costs - Air travel info from Jan - Update time to arrive in New Orleans - No performance in ChCh 12 September - First New Orleans rehearsal Fri evening 13 September - Draft ideas for show Sunday 15 September (Virginia) - Viber group (Rebecca - details) - Volunteers for health team (Edna to write something) - More about expenses coming up Jan-April 2019 (Susan)
13. Health Team	Edna	- Seek volunteers - Meeting with Health Team Saturday 29 June 2019?	Work in progress. Edna.
14. Payment deadlines for members		- As in Bulletin #1 - Consider costs of Living Springs and Dunedin convention	NZD345.00 Registration due 24th March. Susan to put in chorus bulletin.
15. Competition Booklet	Amelia to assemble	- Date for hard copy to be delivered to Chorus.	Booklet to be completed by 19th July 2019, printed version to chorus on 26 July coaching weekend.
16. Other business			
17. Next meeting date			Saturday 2nd Feb 2019 at 2.00pm, 5 the Oval.