Minutes: New Orleans Planning Team meeting, Saturday 2 February 2019

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: Virginia, Robyn, Edna, Marilyn.

Item	Person responsible	Discussion points / Decision	Action before next meeting

1. Hair, make-up: education for Chorus members	Jan
	
	Sandy Gunn attended the meeting for this item.
		- Report on plan for teaching workshops before New Orleans
		  - Proposed and agreed: personal plans for eyes, hair, new stay-on lipstick, assessment and approval of each person's make-up.
		  - Teaching materials to go on website.
		- Who helps and who checks on competition days – not discussed
			Susan will book the Cashmere Drama room for Sat 30th March for the Hair/Makeup workshop at 1.00-4.00pm.
			
			Amelia suggested members come to Wednesday chorus once or twice before New Orleans with the hairstyle they will wear, to see how it works and get used to doing hair.

2. SAI - communications	Susan	Housing and meeting room requests submitted (see attached notes). Hotel not yet assigned.	Susan has not yet heard from SAI regarding Housing etc.
3. Timeline	Susan	To discuss at meeting	Susan – draft and discuss with Trish.
4. International Registrations	Rebecca, Edna Robyn	- Completing the SAI spreadsheet – Rebecca has fairly accurate list of singers, spreadsheet to be completed and returned to SAI ASAP.	Rebecca to forward signed list of registered competing chorus members to SAI. Susan/Deb to ask Daphne to send out invoices for International Registrations on the 15th March. Susan to write something for the next Bulletin re the Exchange rates.
5. Accommodation – convention hotel	Susan	Hotel not yet assigned. Rooming requests recorded.	
6. Travel to New Orleans	Jan, Robyn, Rebecca	Most people leaving New Zealand Thurs 12 or Fri 13 Sept.	Rebecca has started compiling a list of members arrival flight times. Members to email her

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			flight info. Jan is keeping an eye out for special fares.
7. Chorus rehearsal schedule New Orleans	Virginia	- First rehearsal date in New Orleans Friday evening 13 Sept - Use of other choruses risers – still looking at options, have requested hours with Melodeers and Toast of Tampa. Will be around $125 per hour.	Virginia to make decisions about where to rehearse and risers to use from Friday 13 Sept to Sunday 15 Sept. Susan to research. Jeanette will help. Susan/Virginia – contact Lion's Gate Chorus, they are bringing risers to New Orleans.
8. Ground transport New Orleans airport to hotel	Jan	- Assemble information on options for chorus – set date for circulation and person responsible.	Jan will send the link for 'official' ground transport at New Orleans to Trish for the next bulletin.
9. Chorus shared meals in New Orleans	Miriam, Rebecca	- Number of shared meals, venue options, times, who pays: report	Miriam has looked at options, will be confirmed once Hotel booking is confirmed. Many options for boxed lunches, could consider boxed breakfast if required to finals day.
10. International choruses' show	Virginia	- Sunday 15 Sept, evening. - A Capella West (from Perth), and 3 champion quartets will also perform: Martini, Frenzy and Love Notes. - Venue no decided - Equipment list required - Advertising	
11. Branding, design, graphics for New Orleans-related items, events.	Amelia	- Logo design - T-shirts - - recommendation, decision - Communicating to chorus - Living Springs T-shirts?	Agreed: 2 t-shirt logos/motifs, designed by Brianna. One 'New Zealand to New Orleans', for rehearsals. Members bring black t-shirt of their choice to Living Springs, Amelia collects all and gets printing done at Haralds. Second – fancy gold 'New Orleans' masque motif and CCC logo, to be printed on the back of a black t-shirt. To be done in July, for wearing at rehearsals in New Orleans. Cost for printing = $5 per t-shirt. Amelia to manage, send notice to bulletin and to Trish.
12. Supporters travelling with chorus	Angela	- Information, drinks & get-together with supporters, Virginia, new chorus	Angela will forward a notice for the Bulletin 3 to Trish for

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		members, and OOTMs: best date is Saturday 25 May 4:30pm, Cricket Centre.	Saturday 25th May, 4.30pm at the Cricket Centre.
13. Financials – Budget - Fundraising	Susan	- Table draft budget for New Orleans - See attached fundraising details for Las Vegas 2015-16.	Jeannette to write to the Regional Management Team to see if $5000.00 regional assistance is available to us. Susan to talk to Deb regarding the New Orleans budget and invite Deb or representative to the next New Orleans meeting 2 March. Agreed: the wider Chorus Management Team to confirm fundraising options. Silent Auction in Dunedin discussed, Jeannette to progress.
14. Communications	Whole team	- Information, registration, session held Saturday 10 November, Bulletin #2 circulated Sunday 2 December - Decision: next bulletin, contents,	Trish - next New Orleans bulletin to be ready go out Sunday 17th February with Sunday bulletin. All – items to Trish as discussed today.
15.Health Team	Edna	- Notice was in Bulletin #2 - Meeting with Health Team Saturday 29 June 2019?	Edna has volunteers for her Health Team. Rebecca to organise a pharmacist to talk to the chorus about staying healthy through the winter prior to going to International. Saturday April 6th, weekend rehearsal.
16. Payment deadlines for members		- As in Bulletin #1 - Discuss further, include in timeline	Trish – reiterate in Bulletin 3.
17.Competition Booklet	Amelia to assemble	- Booklet to be completed by 19th July 2019, printed version to chorus on 26 July coaching weekend.	Agreed, Amelia to progress.
18.Next meeting date		Saturday 2nd March 2019 at 2.00pm, 5 the Oval.	Saturday 2nd March 2.00pm at 5 The Oval.