Minutes: New Orleans Planning Team meeting, Saturday 2 March 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, Jeannette, Marilyn

Item	Person responsible	Discussion points / Decision	Action before next meeting
1. SAI - communications	Susan	Mariott Hotel assigned to us Masayo completing on-line registration Rebecca maintaining rooming list	Still awaiting more details.
2. Timeline	Susan	Draft Tabled	Timeline tabled,Susan to email to everyone to provide comments by the end of next week.
3. 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. - Have signing sheet ready for Living Springs	Latest list available to check/modify at Living Springs weekend. Rebecca will have what she knows to be an accurate list for signing.
4. Accommodation – convention hotel	Masayo Susan	Mariott Hotel assigned to us Masayo completing on-line registration Rebecca maintaining rooming list – post on New Orleans web page?	Latest list available to check/modify/sign at Living Springs weekend. Daphne to send out invoices for International Registrations on the 15th March. Due date 1st April.
5. Travel to New Orleans	Jan, Robyn	Most people leaving New Zealand Thurs 12 or Fri 13 Sept.	Rebecca – sheet on web page for people to fill in own details. Help those who have not yet booked flights. Option at living springs to fill in spread sheet also.
6. Chorus rehearsal schedule New Orleans	Virginia	- Allocated space - Galerie 2 Ballroom, Sunday 15 – Sat 21 Sept.	

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		- First rehearsal Friday evening 13 Sept - Use of other choruses risers – update 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.	
7. Ground transport New Orleans airport to hotel	Jan	- Link to ground transport in Bulletin #3.	
8. Chorus shared meals in New Orleans	Miriam, Rebecca	- Discuss number of shared meals, venue options, times, who pays: report	Discuss at the next meeting, once we have more information.
9. 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 to be determined - Equipment list required - Advertising	
10. Hair, make-up: education for Chorus members	Jan	- Hair/Makeup workshop 1.00-4.00pm Sat 30th March, Cashmere High School Drama room. - Who helps and who checks on competition days	Susan will book drama room for Hair workshop Saturday 13th April 1.00- 4.00pm. Makeup workshop now 11.00 to 5.00pm.
11. Branding, design, graphics for New Orleans-related items, events.	Amelia	- Advised in chorus bulletin and New Orleans bulletin #3. - Design 2	
12. Supporters travelling with chorus	Angela	- Advertised in Bulletin #3 Saturday 25 May 4:30pm, Cricket Centre.	
13. Financials – Budget - Fundraising	Susan	- Table draft budget for New Orleans - $3000 will be paid to us by Region 35 for coaching – spend in 2019-20. - Silent Auction planning underway for Dunedin	
14. Communications	Whole team	- Bulletin #3 circulated Sunday 24 February - Decision: next bulletin, contents	Next bulletin will be end of April/ Mid May.
15. Health Team	Edna	- Meeting with Health Team Saturday 29 June 2019? - Pharmacist – Rebecca?	Pharmacist will visit Sat 6th April at lunchtime, to offer advice for staying well etc through winter and onto New Orleans. Annabelle Turley.

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16.Competition Booklet	Amelia to assemble	- Booklet to be completed by 19th July 2019, printed version to chorus on 26 July coaching weekend.	
17.Other business			
18.Next meeting date		Saturday 27 April 2019 at lunchtime, Harmony rehearsal weekend. Reporting on actions, anything urgent identified.	Sunday 7th April lunchtime at the Lynne Smith weekend.