MINUTES: New Orleans Planning Team meeting, Sunday 7 April 2019

1:00-1:30pm, at Hagley Cricket Centre (Lynne Smith Weekend)

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 Rebecca Gourlay	**Rehearsals, performances** Virginia Humphrey-Taylor	**Travelling Supporters Coordinator** Angela Blank	**Hair/Make-up Coordinators** Jan Mathieson Sandy Gunn

Apologies: Virginia, Miriam.

In attendance: Jeannette Merrin

Item	Person responsible	Discussion points / Decision	Action before next meeting
1. SAI - communications	Susan	Hotel, international riser times.	Rebecca, Susan – ensure registration form and release of claims form are submitted on time – **by 20 May.**
2. Timeline	Susan	Drafted, circulated 1 April 2019	Everyone check and update for their area of work.
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.	Rebecca - post on New Orleans webpage
4. Accommodation – convention hotel	Masayo Susan	Mariott Hotel assigned to us Masayo completing on-line room bookings.	SAI yet to confirm Weds 11th/and Thurs 12th Sept, nights Daphne to send out invoices for International Registrations on the 10 April, payment due by 10 May. Rebecca post rooming list on New Orleans web page.
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. All - help and advise those who have not yet booked flights, only about $1300 round trip to Houston right now.

Item	Person responsible	Discussion points / Decision	Action before next meeting
6. Chorus rehearsal schedule New Orleans	Virginia	Draft 2 circulated 1 April 2019	Risers rented from Toast of Tampa chorus for Sunday night show. Rehearsals on proper risers schedule for at least 2 hours each day.
7. Ground transport New Orleans airport to hotel	Jan		
8. Chorus shared meals in New Orleans	Miriam, Rebecca	- Discuss number of shared meals, venue options, times, who pays: report	When invoiced to members, it needs to be itemised $50.00 meal/$100 for ballroom hire for the week. Miriam – suggest date for invoicing.
9. International choruses' show	Virginia	- Sunday 15 Sept, evening – venue ballroom Sheraton Hotel. - A Capella West (from Perth), and 3 champion quartets will also perform: Martini, Frenzy and Love Notes. - Advertising	Virginia - Equipment list required Virginia – confirm guest artists Next meeting- discuss advertising
10. Hair, make-up: education for Chorus members	Jan		
11. Branding, design, graphics for New Orleans-related items, events.	Amelia	- Design 2 dates	
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 *not complete* - $3000 will be paid to us by Region 35 for coaching – spend in 2019-20. - Silent Auction planning underway for Dunedin	Susan – To have budget for next meeting.
14. Communications	Whole team	- Decision: next bulletin, contents	Trish, Marilyn - next bulletin due 19th May. All – material for Bulletin #4 to Trish
15. Health Team	Edna	- Meeting with Health Team Saturday 29 June 2019?	Rebecca – date for pharmacist visit?
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			

Item	Person responsible	Discussion points / Decision	Action before next meeting
18.Next meeting date			Saturday 8th June 2.00pm at 5 The Oval.