MINUTES: New Orleans Planning Team meeting, Saturday 8 June 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	**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: Trish Morrison, Amelia Davis.

Item	Person responsible	Discussion points / Decision	Action before next meeting
1. International Registrations	Rebecca, Edna Robyn	132 competing member registered at Early Bird rates 29 May. 7 are youth members. Release of Claims form with all registrants signatures submitted at the same time. All payments made on chorus credit card (only option this year).	**Miriam:** advise finance/membership team, to make sure that all out of town members are registered with SAI until Oct 2019.
2. Accommodation – convention hotel	Masayo Susan	Marriott Hotel and Experient unable to provide rooms for some pre- and post-convention nights.	**Masayo/Susan:** keep working at this. **Rebecca:** put rooming list on the New Orleans web page. for members to check.
3. Financials – Budget - Fundraising	Susan	- Draft budget - Attached, to be further discussed.	Charge everyone for semi-finals subway-type lunches. **Susan:** advise Deborah what our decisions were in todays meeting. **Susan:** circulate next version of budget by 12 June.
4. Timeline	Susan	Attached with this agenda.	**Susan:** get names before September 2019 for Notice of special circumstances to SAI.
5. Chorus rehearsal schedule New Orleans	Virginia	Circulated to chorus 20 May. Discuss flat floor rehearsals in our assigned ballroom.	**Susan:** book HTP productions Risers to use instead of flat floor rehearsals in Marriott Galerie 2 ballroom. **Miriam:** check with Lions Gate chorus about possibilities.
6. Get-together with Australians	Virginia	- Sunday 15 Sept, evening with	**Angela:** get plastic wine glasses for this.

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		A Capella West (from Perth), and NZ and Australian competing quartets. At Sheraton. - BYO – glasses, snacks	
7. SAI - communications	Susan	Chorus Webcast Questionnaire - Attached. Someone to draft, and check. Set dates. - Use members' information provided on blog – international and musical angle.	**Susan:** get names before September 2019 for Notice of special circumstances to SAI. **Marilyn and Angela:** to complete webcast questionnaire for the chorus. Circulate draft to this Planning Team by 21st June. **Susan:** send to SAI by 28 June
8. Travel to New Orleans	Jan, Robyn	Spreadsheet posted for people to complete details. Have hard copy available for people to fill in at 28-30 June Lea Beverley weekend.	**Rebecca:** print and have at rehearsal for next week – hard copy of spreadsheet for members to complete details.
9. Chorus shared meals in New Orleans	Miriam, Rebecca	- Chorus and supporters dinner Sat night 21 Sept. Galerie 2 Ballroom, Marriott. Menu options, price.	Menu discussed and choices made. This will cover one lunch (semi finals day) and Sat night dinner. Remainder to come from fundraising. **Susan:** advise Finance Team invoices to be sent now to members for $170.00. invoices to be paid by members 26th July 2019. Itemised as $70 for meal and $100 for ballroom hire. **Virginia and Miriam:** get accurate cost to supporters for meal. Could be $150.00 NZD (provisional)
10. Hair, make-up: education for Chorus members	Jan	- Update - All chorus members participating? - Hair plan for New Orleans – quality control	**Jan:** advise members: Workshop for makeup now Sat June 29th and Sat 27th July after rehearsal. **Jan:** Hair notice to Marilyn to put in next New Orleans Bulletin. **Jan:** advise members about having a hair style ready they can do themselves, or assign people to hair dressers.
11. Competition Booklet	Amelia to assemble	- Booklet to be completed by 19th July 2019, printed version to chorus on 26 July coaching weekend.	**Amelia:** first draft to Susan by the 1st July

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12.Health Team	Edna	- date for pharmacist visit?	**Rebecca:** email pharmacist to come and talk to chorus on the Sat 29th June1:45 – 2:00pm **Edna:** Meeting with Health Team Saturday 29 June 2019. Send names of Health team to Amelia for the Handbook. Plan for maintaining security of members' health info.
13. Branding, design, graphics for New Orleans rehearsal tops	Amelia	- Rehearsal Top Design 2 - drop off by Sunday 28 July, collection Sunday 18 August	T- shirts are on track to be completed by the end of July. **Amelia:** ensure collection deadlines and price are published in each Sunday Bulletin. Remind people that supporters can also get them done.
14.Supporters travelling with chorus	Angela	- About 40 supporters - Buying competition tickets for them in New Orleans	**Angela:** to find out where tickets are bought for the semi finals and finals. **Angela:** find out names of supporters – put out a list for people to complete at one of the weekend rehearsals.
15. Communications to chorus	Whole team	- Discuss next bulletin – date, contents	**Marilyn:** draft bulletin to Susan by 22 July. Next bulletin #5 ready for 26 July weekend.
16.Ground transport New Orleans airport to hotel	Jan		
17.Other business			
18.Next meeting date			Saturday 13th July 2.00pm. The Oval.