MINUTES: New Orleans Planning Team meeting, Saturday 13 July 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 Rebecca Gourlay	**Rehearsals, performances** Virginia Humphrey-Taylor	**Travelling Supporters Coordinator** Angela Blank	**Hair/Make-up Coordinators** Jan Mathieson Sandy Gunn

Apologies: Jan Mathieson (front row rehearsal)

In attendance: Jeannette McGrath

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. About 10 chorus members SAI registrations expire end Sept. but they will be ok to compete mid-September.	**Miriam –** during July-August, ensure that all members registered with SAI. **Miriam** – give list of CCC ootms to Region 35, ask Veronika to confirm they have paid their regional levy. **Miriam** - check rules re Laurel Santry. **Susan –** members' names before September 2019 for Notice of special circumstances (join traffic pattern late) to SAI: Liz Sexton, Sue Barr, Jeannette Smith, Mabel, Rini, Sally Chapman.
2. Accommodation – convention hotel	Masayo Susan	All members now have appropriate accommodation for chorus and personal travel time.	**Rebecca:** post latest rooming list from Masayo on New Orleans web page. Sandra Beath will do this for you. **Masayo/Susan** – put in special requests to The Marriott. - Joanne Roskilly ground floor room, or room accessible by stairs. - Disabled shower – Liz Sexton, Sue Barr, Jeannette Smith, Mabel, - List of adjacent room requests as on the rooming list.
3. Financials – Budget - Fundraising	Susan	- Draft budget – 8 July version, approved by Raewyn, Paul Duggan was circulated.	**Susan:** keep budget up to date as changes occur.
4. Timeline	Susan	Attached with this agenda.	No changes

Item	Person responsible	Discussion points / Decision	Action before next meeting
5. Chorus rehearsal schedule New Orleans	Virginia	Latest draft attached. Change in plans for risers in Galerie 2 Ballroom.	**Susan** – get hotel to confirm Galerie 2 or another space for Friday night 13 Sept.
6. Get-together with Australians	Virginia	**Sunday 15 Sept,** evening with A Capella West (from Perth), and NZ and Australian competing quartets. At Sheraton. - BYO – glasses, snacks **Buddying up with A Capella West members** – Jeannette has sent names of CCC members to Lindsay Dyer. A Capella West members will contact CCC members.	**Angela:** get plastic wine glasses for this. **Jeannette:** purchase small tokens for CCC members to give to A Capella West on Sunday 15 September..
7. SAI - communications	Marilyn, Angela, Virginia	Chorus Webcast Questionnaire - Submitted, attached.	**Complete,** thanks to Marilyn and Angela and Virginia
8. Travel to New Orleans	Rebecca	Spreadsheet posted for people to complete details.	**Rebecca -**Have hard copy available for people to fill in at July Lea Beverley weekend. **Rebecca** to contact non-responders so they can reply individually by email.
9. Chorus shared meals in New Orleans	Miriam	- Chorus and supporters dinner Sat night 21 Sept. Galerie 2 Ballroom, Marriott. - Members invoiced $170, due date 31 July. Lunches – order forms for lunch Thursday 19 Sept have been circulated. Miriam has printed name and food order on labels for caterer to fix to each lunch package.	**Miriam:** circulate revised menu options, and price when hotel responds. **Miriam:** put in order with food company when all orders in. Organise payment with finance team.
10. Hair, make-up: education for Chorus members	Jan	Workshop for makeup now Sat June 29th and Sat 27th July after rehearsal. **Jan:** advise members about having a hair style ready they can do	**Jan:** Hair notice to Marilyn to put in next New Orleans Bulletin.

Item	Person responsible	Discussion points / Decision	Action before next meeting
		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 circulated next draft Sat 13 July.	**All:** read draft booklet and send comments to Amelia by Wed 17 July. **Marilyn**: ask Beca if they will sponsor and print the competition booklets. **Marilyn:** photocopy a one-page rehearsal schedule that people can hang in their hotel rooms. Does not have to be done immediately.
12.Health Team	Edna	- Report on meeting with Health Team Saturday 29 June 2019 - date for pharmacist visit?	**Edna –** Health info form to be handed out at July weekend. Latest return date - and last one returned by Sunday 18 Aug. Health team members will take hard copies to New Orleans, in sealed envelopes. **Rebecca** – Pharmacist – talk at lunchtime at July weekend, or write a piece for the next New Orleans bulletin.
13. Branding, design, graphics for New Orleans rehearsal tops	Amelia	- Rehearsal Top Design 2 - drop off by Sunday 28 July, collection Sunday 18 August	Proceeding smoothly, Melvena collecting money and shirts.
14.Supporters travelling with chorus	Angela	Buying competition tickets for semi-finals and finals in New Orleans: Angela has a list of 72 tickets to buy. Angela to arrange for CCC card to be used for payment, and apply for the block of tickets	**Angela -** arrange for CCC credit card to be used for payment, and apply for the block of tickets. – contact our finance people to confirm that they will invoice supporters once we have received the credit card statement (with exchange rate and fees)
15. Communications to chorus	Whole team	- Bulletin #5 – - ready for 26 July weekend.	**Marilyn, Tricia:** Next bulletin date 26 July. Include: - ESTA info (repeat) - Health info (from Edna) - Info on $170 invoice for meal, room hire (from Susan) - Info about collecting registration accessories (ribbons, labels) from SAI website. - Convention app on phone. Instructions.

Item	Person responsible	Discussion points / Decision	Action before next meeting
			- How to find New Orleans page on website - Expect a note from a member of A Capella West. - Include info about SAI webpage https://sweetadelines.com/neworleans -
16. Ground transport New Orleans airport to hotel	Jan		**Trish/Marilyn:** repeat the link in the Bulletin.
17. Collecting registrations (name badges, lanyards) in New Orleans			**Angela – Miriam** to collect chorus packs at the convention. Name badges, lanyards.
18. Other business Buddy list for first timers Certificates	Rebecca	Rebecca matching first timers and experienced people, for advice. Certificates to be given out in New Orleans – first time competing internationally with ChCh. Certificates for people who have first competed internationally in 1991 San Antonio.	**Rebecca:** Send matched list to Virginia for checking. **Amelia**: modify 2016 certificates. **Rebecca** – get the certificates printed and take them to New Orleans. **Miriam:** find out who those people are. Modify certificate for this purpose.
19. Next meeting date		Saturday 10 Aug or	**Sat 10 August, 2-4pm, at The Oval.** Apologies from Miriam, Jeannette, Amelia.