MINUTES: New Orleans Planning Team meeting, Saturday 10 August 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: Miriam, Virginia, Jeannette McGrath, Rebecca, Robyn.

Item	Person responsible	Discussion points / Decision	Action before 5 Sept 2019
1. Buddy list for first timers Certificates	Rebecca Miriam, Amelia	Rebecca matching first timers and experienced people, for advice- Certificates to be given out in New Orleans – first time competing internationally with ChCh – sample provided by Amelia. People who have competed internationally since 1991 – agreed to acknowledge members for number of times competing internationally.	**Rebecca:** send to Virginia for checking ASAP **Marilyn and Amelia** will print certificates for the first timers. Award at a New Orleans rehearsal. Categories for acknowledgement – forward suggestions to Jan and Marilyn. Acknowledge at a New Orleans rehearsal. **Marilyn / Amelia:** make a certificate for Mabel
2. Accommodation – convention hotel	Masayo Susan	Update – Masayo.	**Masayo/Susan** – put in special requests to The Marriott.
3. Financials – Budget - Fundraising	Susan	- Draft budget – attached – any questions, comments, additions	**Susan** – discuss payment mechanisms with finance team. Cash, paying Little Rock Chorus
4. Timeline	Susan	Deadlines being met.	
5. Chorus rehearsal schedule New Orleans	Susan	Handbook version attached. Galerie 2 Ballroom Friday night Arrangement with Top of the Rock chorus.	Susan to finalise details for Marriott Galerie 2 Ballroom for Friday night. Still not confirmed – depends on afternoon Ballroom users finishing on time.

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6. Get-together with Australians	Angela	- Sunday 15 Sept, - Note to chorus circulated by Jeannette.	**Angela:** get plastic wine glasses for this.
7. SAI - communications	Susan	Recent note about webpage and release of claims forms. https://sweetadelines.com/international-competitor-resources Release of claims forms – on line and submitted form (28 May). Response from SAI **Miriam –** during July-August, ensure that all members registered with SAI until at least November 2019. On-line briefing – downloadable?	**Virginia / Susan** to complete: - Competition Authorization - Individual Performance Recording Order - Tech Rehearsal Sign-Up - Photography Order Form - Notice of Special Circumstances - Trophy Shipment - Contact Sheet - Semifinals Song Info - Semifinals Cue Sheet - Entertainment Package Song Info - Entertainment Package Cue Sheet - Number of Competing Members Certification **Susan:** Advise SAI one person withdrawn (Liz Young) **Angela –** find out how members collect ribbons etc from Registration desk
8. Travel to New Orleans – arrival dates recorded for every singer	Rebecca	Spreadsheet posted for people to complete details.	Almost complete on website.
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.	Revised menu options, price circulated. Agreed: Meal charge for supporters = USD65.00/NZD100.00 **Angela** to get a list of names for this by August 18th. Get Finance team to invoice the member for the supporters' meals.
10. Hair, make-up: education for Chorus members	Jan	Workshops complete – update from Jan	Under control
11. Competition Booklet	Amelia	printed version available to chorus on 26 July coaching weekend. -	Complete, thanks to Amelia for compiling, Marilyn for printing, Beca for sponsoring.

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12. Health Team	Edna	- Form for chorus, only those people with pre-existing unpredictable health conditions that require medication have to complete and submit to Health Team. -	Return deadline 7 Sept. **Edna** to send electronic forms to Rini, for members to complete. In this week's Sunday Bulletin
13. Branding, design, graphics for New Orleans rehearsal tops	Amelia	- Rehearsal Top Design 2 – handed in, being printed. - collection Sunday 18 August	Under control, 240 shirts being printed. Thanks to Melvena for doing admin work on this.
14. Supporters travelling with chorus	Angela	- About 40 supporters -	Single event registrations (semi finals, finals) ordered by Angela, and invoices sent out.
15. Communications to chorus	Whole team	- Bulletin #6 – - Final pieces of information	**Trish, Marilyn**: final New Orleans bulletin to be circulated 31st August.
16. Ground transport New Orleans airport to hotel	Jan	Ground transport, travel jugs, health reminders, ESTA reminder, Marriott Bonvoy reminder, any updates from costume or makeup teams	**Trish** to put link in next New Orleans Bulletin. Taxis, shuttle, uber, approximate cost airport to hotel.
17. Other business			none