

RMT Associate Report – May 2, 2025

Hello everyone – it's been awhile! I think I'm going to have to start keeping a running list of projects...

Accomplished:

- There were a number of smaller things that got wrapped up for regional competition after our February meeting:
 - I completed the AET spreadsheet merge into the official registration/nametag list for regional competition, and kept Donna Ebelhar & Lura informed as the project progressed.
 - We made sure the big screen ad submissions and payments matched.
 - I made changes to the regional website pages as necessary, as deadlines passed and new information became available.
 - I assisted in editing the final convention program, FourScore, and the final email blast to members with competition information.
 - I set up Kim Forest on CG4 so that she would receive the webcast shoutout notifications during competition.
 - I also volunteered at the registration desk during Thursday evening and Friday morning, where I was able to resolve an issue with individual single-event ticket purchasing in the store. The issue came up due to the way CG4 dates events and links them to store items.
- I kept up with additions and subtractions of members on the regional website.
- Liz and I had an initial training session on Canva.
- I assisted with editing the email blast to members about Express Yourself!, as well as the Facebook post announcing SAI International Committee appointments.
- I updated the access to RMT minutes on the regional website to include the new Associates.
- I uploaded the new Disbursement Guide and form to the regional website, and took down the previous versions.
- I set up Myra on CG4 as part of her assumption of the Finance Coordinator role.
- I revised the Express Yourself! website pages with the revised logo created by Jack Johnson and supplied by Lura.
- I am making the transition to the official Communications Coordinator position, gradually taking over duties from Liz. She and I are going to be working together on the SOR report this year. We've gone over timelines for the various duties that need to be accomplished throughout the year. Liz will remain available as a resource as I take over, thank heavens!

In Process:

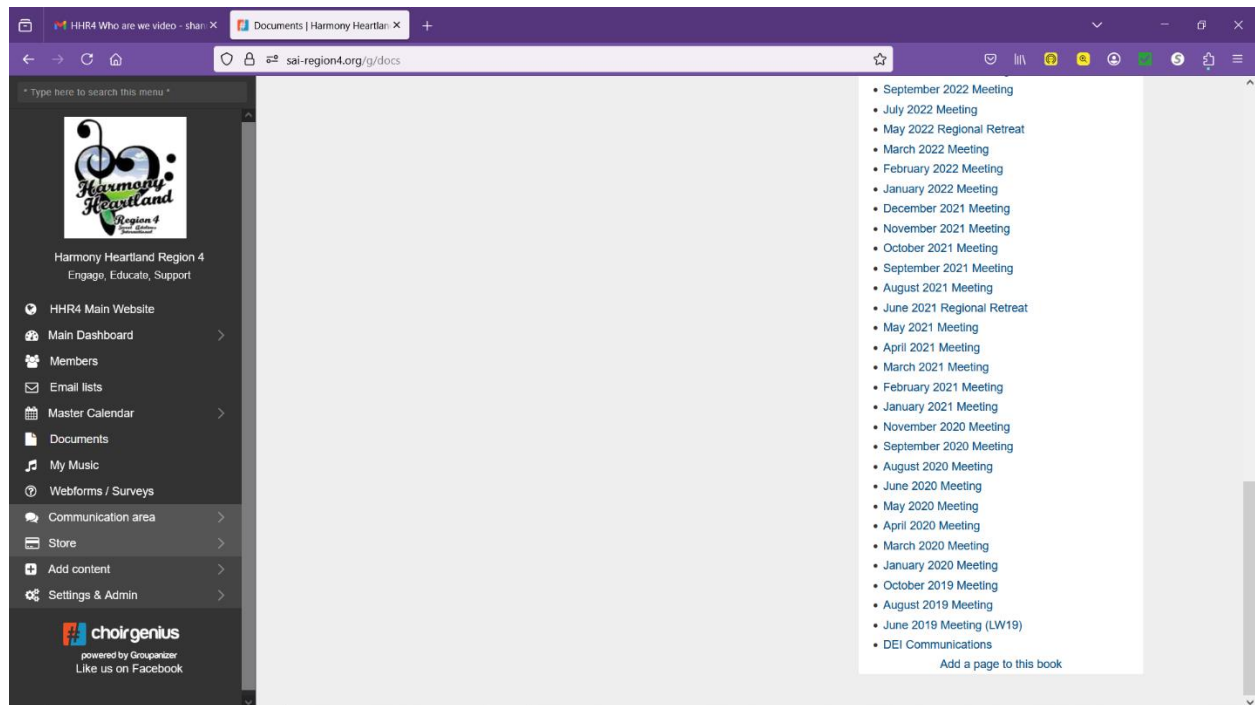
- I still need to follow up with several choruses regarding lists of members in the regional database who are not in the SAI database list. That will happen this month. I also need to figure out about downloading regional membership lists from the SAI website.
- I am in the process of updating the lists and website pages with new Board/Management Team members and committee chairs for the choruses.
- Liz and I met about the timeline for CG4 transition, and decided, for the sake of Express Yourself!, to hold off on the transition until July/August. The intent is to complete the process and launch the new website prior to August 14. We're intending to produce

instructional videos for the membership and meet with the RMT for training purposes prior to the launch.

- As part of the clean up to the documents section on the website, you will find screenshots of the section below. I would like to discuss access, and any changes you would like made to this section.

The screenshot shows the 'Documents' section of the Harmony Heartland Region 4 website. The left sidebar contains a navigation menu with items like 'Main Dashboard', 'Members', 'Email lists', 'Master Calendar', 'Documents', 'My Music', 'Webforms / Surveys', 'Communication area', 'Store', 'Add content', and 'Settings & Admin'. The main content area is titled 'Documents' and features a grid of document categories, each with a list of items and an 'Add a page to this book' link. The categories include: Chorus Information (Chorus Directors list, Mailing Addresses, Presidents/Team Leaders, Treasurers), Chorus Registration, Chorus Treasurers Information, Competition Information (Bev Miller Award, Score History), DCP Confidential Information (Active, Approved, Certified Directors, etc.), Email Blast for 2025 Convention and Competition, Education & Events (Educational Resources, Event Archive, etc.), Forms (2025 Chapter AET Spreadsheet, etc.), International Board of Directors (IBOD) Information (Committee List, Meeting Summaries), Member Information (Membership Options, Regionals), Regional Management Team (RMT) Information (Printable Directory, Calendar, etc.), Regional Standing Rules, and Rising Stars of Region #4.

This screenshot shows the same 'Documents' section but with a different layout or scroll position. The left sidebar is identical. The main content area now shows a different set of document categories, including: Regional Management Team (RMT) Information (Printable Directory, Calendar, etc.), Regional Standing Rules, SOAR With 4! Becoming an Extraordinary Leader (April 13 2025 - Lessons from the Chesire Cat, etc.), Rising Stars of Region #4, and RMT Minutes (Disbursement Information, February 2025 Meeting, etc.). The 'Add a page to this book' link is present for each category.



Chorus Buddies:

- I have not contacted Scenic City & K-Town Sound since just before competition in late March. Bad Shannon!

Respectfully submitted,

Shannon Haddox