

# Minutes of Nelson Civic Choir Committee

**Date: Wednesday, 4 February 2026**

**Meeting date:** Wednesday 4 February 2026

**Venue:** Inga Lane's home

**Start time:** 4:00 pm

## Attendance / Apologies

*Present:* Todd Padgett (Chair), Inga Lane (Deputy Chair), Gretchen Howard (Treasurer)

*Apologies:* Irene de Jong (Secretary), Jason Balla (Music & Artistic Director)

## Confirmation of Previous Minutes

*Previous meeting:* 19 January 2026

*Resolution:* That the minutes of 19 January 2026 be accepted as a true and correct record.

*Moved:* Todd Padgett *Seconded:* Inga Lane *Carried:* Yes

## Matters Arising from Previous Minutes

- Noted: AGM preparation is the primary focus for this meeting (agenda, member email, attachments).

## Correspondence

- *AGM member email / notice:* Draft email to be prepared and sent by **Monday 9 February 2026** to meet notice requirements and reduce multiple separate emails.
- *Attachments to include (where available):*
  - Minutes of the last AGM (confirmed located)
  - Nomination form (confirmed prepared)
  - Subscription/payment information (to be included)
  - AGM agenda headings (headings only; no explanatory text for members)

## Financial Report

- Treasurer advised the financial report is targeted to be available by **13 February 2026** for review prior to the AGM.
- Discussion included the importance of having clear figures available in case of member questions.
- *Payments noted/raised for approval process and record-keeping:*
  - Payment to NZCF. (\$690) – paid/processed
  - Payment to The Boathouse costs (\$505) – awaiting/processing approval as discussed
- Agreed approach: Treasurer may pay invoices as required, with a clear list/summary reported and approved at committee meetings for transparency and shared responsibility. Treasurer may circulate a tailored transaction summary to committee as needed.

## Current Projects

### *AGM planning and documents*

- Confirmed: nomination process underway; voting form only required if nominations exceed available positions.
- Constitution:
  - Content broadly settled following member consultation; formatting still under review.
  - Two formats exist (bullet style and numbered “legal” style).
  - Alex Reith (legal adviser) has not yet reviewed the latest formatted version; Todd to liaise directly with Alex to confirm preferred format and any Act-compliance requirements.

- Key principle agreed: members vote on **content**, not formatting.

### **General Business**

- Committee meeting structure: emphasis on using a consistent agenda format to keep meetings focused and compliant (quorum, apologies, minutes, motions, financial approvals).
- AGM chairing process briefly discussed (customary practice of stepping aside/transitioning as needed during AGM proceedings).
- Acknowledgement recorded of Joe Waller's significant contribution to constitution work and related support.

### **Other Business**

- No additional items raised.

### **Next Meeting**

*Date:* Wednesday 11 February 2026

*Time:* 10:30 am

*Venue:* Inga Lane's home

### **10. Meeting Closure**

*Meeting closed:* 5:31 pm

Signed:                     *Todd Progett*                     (Chairperson)

**Date:**   5 February 2026