

Minutes of Nelson Civic Choir Committee Meeting

Date: Wednesday, 18 March 2026

Time: 10:39 am – 11:35 am

Location: Inga Lane's home

Chairperson: Todd Padgett

1. Attendance / Apologies

Present: Todd Padgett (Chairperson), Inga Lane (Deputy Chair), Gretchen Howard (Treasurer), Jason Balla (Music Director) and John Potter (Committee member)

Apologies: Irene de Jong (Secretary), Ian Buick (Committee member)

2. Confirmation of Previous Minutes

Previous meeting: Wednesday, 25 February 2026

Resolution: That the minutes be accepted as a true and correct record.

Moved: Todd Padgett **Seconded:** Gretchen Howard. **Carried**

3. Matters Arising from Previous Minutes

- The revised Nelson Civic Choir Constitution was submitted to the New Zealand Companies Office on **24 February 2026** and approved within two hours.
- Relevant organisations, including Nelson Building Society and Charities Services, have been notified of the Choir's successful re-registration.
- Members have been requested to complete and resubmit updated membership forms. This process is ongoing.
 - **Deadline:** 25 March 2026

4. Financial Report

- Treasurers report presented and discussed.
- Todd to file the NCC **Annual Performance Report** for the year ended 31 December 2025 with the Charities Office (due June of 2026).
- Approval granted for payment of the following invoices:
 - Jodie Thomas — \$400.00
 - Jason Balla — \$2,313.41
 - Cooper Savage — \$1,437.50

5. Current Projects

Choral Kaleidoscope Concert (May 2026)

- Jason Balla presented the current budget position.
- Budget figures remain under review pending contractor quotations.
- The Committee agreed on a **target budget ceiling of \$17,000**.

6. Action Items

- Gretchen Howard to establish a Nelson Civic Choir account with Printhouse (Stoke).
- Circulate information to members regarding participation in the **Nelson Centre of Musical Arts 125th Anniversary Concert** (26 September 2026).
- Draft a **Conflict of Interest Declaration Form** for Committee members and relevant contractors.
- Schedule and notify production team of meetings for *Choral Kaleidoscope*:
 - Tuesdays at 5:30 pm
 - Beginning, 24 March, 14 April, then weekly through to 5 May 2026
- Send invitation to Choir members regarding visit to **Green Gables Retirement Village**:
 - Date: Monday, 20 April 2026
 - Time: 10:30 am

7. Other Business

- No additional business was raised.

8. Next Meeting

Date: Wednesday, 1st of April 2026

Time: 10:30 am

Location: Inga Lane's Home.

10. Meeting Closure

Meeting closed at 11:35 am

Signed: _____

Todds Pudgett

Chairperson

Date: 19 March 2026